



2025 Lowell Market on Mill

Agreement and Application Form

P:219-696-1570

Market Season: The market is held on the First Thursday of every month, rain or shine, beginning the first Thursday in May through September 4th.

Time/Location: 3:00 p.m. to 8:00 p.m. at Lump lot 301 E Commercial Lowell IN 46356

Vendor Type:

- **Full Vendors** are vendors who reserve the same space for the entire market season (5 dates) by paying the applicable fee in advance.
- **Part Time Vendors** are vendors who will pay a fee for how many weeks they will be attend.
- **Non-Profit Vendors** are vendors who may participate to promote their services if proof of their 501(c) 3 status is submitted. Non-Profit vendors may apply for a fee waiver.
- **Local Farmers** are vendors who may participate to sell their produce at no fee.

Vendor Fees:

- **Full Vendors:** \$50.00 (5 dates)
- **Part Time Vendors:** \$10.00 (Every week you want to attend)

Item/Vendor Exclusivity: Please be sure to list all items you intend to sell at the market in the appropriate section on the application. Items not listed on the application must be approved by the Market Coordinator before they can be sold at the market. We do our best to bring a wide variety of vendors and items to the market, but vendors of the same product might be considered, with the decision determined by market staff on an individual basis.

Booth Space: Each booth space typically consists of 10X10 grassy area for a pop-up tent. The Market Coordinator will make every effort to accommodate preferences in location but reserves the right to move vendors if necessary. Limited space is available.

Supplies/Equipment: Vendors must provide all supplies for set-up. Vendors are encouraged to have pop-up canopy tents with weights (min. 10lb per leg) in their booth space, as well as trash bags, signage, tables, etc. Vendors are responsible for setting up and take down their own booth spaces.

Arrival/Departure: Vendors may set up as early as 2:00 p.m. on Thursday and must be completely ready. when barricades to the market are in place. For the safety of our vendors and patrons, vendors will not be able to leave the market early unless you notify the market staff, who can safely guide you to an exit. ***The market closes promptly at 8:00pm, however barricades will remain in place until 8:10 p.m***



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Cancellations: Vendors are required to notify the Market Coordinator when they are not able to utilize their space for any given market. An email prior to 8 p.m. on the Wednesday before the market will suffice. The market understands last minute challenges arise, but please make efforts to contact us as empty booth spaces and gaps between vendors creates an unattractive market.

Electricity: Electricity is not available at the market. Portable electricity or propane use is the responsibility of the vendor. Vendors must discuss these matters in advance with the Market Coordinator to ensure all necessary safety measures are addressed.

Food Vendors: A current Health Permit from Lake County, Indiana is required for all food vendors preparing food on-site. At-home kitchens are responsible for following Cottage Law labeling requirements as regulated by the Health Department. Permit information can be obtained from the Lake County Health Department, 2900 W 93rd Avenue, Crown Point, Indiana 46307 | (219) 755-3655.

Payments: Market fees shall be paid to the Parks Department Office at least one week in advance and after you have received approval as a vendor by the Market Coordinator. **Do not mail or make any payment until you have received confirmation of your approval from the Market Coordinator.** Payment by checks shall be made payable to “*Town of Lowell*”. Returned checks will be assessed as \$20.00 NSF fee.

Vendor Etiquette: All vendors are expected to maintain high standards of honesty and integrity with respect to the representation and sale of their product. Misrepresentation of a product or discourteous, rude, or disruptive behavior is grounds for dismissal from the market.

Point of Focus: The Market on Mill is dedicated to hosting independent businesses which focus on artisanal, crafted, handmade products, a wide variety of gourmet foods, fresh baked creations, along with the best produce from local farmers and orchards. We strive to present a market which can provide customers the opportunity to patronize local independent operators, rather than retail sales or Multi-Level-Marketing businesses. The market staff reserves the right to decline any applications or inquiries based upon the criteria and market focus.

Information: For more information, please contact the Town of Lowell Parks Department at 219-696-1570 or email hjusevitch@lowell.net

Notice: *Submitting an application does not ensure participation in the market. All applications are subject to review by the staff. We strive to maintain a diverse market to create a vibrant community shopping experience. The Market Coordinator reserves the right to request removal of any unauthorized items.*



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(Please print or type all information clearly and completely)

| | | | | | | | | | |
|--|------------------|-----------------------|-----------------------------------|------------------------|------------|-----------------|--|------------|--|
| VENDOR NAME | | | | | | BUSINESS | | | |
| MAILING ADDRESS | | | | | | | | | |
| CITY | | | | | | STATE | | ZIP | |
| SOCIAL MEDIA (Facebook/Instagram/etc.) | | | | | | | | | |
| PRIMARY PHONE | | | | SECONDARY PHONE | | | | | |
| EMAIL ADDRESS | | | | | | | | | |
| VENDOR TYPE | Farmer/Grower | Food Artisan | Artist | Crafter | Non-Profit | Other | | | |
| VENDOR ITEMS* <i>(list all items selling)</i> | | | | | | | | | |
| * Please attach pictures of all selling items with application. MUST ABIDE BY ALL LAKE COUNTY, INDIANA HEALTH DEPARTMENT REGULATIONS FOR EVENT FOOD. Vendors must carry liability insurance and provide a Certificate of Coverage for any products which are to be consumed or applied to the body (food, lotions, etc.). Attach copy with application. | | | | | | | | | |
| Booth space is 10' x 10', unless approved by Market Manager. Additionally space needed? | Yes | No | How many additional spaces: _____ | | | | | | |
| Season Vendor Type ^^ One Date | \$50 Full Season | \$10 Part Time Vendor | Non Profit/Farmer | | | | | | |

Please do not submit payment until you received confirmation of your approval from the Market Manager. Checks can be made payable to the "Town of St. John." Please Initial to Agree to the following terms and conditions

- _____ I understand that my photo may be taken during the market and posted on social media platforms.
- _____ I agree to attach weights even if there is no wind. All canopies must have weights regardless of weather predictions.
- _____ All supplies must be contained within booth space. This includes A-frames and/or other signage, which must be out of the way of the walking area. No exceptions.
- _____ I agree under Cottage law I will provide proper labeling.
- _____ I agree to include where all produce is harvested/grown.
- _____ I understand the market staff is frequently contacted by customers attempting to reach vendors, and I am okay with the market staff sharing my contact information with prospective customers.
- _____ I understand that the Town of Lowell and its employees are not held responsible for any theft, loss, damage, or injury.

*Signature: _____ Date: _____

**By signing this application and if you are approved, you agree to follow all park rules and regulations, and the Farmer's Market Guidelines stated above.*

**Email the completed application to hjusevitch@lowell.net, or mail application to: Lowell Town Hall
501 E Main St Lowell IN, 46356**

Must present a copy of Lake County Health Department License if applicable at the time of payment