



## PURDUE FARMER'S MARKET TERMS AND POLICIES

**In consideration of the opportunity to license stall space(s) and sell products in the Purdue Farmer's Market, Greater Lafayette Commerce, and the Vendor, by signing the attached Application, agree to the following terms and policies, which are incorporated into the Contract in their entirety.**

**DEFINITIONS.** When capitalized in this Contract, the following terms have the following meanings:

“Approved Categories” means the six categories of products that Vendors may sell at the Market, as set forth in Section 4.C. below.

“Contract” means the CONTRACT FOR VENDING IN THE PURDUE FARMERS' MARKET which each Vendor must sign, and into which these Terms and Policies are incorporated.

“Daily Vendor” means a Vendor who does not qualify as a Season Vendor.

“GLC” means Greater Lafayette Commerce.

“Market” means Purdue Farmers' Market.

“Market Board” means the informal board to be appointed by GLC for each Market season in accordance with Section 2.E below.

“Market Master” means the individual to be hired by GLC in accordance with Section 2.D. below.

“Product Rules” means those rules concerning the products which a Vendor may sell at the Market in accordance with Section 4 below.

“Purdue” means Purdue University, West Lafayette, Indiana.

“Purdue Market” means the Purdue Farmers' Market to be located at the north end of Memorial Mall on Purdue University campus in West Lafayette.

“Season Vendor” means a Vendor who intends to vend at least once per week throughout most or all of the Market season, who signs a Contract, who pays the prescribed fees when required, and attends at least 75% of the Purdue Farmers’ Market sessions. Vendors who do not attend at least 75% of the Purdue Farmers’ Market sessions during the season will be considered Daily Vendors.

“Terms and Policies” means the terms and policies referenced herein.

“Vendor” means a Season Vendor or a Daily Vendor who is directly involved with the production of items to be sold at a Market. This would include planting, tending, and harvesting produce, and creating craft items from raw materials. Vendors at the Purdue Market may include Purdue University academic departments and university operations.

“Vendor Fees” means the fees which a Vendor is required to pay under Section 6 below.

“Vendors’ Representative” means a representative to be elected as needed by the Vendors for each Market season in accordance with Section 2.C.1 below. Vendors can also elect to defer this responsibility to the Market Master.

## **1. MARKET POLICIES AND ADMINISTRATION.**

- A. **Roles of GLC and Purdue.** GLC shall administer the Purdue Market as an agent of Purdue. GLC and Purdue reserve the right to terminate the Purdue Market or to change the times, dates, locations, and/or policies relating to the Purdue Market.
- B. **Market Policies.** GLC, with advice from Purdue and the Vendors’ Representatives shall establish all Market policies, including policies applicable to customers as well as Vendors, and shall set all Vendor Fees.
- C. **Vendors’ Representative.** Each season through an election coordinated by GLC, the Vendors shall elect a Vendors’ Representative for the Market season. If appropriate, the Market Master shall take on the Vendors’ Representative responsibility.
- D. **Market Master.** GLC shall hire and supervise the Market Master, who will provide information about, interpret, and implement Market policies, oversee the daily Market operations, oversee Market set-up, assign vending spaces based on availability, collect fees, conduct on-site inspections of Vendor production sites, and assess or recommend the assessment of discipline of Vendors who violate these Terms and Policies or otherwise fail to satisfy their obligations under this Contract.
- E. **Market Board.**
  1. Following the election of the Vendors' Representative, GLC will appoint a Market Board that is comprised of one or more representatives from GLC, the Vendors' Representative, the Market Master, and one or more Vendors.
  2. The Market Board will upon request advise GLC and the Market Master concerning Market policies and Market operations.
  3. The Market Board will make recommendations to GLC concerning the discipline, including termination of marketing privileges, of Vendors whom the Board determines have not complied with the obligations imposed on them by these Terms and Policies.
  4. The Market Board may reclassify a Daily Vendor as a Season Vendor if the Market Board determines that a product that a Daily Vendor is offering is a

significant addition to the Market and if the Daily Vendor can attend 75 percent of the Saturday Market sessions.

- F. **Questions and Complaints.** Vendors may direct concerns or questions regarding operation of the Market to the Market Master or to the Vendors' Representative. Vendors may submit complaints to the Market Master who will forward to GLC, or may submit written complaints to GLC, P.O. Box 348, Lafayette, IN 47902-0348.

## 2. **MARKET OPERATIONS.**

- A. **Market Schedule.** The Purdue Market will operate from 11 a.m. to 3 p.m. on each **Thursday from June 2, 2022 through October 27, 2022.** Vendors shall have their vehicles in place on Memorial Mall between 9 a.m. and 10 a.m. and must remove their vehicles from Memorial Mall by 3:30 p.m. as directed by the Market Master. For safety reasons, these times are not negotiable as they are based on class change times. Vendors who do not have their vehicle in their assigned stall by 10:15 a.m. must park off-site and carry items to their assigned spaces. There are no anticipated cancellation days for the 2022 Purdue Market.

### B. **Vendor Documentation.**

1. Each Approved Season Vendor must sign a Contract and pay all required Vendor Fees before the Market season begins. Each Approved Daily Vendor must sign a Contract and pay all required Vendor Fees at least seven days before the first day the Daily Vendor plans to vend.
2. When signing and submitting his or her Contract, each Vendor must submit a certificate or certificates of insurance evidencing adequate insurance to operate such vehicles as are needed to vend at the Market, adequate general liability insurance, adequate workers compensation and employer's liability insurance. GLC may reject or terminate any Contract if GLC or Purdue determine in their sole and absolute discretion that a Vendor's coverage is inadequate.
3. Vendors selling products for which sales tax must be collected must provide a Registered Retail Merchant Certificate, which can be obtained from the Indiana Department of Revenue.
4. Vendors who will sell potentially hazardous food must comply with Tippecanoe County Department of Health regulations requiring them to be certified food handlers and must obtain the required permit prior to selling at the Market. Vendors outside of Tippecanoe County must provide their most recent health inspection by their county health department. Vendors who sell potentially hazardous foods that are not permitted by the Tippecanoe County Department of Health will not be permitted to vend.

### C. **Assignment of Vending Spaces.**

1. The Market Master will allocate spaces for Season Vendors in advance of the opening of the Market. The Market Master will assign spaces for Daily Vendors as available, giving priority to Season Vendors, and may allow Daily Vendors to use any spaces not occupied within one half hour of Market's opening. If, for reasons beyond the control of GLC, Purdue and/or the Market Master, one or more assigned spaces become unavailable, the Market Master

will make reasonable efforts to reassign the Vendor(s) to another market space. The Market Master will place Daily Vendors on a call list to be contacted if space becomes available when a Season Vendor is unable to attend.

2. In assigning spaces, the Market Master will use a point system that rewards Vendors with the longest and most consistent participation in the Market, based on the number of seasons of participation and the number of days of attendance. The Market Master will assign Season Vendors spaces prior to the Market season based on the following criteria in the order specified: (1) the total number of points for the Season Vendor as of the end of the prior season; (2) the date on which GLC receives the Season Vendor's Contract and participation fee; and (3) the number of spaces for which the Season Vendor has requested.
3. Vendors at the Purdue Market will be assigned spaces. Criteria such as cooking method, generator use, and vehicle needs will be assessed in assigning vendors to their spaces. Vendors must always staff their space during the market operating hours.
4. Vendor spaces will be limited to two (2) booths per vendor. Additional requests can be made but will not be granted until all vendor requests have been met.

**D. Vendor Parking.** Vendors at the Purdue Market must park vehicles in the assigned vendor parking space as directed by the Market Master. Either a vehicle or a trailer may be parked in the vendor parking space, but it must fit entirely within the vendor parking space as directed by the Market Master. If vendors park a trailer in their space, two vehicles may be parked in the Grant Street Parking Garage. The Market Master will have parking cards for extra vehicles. Vehicle drivers must comply with the direction of the Market Master, Purdue University Police Department, and Purdue Student Security Patrol.

**E. Equipment and Supplies.** Vendors at the Purdue Market may supply a stand, counter, or tables not to exceed the width of his or her assigned stall space(s) and these, including products, tents, and displays, are allowed only up to the stall space area as prescribed by GLC. The back or tailgate of a truck or wagon may NOT be used in addition or in place of the above. This will be enforced and failure to comply may result in the Vendor being barred from participating in the Market. The designated sidewalk area must be kept clear for pedestrian use. Umbrellas or other weather protective devices may be supplied by the Vendor, who is solely responsible for damages or personal injuries resulting from the use thereof. Produce and products are to be marketed from inside the vendor stall space on Memorial Mall only. Produce and products marketed from stalls are to be marketed, shown, or placed on counter(s), table(s), or as directed by the Market Master. **All tents and/or canopies must be adequately anchored with a minimum of 5lbs per pole and are subject to inspection by Purdue University Safety and Security Department. Stakes may NOT be hammered into the ground do to sprinkler system. Vendors will be inspected for appropriate anchors and will not be permitted to set up canopies and/or tents without such weights, regardless of weather.**

**F. Vendor Conduct.**

1. Vendors must comply with all laws and regulations that apply to them.
2. Vendors must comply with the Product Rules.
3. Vendors may not sell any products or goods at the Purdue Market that include or embody any Purdue trademark, service mark, trade name or other Purdue intellectual property unless properly licensed.
4. Season Vendors who are scheduled to vend at the Farmers Market at Purdue on Thursdays must let the Market Master or GLC know if they will not be attending on a particular Thursday by no later than the preceding Tuesday at 5 pm.
5. Vendors must set up their own displays on each day they offer goods for sale at the Market. Vendors must be present while their goods are offered for sale. Vendors may not share their assigned space with others without the consent of GLC, but they may assign persons to assist them. Vendors retain full and exclusive responsibility for their Market space(s), for their sales, and for the actions of their assistants.
6. Vendors must clearly label each product to show which Approved Category the product falls. Vendors must clearly label all products (other than concessions) that were not produced by the Vendor, specifying the product's place of origin. The price of all items must be clearly indicated. The Market Master may require Vendors who fail to provide adequate labeling to correct the failure.
7. Vendors who are cooking on-site must keep a fire extinguisher that is always visible and accessible. Grills used for cooking at the Purdue Market are subject to inspection by the Purdue University Safety and Security Department and are to be located as directed by the Market Master.
8. Vendors who are preparing food on-site at the Purdue Market must provide a hand washing station.
9. Vendors selling any article by weight or measure at the Market must contact Tippecanoe County Weights and Measures (765/423-9794) to arrange for their scales to be inspected. All scales must be certified and approved for commercial sales prior to vending at the Market.
10. Vendors must dress appropriately, including shoes and shirts.
11. Vendors must maintain their space(s) in a clean, safe, and sanitary manner, including protecting the pavement from oil or fuel drips from any part of the Vendor's vehicle. Vendors must haul away all trash or garbage that is generated in or around their booths and must sweep up and remove all debris on the ground. Vendors may not dispose of produce waste, overripe or leftover produce or boxes in any on-site or off-site garbage cans or dumpsters surrounding the Market site. Vendors using cups, etc. for sampling purposes must supply a small trash can or attach a small garbage bag to their booth for their customers. Vendors should bring their own brooms and dust pans.
12. Vendors must always keep all food items at least 6 inches off the ground.
13. Vendors may not smoke in the Market area.
14. Vendors may not bring animals to the Market area, unless required due to disability.

15. Vendors must always keep a watchful eye on their children and may not allow their children to wander the Market area without a parent or guardian.
16. Vendors must permit periodic on-site inspections with at least 24 hours advance notice of their farm or business locations by GLC personnel, the Market Master, the Vendors' Representative, and/or members of the Market Board, or their agents, to verify compliance with these Terms and Policies.
17. Vendors must allow inspections by the Tippecanoe County Department of Health. Vendors at the Purdue Market must allow inspections by Purdue University Radiological and Environmental Management.
18. Vendors will cooperate with GLC and/or its designees in conducting promotions and events to attract additional customers and to add to the atmosphere of the Market.

**3. PRODUCT RULES.**

**A. Product Source.**

1. At least 70 percent of all products that a vendor sells must have been produced by that Vendor excluding concessions, with this percentage based on the prices charged by the Vendor. For example, assume that a Vendor offers to sell (i) 125 dozen ears of sweet corn produced by the Vendor for a price of \$3 per dozen ears, for a total of \$375, (ii) potted plants and herbs produced by the Vendor whose total price is \$100, and (iii) craft items produced by the Vendor whose total price is \$150. Under these assumptions, the Vendor may also sell sweet corn or other products not produced by the Vendor that fall within any of the approved categories, so long as the total price of the additional sweet corn and/or other products would not exceed \$187.50, calculated as follows:  

$$[(\$375) + (\$100) + (\$150)] = (\$625) \times (.7) = \$437.50 = 70\% \quad \$187.50 = 30\%$$
2. However, the other 30 percent of product or products that a Vendor may sell but that the Vendor did not produce must have been purchased by the Vendor directly from the producer of the product, excluding concessions.
3. Vendors may not sell any products that they purchased from wholesalers, distributors, retailers, or in an auction, provided that concessions need not be purchased directly from their producers. Before each market season begins, Vendors must provide to the Market Master the name, address and telephone number of each farmer or other producer whose products the Vendors intend to sell in accordance with the foregoing. Exceptions may be made in the event of acts of God.

**B. Product Quality.** All edible goods must be safe for human consumption. The Vendor is solely responsible for any damages resulting from the sale of unsound or unsafe goods. If the Market Master determines that a Vendor is offering any low quality or unsafe product, the Market Master may require the Vendor (i) to remove the low quality or unsafe merchandise from the Market immediately and/or (ii) to vacate the Market.

**C. Approved Categories.** Vendors may only sell products that fall within one of the following Approved Categories:

1. Home Grown/Processed Farm Fresh by the Vendor: fresh and unpackaged home-grown vegetables, fruit, nuts, and cut flowers; potted plants and herbs

(annuals and perennials); dried flowers; and fresh, home grown food products that are minimally processed and packaged in new containers by the Vendor such as honey, other syrups, dried spices and herbs, flour, cornmeal, unpopped popcorn, seeds, canned produce, cider and other pressed juices, dairy products, and vinegars. Vendors selling canned produce at the Purdue Market must have successfully completed The Better Process Control School course and must provide a certificate of completion to GLC. The sale of cider and other pressed juices and dairy products at the Purdue Market must be individually approved on a case-by-case basis by Purdue University Radiological and Environmental Management.

2. Organically Home Grown/Processed Farm Fresh by the Vendor: any of the produce or products described in (A) that have been organically grown, or made from produce organically grown, on a Vendor's own farm. Only products which have been organically grown by a Vendor who is an organic farmer may be sold in this category. To sell in this category, a Vendor must be listed as an "organic farmer" with the appropriate state department in Indiana or the state of his/her residence.
3. Other Indiana Farm Produce or Products: any of the produce or products described in (A) that the Vendor purchased directly from other farms or producers within Indiana, or any such products such as bakery goods produced by an Indiana commercial bakery.
4. Farm Produce or Products from Outside Indiana: any of the produce or products described in (A) for sale or obtained for resale from outside of Indiana.
5. Concessions: food and/or beverages for sale and immediate consumption at the Market. All non-dairy cold beverages sold at the Purdue Market must be Coca-Cola® products unless Vendor obtains prior written approval from Purdue to sell non-Coca-Cola® products. No alcoholic beverage may be sold or offered as a free sample at the Purdue Market. Food and/or beverages sold as concessions must be prepared by the vendors; no pre-packaged food and/or beverages sold as concessions may be purchased from wholesalers, distributors, or retailers (with the exception of Coca-Cola® products and university operations at the Purdue Market).
6. Arts/Crafts/Misc.: handmade or handcrafted products which have been juried and approved by Market Board may be sold in the Market if space is available. Vendors who have a storefront business will also be permitted to vend if approved by Market Board. All products that are not produced by the Vendor must be products of the USA.

#### **4. VIOLATIONS.**

- A. Excess Sales of Products Not Produced by a Vendor. If the Market Master determines that a Vendor has sold or is attempting to sell products purchased directly from a third party producer that total more than 30 percent of the total products the Vendor has sold or is attempting to sell, the Market Master shall notify the Vendor of noncompliance immediately. If a Vendor fails to correct

such noncompliance immediately upon receiving such notice, the Market Master shall revoke the Vendor's vending privileges immediately.

- B. Sales of Products Neither Produced by a Vendor Nor Directly Purchased from the Producer.** If the Market Master determines that a Vendor has sold or is attempting to sell any products that the Vendor did not either produce or buy directly from another producer, the Market Master shall, with consent of GLC, revoke the Vendor's vending privileges immediately.
- C. Unsafe or Illegal Conduct.** The Market Master may immediately terminate a Vendor's vending privileges immediately if the Vendor is selling unsafe or dangerous products, if the Vendor is violating any applicable law, rule or regulation, or if the Vendor is otherwise engaged in any unsafe or illegal activity.
- D. Sale of Products not produced in a Certified Commercial Kitchen.** The Market does not allow Home Based Vendors to vend at the market or observe a "cottage law". All processed food must be prepared in a certified commercial kitchen as designated by the county health department. If the Market Master determines that a vendor has sold or is attempting to sell any products that were not created in a certified commercial kitchen, the Market Master shall, with the consent of GLC, revoke the Vendor's vending privileges immediately.
- E. Sale of Unpasteurized Milk Products.** The Market does not allow the sale of "raw" or unpasteurized milk either for human or animal consumption. If the Market Master determines that a vendor has sold or is attempting to sell milk that is "raw" or unpasteurized, the Market Master shall, with the consent of GLC, revoke the Vendor's vending privileges immediately.
- F. Procedures for Determining Compliance or Violations.**
1. The Market Master or a member of the Market Board may use his or her own observations, information provided by third persons, and information gathered in inspections to determine if a Vendor has complied with these Terms and Policies.
  2. The Market Master will notify a Vendor if one or more of the Vendors Products offered for sale at the Market appears to violate a Product Rule or is being investigated to determine if it violates a Product Rule or otherwise does not comply with these Terms and Policies. The Market Master may arrange for an inspection of the Vendor's production location and method, with such inspection to be conducted by GLC, the Market Master (or designee) and by a Market Board member (or designee). The Market Master, with consent of GLC, will immediately terminate the vending privileges of any Vendor refusing to allow such an inspection.
  3. The Market Master will at all times retain the authority to request a Vendor to correct any failure to comply with these Terms and Policies immediately, and to suspend the vending privileges of any Vendor who fails to make the required protection.
  4. The Market Master will report all noncompliance or violations to GLC and to the Market Board. The Market Board may follow any procedure that it deems in its sole discretion to be appropriate in evaluating an alleged violation, and will decide, by majority vote, whether a Vendor has violated the Product Rules or any other of these Terms and Conditions.



The Market Board's ruling will be final and binding for all purposes.

5. If the Market Board determines that a Vendor did not commit a violation, the Market Master will notify the Vendor and no further action will be taken. If the Market Board determines that a Vendor has committed a violation, the Market Master and/or GLC will provide written notice to the Vendor terminating the Vendor's vending privileges effective immediately.
6. A Vendor whose vending privileges have been terminated will not be eligible to re-apply to become a Vendor until at least 12 months have expired following the date on which the Vendor's vending privileges were terminated. Reinstatement will require the approval of at least two-thirds of the members of the Market Board.
7. Notwithstanding any other provision in these Terms and Conditions, GLC may terminate a Vendor's vending privileges and the Vendor's Contract at any time if GLC or Purdue determine in its or their reasonable judgement that a Vendor has failed to comply with any provision in these Terms and Policies. Nov Vending Fees will be refunded.

## 5. **VENDOR FEES.**

**A. Amount of Vendor Fees.** Each Vendor shall pay the following non-refundable Vendor Fees:

Fee for Thursday only full season per space - **\$225**

Daily fee for Thursday per space - **\$30**

**B. Timing and Method of Payment.** Season Vendors must pay Vendor Fees for a full season by cash, credit card or check payable to GLC, in full by **May 9, 2022**. Daily Vendors must pay Vendor Fees in advance through GLC by cash, credit card or check payable to GLC. Please call our office for a credit card payment, we are happy to help. (765) 742-4044.

## 6. **Compliance with Zachary's Law, Sex Offender Check**

**A. Purdue Market.** Each vendor at the Purdue Market must perform security clearance background checks on any officers, agents, employees, or volunteers assigned to work Purdue Market and have access to Purdue University's premises. This is to comply with Zachary's Law, IN Code § 11-8-8 et. seq. or the equivalent law of the individual's state of residence. Purdue University reserves the right to immediately remove any individuals identified as registered sex offenders from the premises. Purdue University reserves the right to require additional background checks be made on any officers, agents, employees or volunteers assigned to have access to its premises.

**B. Compliance Procedure.** On a weekly basis all Purdue Market Vendors will supply to GLC the roster (and any information needed to identify whether any such individual is a registered sex offender) of staff that the vendors plan to have on site to verify compliance with Purdue Universities policies. Purdue University will compare those in attendance to the list at the start of every market.

**C. Verification.** Vendors use website: <https://www.icrimewatch.net/indiana.php>

to perform a security clearance background check on all officers, agents, employees, or volunteers assigned to work Purdue Market and have access to Purdue University's premises.

**7. COVENANT NOT TO SUE AND RELEASE OF ALL CLAIMS.**

- A. Purdue Market.** Each Vendor at the Purdue Market, on behalf of himself, herself, or itself and his/her/its dependents, employees and agents, unconditionally promises not to assert or file, and hereby unconditionally release, any action or suit at law or in equity alleging personal or bodily injury, death, or property damage in connection with or as a result of any activity under or in connection with this Contract against Purdue or Purdue's trustees, officers, employees or agents, regardless of the negligence or other fault of any of the foregoing
- B. Survival.** This section 7 shall survive any termination of the Contract.

**8. INDEMNIFICATION.**

- A. Purdue Market.** Each Vendor at the Purdue Market agrees to fully indemnify and hold Purdue and Purdue's trustees, officers, employees, and agents harmless from any and all claims asserting liability, loss, bodily injury, death, or property damage, including settlements, judgments, and reasonable attorney fees and litigation expenses, arising from or related in any way to Vendor's participation in the Purdue Market, regardless of the negligence or other fault of any of the indemnified persons or parties.
- B. Survival.** This section 8 shall survive any termination of the Contract.



## **PURDUE MARKET VENDOR APPLICATION**

Vendor's Name: \_\_\_\_\_

Vendor's Date of Birth: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Home / Business Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Commercial Kitchen (please list if you sell prepared foods): \_\_\_\_\_

\_\_\_\_\_

Type(s) of produce/products Vendor expects to sell at the Market (you can also submit an attachment):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor Category or Categories (Check one space)-(See #2 under “Terms and Policies...”):

- A. Home Grown/Processed Farm Fresh by the Vendor
- B. Organically Home Grown/Processed Farm Fresh by the Vendor
- C. Other Indiana Farm Produce or Products (up to 30% only)
- D. Other Farm Produce or Products from Outside Indiana (up to 30% only)
- E. Concessions
- F. Arts/Crafts/Miscellaneous

CSA Participant? Yes/No

WIC Program Registration No. \_\_\_\_\_

Requested Space No(s). \_\_\_\_\_ (Cannot be guaranteed)

I plan to participate as a Vendor (Check one space):

- Season Vendor (August-October 75% of Markets)
- Daily Vendor (occasionally or less than 75% of Markets)

Total Number of Spaces Requested \_\_\_\_\_

I give GLC permission to release my contact information to customers interested in contacting me for information and or special orders.  yes  no

I agree to provide the names any officers, agents, employees, or volunteers assigned to work the Purdue Market each week.  yes  no

If applicable I give Purdue University permission to run a background check at the cost of the applicant.  yes  no

**Applicant Signature:**

**Date:**

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# PURDUE MARKET CODE OF CONDUCT

The primary purpose of this Code of Conduct is to ensure the well-being of all participants. Vendors are expected to behave courteously to customers, other vendors, and market staff. It is the market's intent to serve the public and create a friendly atmosphere that will benefit both the vendors and customers.

As a Lafayette Farmer's Market vendor and/or their representative, I will:

- Respect and adhere to all rules established by the Lafayette Farmer's Market
- Comply with all applicable laws and ordinances
- Comply with all terms of the Vendor's application and contract
- Keep in force all insurance required by GLC and the City
- Not willingly deceive or exploit customers or GLC concerning Market business
- Always demonstrate the highest standards of personal behavior and integrity
- Treat everyone with respect. Rude, violent, aggressive, uncooperative, belligerent, or threatening behavior toward others will not be tolerated.
- Under no circumstance, attend or participate in the Lafayette Farmer's Market while under the influence of alcohol and/or controlled substances
- Comply with reasonable requests of GLC and the City

It is important that all Purdue Market vendors and/or their representatives comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by the Market Manager, Market Master, or any of its affiliates, may lead to dismissal as a vendor at the Purdue Market.

I have read the Purdue Market Vendor Code of Conduct above and agree to comply with it.

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Applicant Signature:

Date:

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**Without a signed copy of Code of Conduct, vendors cannot participate in the Purdue Market.**

# **PURDUE MARKET**

## **BOOTH DISPLAY STANDARDS**

GLC is implementing new visual display standards for the 2022 season and beyond. These guidelines will allow the Purdue Market to gain a cohesive, meaningful, and tasteful appearance to the community. Your booth should complement your business and allow patrons to collectively understand what goods or services are being offered. GLC will continue to allow for creativity within Vendor booths, although there will be mandatory specifications each Vendor must adhere to, to participate in the Purdue Market. The specifications include but are not limited to:

- No business will be able to operate solely out of the back of a vehicle or mobile unit.
- Each booth must have a rectangular table included for their display ranging in 4, 6, or 10 ft. sizes.
- A clean table covering must be included on every table (ii. Tables without a covering will not be accepted).
- All kitchen equipment must be commercial grade, consumer grade equipment will not be accepted.
- Business name must be displayed at the front of the booth.
- Featured items must be presented in an organized way.
- Price of items must be displayed in a clear and concise manner.
- SNAP eligible items must be displayed in a clear and concise manner.
- All signage must be displayed in a clear and concise manner.
- Products refilled as necessary to maintain a full and abundant display.
- Showcasing featured products when applicable strongly encouraged (ii. If Vendor is selling hats or scarves, the product is worn by the Vendor).

Each Vendor display will be subjected to critiques and feedback from GLC and the Market Master. This process has been implemented to create an inviting cohesive market for patrons. If the above guidelines are not met for each market, disciplinary action may be appointed by the Market Master or GLC staff.

Applicant Signature:

Date:

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**Without a signed copy of Booth Display Standards, vendors cannot participate in the  
Purdue Market**

# PURDUE MARKET PAYMENT

Business Name \_\_\_\_\_ Representative \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Season Space \$225      \_\_\_\_\_ Daily Space \$30 (please include dates)

**Total Amount Due : \$** \_\_\_\_\_

\_\_\_\_ Payment will be made by credit card, which I authorize you to use.

\_\_\_\_ Payment will be made by check by **May 9th, 2022**.

## **Credit Card:**

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CSV \_\_\_\_\_

Billing Address \_\_\_\_\_

## **Business Representative "DEBTOR"**

Applicant Signature:

Date:

\_\_\_\_\_

Please submit to Greater Lafayette Commerce | 337 Columbia Street | Lafayette, IN 47901 or via email  
[glfarmersmarket@greaterlafayettecommerce.com](mailto:glfarmersmarket@greaterlafayettecommerce.com)

**PLEASE SUBMIT BY MAY 9, 2022 FOR FULL CONSIDERATION**

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# **PURDUE MARKET CHECKLIST**

Please remember the following documents when you apply for the Purdue Farmers' Market.

- Completed and signed APPLICATION.
- Certificate of Insurance – Commercial General Liability  
Certificate Holder: Greater Lafayette Commerce, P.O. Box 348, Lafayette, IN 47902
  - General Aggregate \$2,000,000
  - Products/Completed Operations Aggregate \$2,000,000
  - Each Occurrence \$1,000,000
- Workers Compensation and Employer's Liability
  - Workers Compensation State Statutory coverage
  - Employer's Liability
  - Bodily Injury by Accident \$100,000 each accident
  - Bodily Injury by Disease \$500,000 policy limit
  - Bodily Injury by Disease \$100,000 policy limit
- Automobile Liability – Insurance coverage should apply to “any auto”, “non-owned”, and “hired vehicles”  
\$1,000,000 each accident
- Registered Retail Merchant Certificate - if sales tax applies to your product. Available through the Indiana Department of Revenue.
- Purdue University Temporary Food Service Application
- Provide a weekly list to GLC of any officers, agents, employees, or volunteers assigned to work Purdue Market who have been given security clearance using this website:  
[www.icrimewatch.net/indianaphp](http://www.icrimewatch.net/indianaphp)
- Code of Conduct reviewed and signed
- Booth Display Standards reviewed and signed
- Payment agreement completed

Market Master  
Purdue Market  
[www.LafayetteFarmersMarket.com](http://www.LafayetteFarmersMarket.com)  
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