

Welcome to the Hometown Market!
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Email: HometownMarketNWI@gmail.com

2024 Market Season: Hometown Happenings Inc. is excited to introduce the 2024 Hometown Markets! We are now accepting applications for the following:

- **Hometown Shamrock Market** – Fri, Mar 15th, 5-9p & Sat, Mar. 16th, 10a-3p, Industrial Bldg., Lake Co. Fairgrounds, Crown Point, IN
- **Hometown Mother's Day Market** (1 Day). Sunday, May 12th, 9 am- 2pm, Industrial Bldg., Lake County Fairgrounds, Crown Point, IN
- **Hometown Nite Market**, Sat. Aug. 17th, 4-9p, Lake Co. Fairgrounds, Crown Point, IN
- **Hometown Hocus Pocus Market**, Fri, Oct. 25, 5-9p & Sat, Oct. 26th, 10a-3p, Industrial Bldg., Lake Co. Fairgrounds, Crown Point
- **Hometown Flying Turkey Market**, Thursday (Thanksgiving), Nov. 28th, 7-11a, Lake Co. Fairgrounds, Crown Point, IN
- **Hometown Santa Market**, Fri, Dec. 6th, 5-9p & Sat, Dec. 7th, 10a-3p, Industrial Bldg., Lake County Fairgrounds, Crown Point

What is the Hometown Market? The Hometown Market features unique craft, artisan, and boutique vendors, and offers a variety of quality food vendors, adult drinks, and a stage area for live entertainment, demonstrations, and kid friendly activities. There is a \$5 entry fee for adults. Kids 12 and under are free.

How do I apply? Please read these guidelines and then fill out the 2024 Application.

Applications must include social media & website links, plus a detailed list of products intended to sell at the Market. Recent photos will be grabbed from your sites to help promote you & the Market. The application is online only. Applying does not guarantee that you will be selected.

Who is accepted? The Market focuses on local artists, crafters or vendors with either unique or handmade items, food vendors & bakers. Applications are regularly reviewed by the Market Committee. Vendors are accepted based on many factors including, but not limited to – product type, similar product types or quality of merchandise. Please be aware that we will only be taking a limited number of vendors by product type in order to ensure uniqueness. This does not mean you will be the only vendor in your trade, only that we are limiting similar vendors. Additional vendors of the same product may be considered. The ultimate decision will be determined by the market staff on a case-by-case basis. The Market reserves the right to reject any and all applications

How BEST to be chosen: Vendors who stick to one product category are chosen first. For example, a candle business that sells only candles will be chosen BEFORE a candle business that also sells soaps, jewelry & crystals. ***Our best advice is to choose a lane and stay inside it.***

Can I change what I bring? If you change the product line from what you submitted on your application, this change must be approved by the Market Team prior to the Market. Unapproved items will be requested to be removed from your booth.

Food vendors: Any vendors selling food, food items, packed foods, or items for consumption must follow Lake Co. Health Dept. guidelines & provide a copy of their Lake Co. Health Dept. Permit if it is required. Vendors who do not follow the guidelines will not be able to participate in the Market. The Lake Co. Health Dept. may visit the Market. If a vendor is in violation of health department code, they may be removed from the market until the requirements set out in the code are met. No refunds will be given.

Food concessions must obtain a current Health Permit from Lake County Health Dept. A permit can be obtained at: Lake Co. Health Department, 2900 W. 93rd Avenue, Crown Point, IN 46307. 219-755-3655.

Insurance and Permits: If you are selling anything that will be consumed or applied to the body (food, lotions, bath products, etc.), you are required to carry insurance and provide a Certificate of Coverage and a form from your insurance company listing Hometown Happenings Inc. as additionally insured.

Vendors are responsible for obtaining and having available any required State or local Board of Health permits or certificates. A copy should be available at your booth for inspection.

Sales Tax: You are responsible for collecting your own sales tax.

How do I know I am accepted? We will email to let you know either way. If accepted, you will receive an invoice via the mail address you provide. The invoice is due upon receipt and booths will not be held until the invoice is paid.

Fee: \$50-\$150 for 10x10 vendor space depending on the Market chosen.

Booth Space: 10 x 10 standard space. All market fees are for a 10 x 10 standard space. ***A vendor bringing a truck or trailer or requiring more than a 10 x 10 space will be required to pay for an additional space.***

Vendors are responsible for the set up and take down of their own booth. Tents or their framework is optional. Vendors must furnish their own tables, chairs, and other display arrangements. Participants must have a sign stating the name of their business. All tables need to be covered with a tablecloth, preferably to the floor. All storage bins and boxes should be out of sight and need to be stored under booth tables or in vehicles. Electricity is available on a limited basis but only if your booth requires it. (See application).

Vendor Code of Conduct: Vendors must conform to all rules put in place by the Market Team. Profane language and offensive/abusive behavior will not be tolerated. This behavior will result in immediate removal from the market & you will not be invited back. Vendors may not harass customers, fellow vendors, or staff. Vendors may not solicit outside their designated space or advertise anything that has not been approved on this application. No smoking or alcoholic beverages are permitted within your booth space. Bringing your dog or other pet is not permitted as there is the risk another participant might be bitten. Service animals are permitted. Any damage done by the vendor to the event space, or its property will be paid by the vendor.

Occupants of spaces at this market must conform to the market rules at all times. The market staff have full authority to enforce all rules. Any occupants failing to comply may have their space declared vacant at the discretion of the market staff. Only ONE vendor is allowed per space. Vendors cannot share/split a space with another vendor.

Where will my space be? The Market will notify you of your booth space before setup. The Market Team will make every attempt to accommodate preferences in booth location but will reserve the right to reassign or move vendors based on the Market layout requirements.

What if I have to cancel? Assigning spaces ahead of time gives us the opportunity to create a layout best suited for vendors and for market attendees. Should you not be able to attend a market, advanced notice is required via email with 7 days' notice. Not giving enough notice may affect your participation in future markets. There will be **no refunds** issued due to cancellations.

Setup Times: will occur the night before the event and several hours before the event on event day. Specific instructions and details will be included in emails to the vendors leading up to the event.

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When can I pack up? For ALL Markets, vendors may ONLY begin breaking down at the close of the market. Please do not break down your space or vendor tables before the market's close unless the Market staff ok's it. Vendors may not sell, solicit, or continue any market activities after the Market's close. All vendor related trash must be removed at the end of each market.

Cancellation Policy: The market is rain, snow or shine. Most markets are indoors so the weather should not affect the market. **No refunds** will be issued should the Market have to cancel due to weather or unforeseen circumstances as expenses related to the Market such as rent, insurance advertising, etc. will have already been spent. The Market staff will notify the vendors in a timely manner or as further information becomes known.