



2023 Market Season May 19 - October 13

Home-Based Food Vendors and Produce Vendor Regulations

1. 2023 Market Season – Fridays May 19th – October 13th from 2-6 PM

2. Vendor: the person who owns, leases, rents, or otherwise controls the land on which goods sold pursuant to this agreement are raised and has signed this agreement. Immediate family members and/or employees are also permitted to sell.

a. Vendors must sell only fresh produce and/or non-produce items of high quality, all of which must be grown/produced by the vendor, and not from wholesale houses. Failure to comply will start the vendor violation procedure on page two. Vendors will be checked at any time. All baked and processed foods must be approved by all applicable health agencies. Review additional Food Regulations below.

b. All vendors are solely responsible for all claims, injuries, and damages resulting from their sale of unsound or unsafe goods and/or their participation in the market. **Vendors shall maintain liability insurance for protection against such claims, injuries, and damages, and provide proof of same to the Market Master upon request.**

c. All vendors are responsible for and shall fully comply with all applicable laws, regulations, and ordinances pertaining to their farm products. Vendors shall have obtained all necessary licenses, permits, and inspections prior to selling any farm products at the market, including sales tax for non-eatables.

3. Set up

a. Set up may start at 1:00 PM and no earlier.

b. Sales start no earlier than 2:00 PM; unless approved by the Market Master or a pre-ordered sale. Pre-order sales are those where the vendor and their customer have made an arrangement for a specific item and quantity at least 2 hours prior to the market. Vendors should arrive with these items already bagged and labeled.

c. Be sure to secure tents and be prepared in the event of bad weather. Should severe weather arise vendors need to go to the closest open building for shelter.

d. All vendors are solely responsible for their own tables, change, bags, weather, and sun protection devices, if applicable, a legal produce scale. Vendors are responsible for removing all personal items, equipment, vehicles, and their trash from the market area 60 minutes after closing on market day.

e. Parking for vendors will be in the lot on the corner of Main and Franklin. Vendors will be assigned parking spaces that will match the booth number being used.

Example: If you occupy booth 6, you will be assigned parking space 6 in the parking lot.

4. Reserved Spaces

a. Vendors who purchase the full-season membership will select a space that will be reserved for the market season. Vendors with reserved spaces the previous year will have until April 15th to re-secure their same space.

b. Full-Season Vendors must notify the Market Master via email or text by 10:30 AM if not able to be at the market so space can be made available for others. Refunds will not be issued for markets missed. Failure to notify 3 times will result in forfeiture of your space. TEXT – 812-560-5585, please identify yourself in your text. EMAIL – execdirector@mainstreetgreensburg.com

c. There are special circumstances when our allotted area is reduced. At these times reserved spaces will be impacted. The Market Master will notify vendors in advance, as able.

5. Non-reserved Spaces

a. Part-time or one-time vendors not registered for a reserved space will be assigned a location weekly. Wait for direction from the Market Master on where to go before setting up.

6. Farmers Market Membership

a. Each full-season vendor will be required to pay a membership contribution of \$55 for the season. This helps with expenses related to marketing, equipment, kid's coupons, market activities, double SNAP, etc.

This membership reserves a 10x10 space for the season. **Additional space is available at \$3/linear foot.**

Example: Vendor has a tent and trailer set up measuring to be 25 feet long.

$$\text{\$55} + \text{\$45} = \text{\$100}$$

Membership fee 15 additional feet of space

Total season price for a 25x10 space reserved

b. One-time vendors can participate in a single market for \$10 a day. If you elect to continue the entire season after paying for individual days you will only be charged up to the cost of a seasonal membership. (\$55)

7. SNAP Tokens

- a. SNAP card processing will be handled by the Market Master
- b. Tokens may be returned to the Market Master and the end of each market. Checks will be distributed to vendors the following week.

8. WIC Checks

- a. Vendors must be registered with WIC to accept checks. Do not accept checks if you are not registered as the Market Master will not be able to reimburse you.

9. Kids Coupons and Gift Certificates

- a. The Market Master may issue Kids Coupons or Gift Certificates to be used at the market. These may be returned to the Market Master at the end of each market for payment.

10. Disputes and Violations

- a. The Market Master or appointed person has the authority to assign vending spaces, settle disputes, and disqualify vendors for market rule violations.
- b. If you need to report an issue regarding a vendor, volunteer, etc. Please email admin@mainstreetgreensburg.com or execdirector@mainstreetgreensburg.com
- c. Violation Process
 1. When a violation is found the Market Master or appointed person will give the vendor a verbal warning and inspect the violation.
 - If a vendor refuses a timely inspection they will be expelled from the market for the remainder of the season. (This action may be appealed through the Main Street Greensburg Organization Committee)
 2. If an inspection is held and a violation is found the product will be removed from the market for the remainder of the season.
 3. Any secondary violations found will lead to the expulsion of the vendor for the remainder of the season. (This action may be appealed through the Main Street Greensburg Organization Committee)

11. Food Regulations:

Regulations are subject to change without notice in compliance with Indiana State Laws

- The product must be created in the last 48 hours prior to the sale (except for jams and jellies)
- The product must be made from scratch; no mixes or pre-made dough or batter will be allowed,
- The product must be made in the individual's primary residence under proper sanitary conditions.
- Meat sales
 - The meat can not be processed at home and must be inspected by the proper inspection facility prior to the sale unless the vendor meets exception requirements.
<http://www.in.gov/boah/2332.htm> or 317-227-0355
- Fresh Eggs
 - Vendor must possess proper egg retailer license prior to sale.
<http://www.ansc.purdue.edu/iseb/> or 765-595-8510
- Food Sampling is allowed, but vendors must practice proper sanitary procedures
 - Proper hand washing on site
 - Sanitation of the container or other packaging of the food the product is kept
 - Safe storage of the food product during display and service, such as single service samples for individuals.
- Homemade food items must be sold and labeled (in at least 10pt type) with all of the following information:
 - Producers Name and mailing address
 - The common name of the product
 - Ingredients of the food product in descending order by predominance by weight
 - Net weight or volume
 - The date the food was processed
 - The statement "This product is home produced and processed, and the production area has not been inspected by the state department of health. NOT FOR RESALE
 - If you are selling your items online for market preorder the food product label must be available in your listing.
- **All home-based food vendors and produce vendors are required to obtain a food handlers certificate. This training is only required every three years as long as the vendor remains free of violations from the local and state health department.**
 - **Certifications must be ANSI accredited. Below are our recommendations**

Best Value - \$6.95

<https://aaafoodhandler.com/food-handler-card>

Shortest Course Time - \$10

<https://www.statefoodsafety.com/food-handler>

Classes are available at the Purdue Extension Office-Decatur County

\$40 - (812) 663-8388