



## **What is the Lebanon City Market?**

The Lebanon City Market is managed by The Heart of Lebanon, a nationally accredited Indiana Main Street organization. Its mission is to support local small-scale farmers, crafters, and food artisans by offering valuable programs and a marketplace where they can sell their goods directly to consumers, all while enhancing the vibrancy of downtown.

## **What is a vendor?**

A vendor brings their personal work products to the market with the intention of selling it directly to the end consumer. Examples include: A farmer who locally grows their own crops with minimum split of 51% grown at their farm; A baker who bakes their own cookies out of their home or local business; An artist who creates original work.

## **What is a contributor?**

Examples of a contributor are community groups, civic groups, sponsors, not for profit organizations, and hired entertainers. Contributors are approved and scheduled in advance by the Market Manager. The Market Manager has sole discretion on which contributors are accepted to the market.

## **How do I become a vendor or contributor?**

Apply! Applications will be accepted through the end of the market season based on the market's needs. Follow these instructions to apply to become a vendor or contributor at the Lebanon City Market:

1. Read the entire handbook to make sure you understand the market's rules, regulations, and expectations.
2. Complete an application online at [www.lebanoncitymarket.com](http://www.lebanoncitymarket.com) **OR** complete a paper copy. The paper copy can be emailed to [lebanoncitymarket@heartoflebanon.org](mailto:lebanoncitymarket@heartoflebanon.org) or mailed to:

Lebanon City Market  
c/o Heart of Lebanon  
101 W. Main St.  
Lebanon, IN 46052

**\*\*Please note there are separate applications for vendors vs. contributors\*\***

3. Wait to hear back from the Market Manager about the status of your application. Questions about the status of your application can be sent to [lebanoncitymarket@heartoflebanon.org](mailto:lebanoncitymarket@heartoflebanon.org).
4. If you are accepted to the market **you are required to submit proof of insurance. Remit all documentation in accordance with the Insurance section of the handbook to the email or mailing address listed in step 2. Both vendors and contributors are required to complete this step.**
5. If you are accepted to the market as a vendor, *your application process is not complete until payment is received*. Payments can be made the following ways:
  - Paypal- [info@heartoflebanon.org](mailto:info@heartoflebanon.org)
  - Send check made out to Heart of Lebanon to 101 W. Main St.
  - Venmo- @theheartoflebanon



# 2025 Handbook

## Market Duration

The market season begins the first Tuesday in June and ends at the close of the market on the last Tuesday in September. A new application must be submitted for each market season.

## Objectives

The objectives of the Lebanon City Market is to enhance the vibrancy of the Downtown Historic District while providing a venue according to the following priorities:

1. Where local Indiana farmers bring fresh produce to the community.
2. Where creators, makers, and bakers bring their self-made products to the community.

*Interpretation of the objectives is at the discretion of the Market Manager.*

## Vendor Responsibilities

Primary responsibilities of a vendor are as follows:

- Attend every market agreed upon and accepted by the Market Manager. **The importance of this cannot be stressed enough.**
- Proper cleanup of booth space and trash removal at close of each market
- Professional, respectful, and responsible behavior during each market

Failure to fulfill these responsibilities may result in removal from the market without refund and/or denial of future participation in market events.

## Market Manager Responsibilities

Primary responsibilities of a Market Manager are as follows:

- Set-up/ tear down of primary market area
- Compliance and processing applications and payments
- Signaling the open and close of the market
- Assigning and reserving booth space
- Promoting the market as a whole

## Acceptance or Removal of a Vendor

Acceptance and removal at the market is based on the discretion of the Market Manager with reference to the objectives of the market and adherence to the rules/expectations set forth in this handbook. Upon acceptance to the market, the applicant becomes a vendor and is assigned a booth space at the market only on dates agreed upon on the application and approved by the Market Manager.

A vendor's application is only accepted based on items listed when submitted. Any addition of items will require the Market Manager's approval via email.

## Fees

A non-refundable attendance fee is required for all participants accepted to the market who sell a product. The fee covers all agreed upon days of attendance at the market. Permitted days of attendance are determined at the discretion of the Market Manager based on the application, conditions of the market, and support of the market objectives. Each participant is responsible for obtaining all applicable permits to operate at the Lebanon City Market as governed by local agencies such as the Indiana Department of Health. **All fees must be paid in full prior to participating in the market. A vendor's space will only be held without payment until the invoice due date.**

### Market Fees

- Full Season- Farmers & Food Producers (10' x 10' space)- \$100
- Full Season- Farmers & Food Producers (over 10' x 10' up to 20' x 10')- \$140
- Full Season- Non-Food Creators & Makers (10' x 10' space)- \$125
- Full Season- Non-Food Creators & Makers (over 10'x 10' up to 20' x 10')- \$165
- Partial Season (9 markets)- Farmers & Food Producers (10'x 10' space)- \$65
- Single Day Pass (10' x 10' space)- \$30

\*\*Full Season passes are **only** for vendors that plan to attend every market.

## Payments

By making a payment, you are securing a booth space within the Lebanon City Market and understand that you must be present at all markets agreed upon and approved by the Market Manager. You also understand that no refunds will be issued for any reason.

## **Insurance**

Participants who set up a booth at the market must submit proof of product and general liability insurance coverage. A certificate of liability insurance is the preferred form of proof of insurance. In addition to basic information, include the following:

- Name and address of insured
- Policy number Minimum coverages:
  - \$1,000,000 general liability
  - \$1,000,000 product liability (if applicable)
  - \$2,000,000 general aggregate
- If policy does not already cover the market location, list as: 101 W Main St. Lebanon, IN 46052
- Coverage dates- if the policy expires during the market season, submit an updated certificate upon policy renewal.

Participants who fail to submit updated proof of insurance will not be allowed to continue participating the market after the policy has expired. Additional insured: Heart of Lebanon 101 W Main St. Lebanon, IN 46052

## **Health Department Requirements, Permits, and Licensing**

All participants are responsible for and shall comply with all applicable laws, regulations, and ordinances pertaining to their products. Any questions regarding permits should be directed to the Boone County Health Department. They may conduct random inspections during market operating hours.

## **Attendance**

Vendors are expected to attend all agreed-upon market dates and must be fully set up and ready to engage with customers or process sales by the official market start time of 5:00 PM. Attendance is only recognized if the vendor is fully prepared and operating at this time; otherwise, it will be classified as an absence or unattended market day.

If a vendor is unable to attend or anticipates being late, they must inform the Market Manager as soon as possible by emailing [lebanoncitymarket@heartoflebanon.org](mailto:lebanoncitymarket@heartoflebanon.org). Notifications given less than 48 hours before the event will be reviewed at the Market Manager's discretion to determine if the absence is excused. Absences due to weather, traffic, or emergencies will be evaluated on a case-by-case basis. Vendors who accumulate two absences or unattended market days may be dismissed from the market, depending on overall market conditions. No-call, no-show absences are grounds for immediate dismissal. No refunds will be provided in cases of dismissal.

**\*\*Consistent participation is essential to fostering a thriving market community, and vendors are strongly encouraged to honor their commitment for the success of both their business and the market as a whole.\*\***

## **Operating Hours**

The Lebanon City Market operates each Tuesday during the market season from 5:00 PM - 7:00 PM

## **Set-Up**

Set-up begins when a vendor arrives at the market area to begin setting up their booth. Plan to arrive early enough so that you are prepared to 1) have your vehicle parked outside the market area no later than 4:45 PM, and 2) begin selling/ exhibiting at 5:00 PM in your booth. The Heart of Lebanon makes a reasonable attempt to have the market area clear for set-up; however, the market area is not a controlled and restricted area outside of market operating hours. In the event the market area is not clear, accommodations and your cooperation may be necessary.

## **Tear-Down**

At 7:00 PM, selling ends and tear-down begins. Participants are responsible for cleaning up their booth space. Vendors may not tear down before the close of the market.

## **Booth Space**

The market area is divided into booth spaces. A booth space is an area in the market area where a participant is allowed to set up a booth. The allocation of booth space is made at the beginning of each market season and will be adjusted during the season to accommodate changes. They are not assigned on first come first serve basis but based on the Market Manager's best judgement. Vendors are placed based on many factors including seniority, need of electricity, distribution of products, attendance, and need of shade. Participants are not allowed to sell or exhibit their product outside of their booth space.

## **Tents**

All tents must be anchored with weights. The Lebanon City Market can become very windy. The Market Manager, host, and sponsors are not responsible for damaged tents or other equipment.

- Weights should be secured in a manner that does not create their own safety hazard
- Weights tethered with lines must be clearly visible as to not cause a tripping hazard
- Weights should have soft edges to avoid causing cuts and scrapes
- Weights should be securely attached
- Weights should not be placed above people's heads
- If tents, canopies, umbrellas, or signs are not adequately secured, the Market Manager will require the vendor to take them down.
- Sufficient and safe weights include:
  - Filling an empty paint can with cement and tying to each corner of the tent with a rope or bungee. Placing the can on the feet of the tent only is not sufficient.
  - Filling containers with sand/cement that can be anchored or secured with a rope or bungee.
  - PVC pipe capped and filled with cement must be hung on the inside of canopy poles and secured to the top braces of the canopy in a way that does not collide with customers or create a hazard
- Insufficient or unsafe weights include:
  - Gallon water jugs
  - Tying tents, canopies, umbrellas, tables, or coolers
  - Sandbags that cannot be set upright and securely tied to the tent or canopy cannot be used.

## **Electricity**

Electricity is available but not guaranteed regardless of acceptance to the market. Participants may provide their own source of power via generators; however, due to noise, the Market Manager may place booth space restrictions on any participant using a generator.

## **Trash**

The city has trash receptacles in general locations throughout the market area. These receptacles are for the primary use of customers. Participants may dispose of small and light items such as twist ties and labels in the provided receptacles as is convenient in order to keep a tidy booth space.

Participants are responsible for hauling away all large, heavy or liquid trash that is produced at the market. This includes empty boxes, bottles, or other containers, waste liquids, and any large items that do not break down and easily fit inside a provided receptacle.

## **Parking**

Vendor vehicles are not permitted to be in the event space during the market unless vending from the bed of a truck. That vehicle may park with back of truck facing vending area.

*Vending out of a car or SUV is not permitted unless there is threat of inclement weather and the Market Manager approves it.*

All vehicles driven on the market area must remain in park from 4:45 PM to 7:10 PM. If an emergency need arises to move the vehicle during this time, the vehicle must engage its emergency flasher and be escorted out by a volunteer or the Market Manager. Selling out of a product is not considered an emergency need to move a vehicle.

Additional vehicles may enter the event area before and after selling hours to set-up and tear down. Exceptions are to be made at the discretion of the Market Manager. Marketgoer and additional participant/vendor parking is available on the street throughout downtown as well as in the city lot.

## **Weather**

The Lebanon City Market is open rain or shine. In the event of severe weather prior to the market, the Market Manager reserves the right to cancel the market for that day. Notice of market cancellations will be issued as far in advance as possible via email directly with all vendors. Cancellation notices will also be posted on the Lebanon City Market Facebook page.

In the event that severe weather occurs during the market hours, a wait and resume policy shall be followed. All vendors shall secure their area and seek shelter. Market operation shall resume after 20 minutes if the weather has improved. Please note, the market can become very windy. The market manager, sponsors, city, and host are not responsible for damages to property.

## **Product Pricing**

Pricing of goods sold is solely the responsibility of the individual vendor. Vendors are not allowed to sell produce at below-cost pricing (undercutting potential sales of other vendors).

## **Vendor Co-Op**

Vendors at the Lebanon City Market are permitted to co-op with another company, allowing them to sell products from an additional producer. However, the vendor in attendance must grow or produce at least 51% of the products available for sale at their booth. To ensure transparency, vendors are required to list all co-opped items on their market application. This helps maintain the market's commitment to locally sourced and high-quality goods while providing a diverse selection for customers.



## **Scales**

Participants selling products by weight must provide their own, certified “Legal for Trade” scale.

## **Sampling Product**

You are not allowed to sample any product without following the guidelines set forth by the Boone County Health Department.

## **Sales Taxes**

Participants are responsible for collecting all applicable sales taxes. Plants, crafts, and food items ready for immediate consumption are subject to sales tax. Participants should apply for a Registered Retail Merchants Certificate through the Indiana Department of Revenue.

## **Contributors**

Contributors may not sell products or services. As it directly relates to their organizations, guests may hand out marketing material and information, engage marketgoers in games and crafts, and hand out goodie bags so long as they do not conflict with other participants’ products. With the approval of the Market Manager, certain items, such as tickets to an event or fundraiser may be sold at the market.

Contributors are responsible for any and all claims, injuries, and damages resulting from their participation in the market. Proof of general liability insurance will be required. For insurance requirements, please see the “insurance” portion of this handbook.

## **Food Trucks & Tents**

Food trucks and tents are participants who sell ready-to-eat food, such as sandwiches, fries, chips, soups, salads, side items, specialty drinks, etc. and are generally **not** permitted at the Lebanon City Market. Exceptions are to be made at the discretion of the Market Manager. If approved, per the Boone County Health Department, food trucks and tents are required to obtain either a temporary food permit or a mobile food permit for Boone County, meet all sanitation requirements, and obtain all necessary permits, licenses, and inspections prior to selling. Questions about these requirements should be directed to the Boone County Health Department.

In addition, these vendors must collect and pay the appropriate taxes including the Lebanon Food & Beverage taxes. If it is brought to the attention of the organization that those are not being collected and paid, the Heart of Lebanon has the right to dismiss the vendor from the event with no refund of vendor fees.

## **WIC (Women, Infants, and Children)**

Produce vendors who are WIC approved may accept vouchers at the Lebanon City Market. The Market Manager does not provide “WIC accepted here” signs or any point of sale equipment for these transactions. WIC vouchers can only be used to purchase fresh fruits or vegetables.

## **SNAP**

The Lebanon City Market is able to process SNAP (Supplemental Nutrition Assistance Program) cards, allowing customers to use SNAP tokens with participating vendors. Each SNAP token are worth \$1.00 and no change is to be given. Vendors accepting SNAP tokens are required to track what items are purchased, ensuring they fall within the **eligible food** categories, such as fruits, vegetables, meat, dairy, bread, snack foods, and seeds or plants that produce food. **Non-eligible items** include hot/prepared foods, alcohol, tobacco, and non-food products.

Tokens will be collected at the end of the last market each month and reimbursement checks will be dispersed at the first market of the month. A check will be mailed after the last market of the season for reimbursement of the final month’s collected SNAP tokens. At the time tokens are collected, vendors must also provide receipts detailing what SNAP tokens were used to purchase for our records. Participation in this program helps increase access to fresh, local food while maintaining compliance with SNAP regulations.

## **Sprout Bucks**

Some children at the market will be awarded Sprout Bucks for completing activities at the Lebanon City Market. This is a great way for youth to get engaged in the market and for vendors to generate some extra sales. Each buck is worth \$2 and can be used like real dollars with participating vendors. No change will be given.

The Sprout Bucks will be turned in to the Market Manager on the last market of every month and reimbursement checks will be dispersed at the first market of the month. A check will be mailed after the last market of the season for reimbursement of the final month’s collected Sprout Bucks.

## **Photography**

All vendors agree to permit gratis use of any photographs taken of the operation of their booth to be used on the Lebanon City Market Facebook page, Instagram, website, or other marketing materials.

## **Marketing**

The Market Manager and The Heart of Lebanon are responsible for advertising and promoting the market as a whole, including sharing public information about participants in alignment with market objectives. However, individual marketing is the responsibility of each vendor. While not required, it is strongly encouraged.

To support market goals, the Market Manager may share information or summaries from vendor applications on social media or other advertising platforms, excluding personal details. Additionally, the Market Manager may publish relevant content found through the provided social media, website links, or other publicly accessible sources.

**Scan for digital  
vendor application**



**Scan for digital  
contributor  
application**

