



**What is the Indiana Grown Marketplace?**

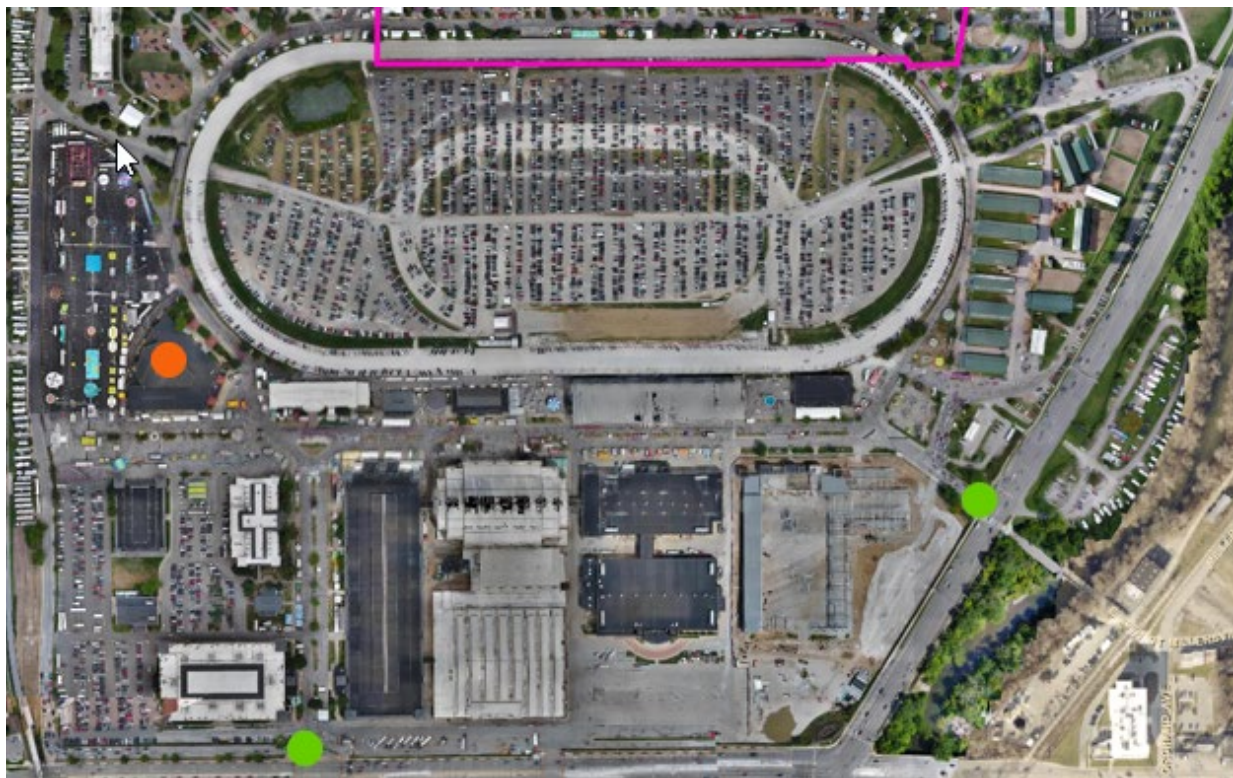
Indiana Grown is thrilled to host a one-day event connecting Indiana Grown members, and their products to Hoosier consumers. The Indiana Grown Marketplace is open to the public from 9 am to 3 pm on June 3, 2023.

Vendor applications open for Indiana Grown members on March 15, 2023. Applications will open to the non-Indiana Grown members on April 6, 2023.

Applications will be reviewed and approved as they are submitted. There is limited capacity for vendor booths.

**Where is the Marketplace being held?**

The Indiana Grown Marketplace is being held in the Agricultural Horticulture Building (orange dot) located on the Indiana State Fairgrounds & Event Center at 1202 E. 38<sup>th</sup> Street Indianapolis, IN 46205. Gate 1 on 38<sup>th</sup> Street and Gate 6 on Fall Creek Pkwy (green dots) are the gates that will be open during load-in and event day.





**What can I as a vendor expect as far as scheduling goes for the Indiana Grown Marketplace?**

Vendors may load-in their products and set-up their event booth space on Friday June 2, 2023 from 1 pm to 6 pm with building doors closing at 7 pm.

Access to the building and booth space begins at 7:30 am on Saturday June 3, 2023.  
The doors open at 9:00 am to the public.

The doors will close at 3:00 pm to the public once the last guest has left the building, vendors can begin to breakdown their booths.

All vendors must have their products removed no later than 7:00 pm on June 3, 2023.

**What products can I sell at the Marketplace?**

The Indiana Grown Marketplace will follow the guidelines of the Indiana State Fairgrounds & Event center.

**Can I sell plants, flowers, or fresh floral bouquets?**

Yes!

**Can I sell raw meat, raw poultry, eggs, dairy, cheeses?**

Yes, as long as you are registered with the board of health. You will also be required to hold, store, and serve all items in accordance with the department of health guidelines. Keep in mind, the department of health could show-up day of the event for an inspection.

**Can I sell fresh fruits & vegetables?**

No, not at the June Marketplace.

**Can I sample my beer, wine, and spirits to customers?**

Yes, as long as you adhere to sampling guidelines, and all applicable laws regarding the purchase of alcohol. You will also need to apply for and receive a festival license for the event.

**Can I sell beer, wine, spirits?**

Yes, beer, wine and spirits can be sold at the June Marketplace for consumption off of Fairgrounds property. You may not sell by the glass.

Any additional questions, please contact [indianagrown@isda.in.gov](mailto:indianagrown@isda.in.gov) for further guidance on products that can be sold at the Indiana Grown Marketplace.



**What products can't be sold at the Marketplace?**

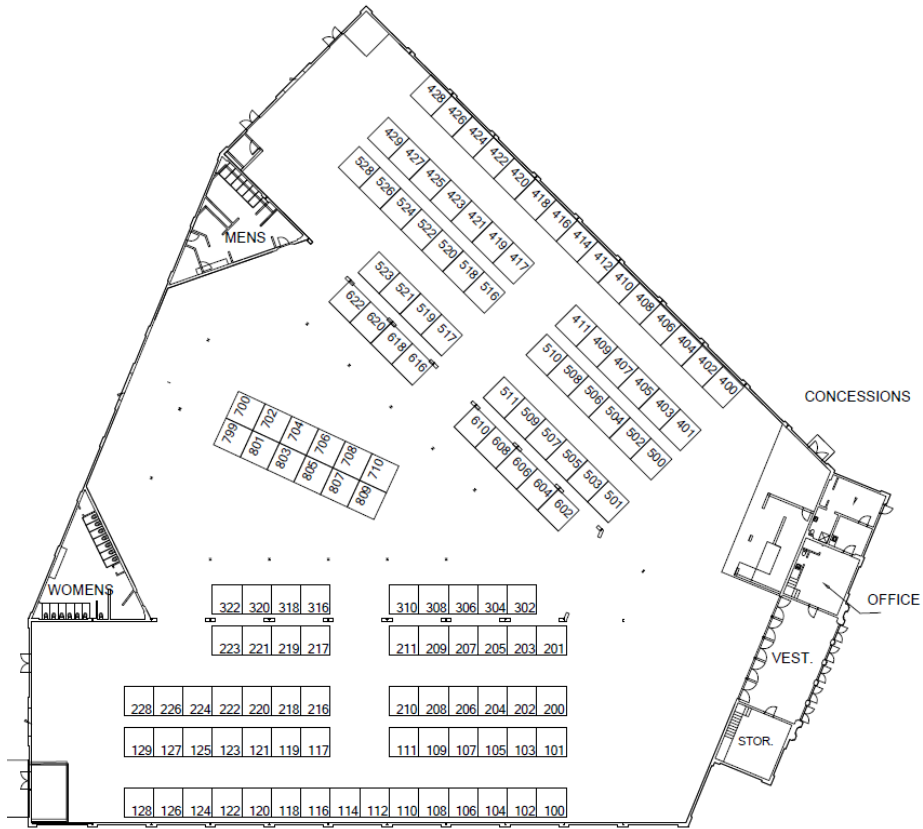
- Food products containing CBD (for human consumption)
- Freshly popped popcorn on-site at the event – you can sell pre-packaged popcorn or popcorn kernels
- Ice Cream
- Homebased vendor produced products
- Ready to Eat, hot held food products.

**Can I provide samples of my products to customers?**

Yes, you can provide samples to customers at the event. The sampling form needs to be completed and submitted with your vendor application.

**What does the event space layout look like?**

The final event layout is still being finalized, but here is a preview of what the layout might look like:



**Will I be able to select which booth space that I will be at?**

No, the Indiana Grown team will curate the space and assign you a booth space for the event.



### **What paperwork is required to be a vendor at the Indiana Grown Marketplace?**

Vendors must complete and submit the following:

- Vendor application
- Food Sampling/Beverage Tasting Application (if applicable)
- Completed Temporary Food Establishment Form for the Indiana Department of Health
- Current food permit for your certified establishment
- Current copy of your ServSafe certificate or certificate of food handling class
- Certificate of Liability Insurance with \$2 million coverage. The Indiana State Fair Commission & State of Indiana is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly under or in connection with the Indiana Grown Marketplace event described herein.
- Vendor applicable fees & credit card processing fees will be processed once you have been accepted as a vendor.

### **When is the deadline to submit all required paperwork to be a vendor at the Indiana Grown Marketplace?**

**Indiana Grown members** must have completed application and all supporting documentation are due no later than April 5, 2023 by 5pm (EST). Any applicable vendor fees will be due within 72 hours of approval e-mail. Please keep in mind, your vendor space isn't secured until payment is received.

**Non-Indiana Grown members** participating in the event must have all completed application and supporting documentation submitted no later than April 20, 2023 by 5 pm (EST). Any applicable vendor fees will be due within 72 hours of approval e-mail. Please keep in mind, your vendor space isn't secured until payment is received.

### **How can I promote the event once I am a vendor?**

We will provide you a graphic to use on your social media outlets for advertising the Marketplace once your vendor application has been accepted. You will also be receiving promotional tickets to pass out for free entrance into the event. Parking fees are not covered by these promotional tickets.

### **Is there a cost to be a vendor at the Indiana Grown Marketplace?**

Yes, a fee of \$135.00 per vendor (10X10) booth space is required to participate in the Indiana Grown Marketplace. This Fee doesn't include applicable credit card processing fees or additional vendor needs discussed herein.

### **What additional space or equipment can I rent?**

- If you would like to purchase a 10X20 booth space the cost is \$200.00 (+ credit card processing fees)
- Additional 8' skirted tables are \$45.00 each (+ credit card processing fees)
- Additional chairs are \$6.00 each (+ credit card processing fees)
- Electrical costs are dependent upon your needs, refer to the ERMCO requisition form for pricing.
- WIFI costs are dependent upon your needs, refer to the 2023 Telephone and Internet order form.

### **When is the vendor fee due for the Indiana Grown Marketplace?**



The Vendor fee is due once you've submitted and have been approved as a vendor for the Marketplace. You will receive an invoice and payment link. You will have seventy-two (72) hours to provide payment for your booth after approval. Booth space is guaranteed once payment has been received. Vendor fees are non-refundable, non-transferrable. In addition to the vendor fee, there are applicable payment processing fees.

#### **What is included in the vendor fee?**

- Standard 10X10 event space booth with 1 each 8' table with tablecloth & 2 chairs
- Vendor identification badges, number of badges depends on booth size
- Parking pass
- Promotion prior to event
- Promotional tickets for distribution – 5 tickets per vendor booth to pass out as you see fit (family, friends, customers, neighbors, etc.)
- Engagement with customers, exposing your products to attendees of the event

#### **What will my booth look like?**

There will be 3' black end caps on each row and 3' black skirting railing behind each booth. There will be no side rails used between vendor booths at the event. There also isn't a space to hang banners from pipe and drape. If you want to bring your own pop-up banner, include it in your application. With the intention that vendors can set-up their booth flow and have a casual relaxed shopping experience.

Any questions, please reach out to the Indiana Grown team at [indianagrown@isda.in.gov](mailto:indianagrown@isda.in.gov)

Booths must be always manned during event; **you will not be able to pack-up your booth prior to the event closing.**

#### **Can I bring additional items to set-up my booth space?**

Yes, be sure to capture how your booth will be set-up in your vendor application. This is what you will be approved to have at your booth during the event.

#### **Do vendors have to pay for parking?**

No, a parking pass is included in your vendor fee.

#### **Do guests have to pay for parking?**

Yes, each car will be charged \$10.00 – collected by the Indiana State Fairgrounds & Event Center staff.

#### **Do guests pay to enter the Indiana Grown Marketplace?**

Yes, there will be a \$5.00 entrance fee per person though children under 16 will be free at the door!

Discounted tickets will be sold on-line in advance of the Marketplace beginning March 15, 2023.

#### **Are there other events taking place at the Indiana State Fairgrounds at the same time as the Indiana Grown Marketplace?**

Yes, there are other events taking place at the Fairgrounds during the Indiana Grown Marketplace.



**How long is registration for the Indiana Grown Marketplace open?**

Indiana Grown members registration will be released on March 15, 2023 and will close no later than April 5, 2023. We have a defined number of booth spaces available, and registration will close prior to April 5, 2023, if we have reached maximum capacity for the event. Non-Indiana Grown members can register beginning April 6, 2023 if space is available.

**Will I be able to be a vendor, but not have any product(s) for sale?**

Yes, you can use this opportunity to connect with customers and Indiana Grown members. You will still need to pay the applicable fees and meet event requirements.

**Will non-Indiana Grown members be vendors at the event?**

Indiana Grown will open the event up to Indiana artisans if the event isn't sold out by Indiana Grown members initially. Indiana artisans will follow the application and fee requirements for this event and guidelines.

**Will there be WIFI at the Indiana Grown Marketplace?**

WIFI will not be included in the vendor fee, so if you need WIFI make sure you indicate the need on your vendor application. Complete the 2023 IT order form, and send to [indianagrown@isda.in.gov](mailto:indianagrown@isda.in.gov)

**Will I be able to purchase electrical for my booth?**

Yes, for an additional fee you can have electrical available at your booth. Make sure you indicate the need on your vendor application. Complete the 2023 ERMCO order form, and send to [indianagrown@isda.in.gov](mailto:indianagrown@isda.in.gov)

**Will concessions be available during the Indiana Grown event?**

Yes, the Fairgrounds concessions team will be serving food and beverages during the event for guests and vendors to purchase.

**Is the Monumental Marketplace being held in 2023?**

No, there will be no Monumental Marketplace in 2023

**Why did Indiana Grown make the changes to Monumental Marketplace?**

Indiana Grown reviewed previous feedback supplied by members and there were a handful of opportunities that have been addressed by hosting the Indiana Grown Marketplace event at the Indiana State Fairgrounds.

**What if I register as a vendor for the event, but I'm not able to attend?**

Indiana Grown hopes you can participate in future events; however, vendor fees and payment for the Indiana Grown Marketplace is non-refundable and non-transferrable.

All vendor applications will be reviewed on a first come, first serve basis. There is a limited amount of vendor booth spaces, once filled Indiana Grown will no longer be able to accept new vendors. Indiana Grown reserves the right to reject any members products and vendor applications.

The Indiana State Department of Agriculture, which includes the Indiana Grown program, shall not be liable for lost, missing, stolen or damaged products.



Indiana Grown reserves the right to remove a vendor day of the event for not following all applicable event guidelines.

Indiana Grown reserves the right to ask vendors to remove or change their booth set-up the day of the event. Indiana Grown vendor fee is non-refundable, non-transferrable.