



## 2024 Community Booth Guidelines

*Supporting local sustainable farmers and producers while creating a gathering place for community interactions*

### **Market Dates & Location:**

- Every Saturday (rain or shine) from May to October
- Open for business from 9am to 12:30pm
- Located in Garfield Park (2505 Conservatory Dr, Indianapolis, IN 46203) in the parking lot nearest the tennis courts. Use the entrance on E Southern Ave, turn right and the parking lot will be straight ahead.

### **Applicants:**

- Must be an Indiana based group aligning with the guidelines below
  - Nonprofits
  - Public schools affiliated with Indianapolis Public Schools
  - Indianapolis Public Services
  - We offer a Kids Tent Partnership with local businesses focused on children's activities *see Kids Tent Partnership section of application*
- Must complete and submit the GPFM Community Booth Application
- Must be in compliance with Marion County Health Department regulations where appropriate
- Be able to maintain a positive, engaging and informative representative within the booth from 9am -12:30 pm
- Arrive and set up activities within the booth by 8:45am
- Provide visible signage for your booth stating the name of your organization
- Provide their own tent, tent stakes or weights, table and chairs.
- Must be approved by the GPFM Board
- Participation as a Community Vendor requires a \$20 fee for each desired participation date which will be billed via email prior to your organization's scheduled dates.

We do **not** offer booth space for the following:

- Politicians or Political Campaigns
- Vendors selling Art or Crafts (except at designated see artist market application “Arts Market Weekends” 2024 Dates: June 15th, July 20th, August 17th, September 21st, October 19th)
- Groups promoting religious affiliations

### **Safety:**

- Groups must take all possible measures to ensure the safety of customers entering their booth
- Groups cooking onsite are required to have an appropriate fire extinguisher
- Groups with trip hazards, such as electrical cords, must provide floor mats to cover them
- Groups are solely responsible for the safety of the items in their booth

### **Trash & Recycling**

- Groups are required to dispose of their own trash and recycling
- Do not use park or market trash bins for booth trash or recycling

### **Weather**

- The GPFM will operate rain or shine, and at any temperature
- In case of dangerous weather conditions, all groups will be notified by 6:30am on Saturday morning if the market is canceled
- Groups should contact the Market Manager if there are any questions or concerns about weather conditions

### **Donations**

- GPFM will permit the collection of donations for groups
- All groups must manage their own donations
- GPFM will not facilitate the collection of any donations

### **Noise**

- Groups are not permitted to use sound systems or music in their booths
- Generators are permitted at the discretion of the Market Manager

### **Marketing**

- All groups are encouraged to participate on social media and to share posts from the GPFM to their own pages
- GPFM requests that the Market Manager be notified prior to any media engagement at the market

**Application**

<https://www.cognitoforms.com/GarfieldParkFarmersMarket1/GPFM2024CommunityGroupApplication>