



2023 Albion's Market on the Square - VENDOR AGREEMENT

The Albion Market on the Square, sponsored by the Albion S.T.A.R. Team, provides local, home-based vendors and local farmers an opportunity to sell their hand-made and home-grown products, showcase local talent and build their businesses!

Market Fees:

For 2023, market fees are waived for Monday and Saturday routine market dates. Special event dates may be subject to a minimal fee to help offset the costs of security and other expenses.

DEFINITIONS:

What is a "Farmers Market" (as defined by Indiana State Department of Health ISDH)?

A common facility where two or more farmers or growers gather on a regular basis to sell a variety of fruits, vegetables and other farm products directly to consumers. Albion's Market on the Square is this, but it is also defined by ISDH as a place for "Home-Based Vendors" and local farmers who have made, grown, or raised a product to sell them. Albion's Market on the Square allows non-food vendors as well.

What is a "Home-Based Vendor" (as defined by ISDH)?

A home-based vendor is someone who is not classified as a "Food Establishment". Home-based vendors are individuals who have made, grown, or raised a food product at their primary residence, property owned and are selling that product at a farmers market. Home-based vendors are subject to complying with regulations that ensure they are not selling "Potentially hazardous food products (PHF)". Those who use a commercially licensed kitchen (like the one at the Community Learning Center in Kendallville) may not be subject to the restrictions of a home-based vendor and should explore other applicable regulations.

Resource: [Home-Based Vendor Laws](#)

Resource: [Using Home Kitchens](#)

What are "Potentially hazardous food products (PHF)"?

PHF are natural or synthetic foods that require temperature control to remain safe for human consumption. This may include eggs, meat, dairy, cut melons, cooked produce, raw seed sprouts, garlic-in-oil mixtures (not modified) and seafood. Some baked items using eggs, and dried noodles, are NOT considered PHF. The Albion's Market on the Square does not allow the sale of PHF by home-based vendors.

MARKET ALLOWANCES & RESTRICTIONS:

Albion's Market on the Square is not liable for any illness or injury caused by vendors who do not meet or follow applicable laws and regulations. It is every vendor's responsibility to ensure they are compliant.

What can home-based vendors and farmers sell at Albion's Market on the Square?

- Non-food items (inedible plants, soaps, candles, jewelry, apparel, linens, antiques, art, crafts, etc.)
- Uncut and uncooked produce
- Tree nuts and legumes
- Honey
- Sorghum
- Maple syrup
- Molasses
- Jams and jellies (except low/no sugar types)
- Mushrooms (no wild mushrooms)



- Baked goods
 - No Cream cheese frosting
 - Cut fruits as garnish as these are potentially Hazardous Foods and require refrigeration.
- Dry noodles
- Candy and confections
- Fermented produce using traditional pickling (but not in oxygen sealed container)

The following items may not be sold by home-based vendors at Albion's Market on the Square and are subject to additional licensing/regulations. If interested in selling any of these items, please consult with market officials:

- Pre-packaged foods
- Retail food products
- Meat
- Poultry (subject to Board of Animal Health regulations, aka BOAH)
- Rabbits (BOAH)
- Seafood
- Dairy (includes cream cheese fill/topping)
- Egg products (except some baked items and dried noodles) (BOAH)
[Noble County egg license application](#)
- Foods packaged using vacuum-seal
- Canned or hermetically sealed container foods (acidified or low-acid)
- Produce sold in sealed containers
- Cut melons and tomatoes
- Raw seed sprouts
- Jerky
- Non-modified garlic-in-oil mixtures
- Cut tomatoes
- Cut leafy greens
- Fruit butters
- Low/no sugar jams and jellies
- Pickles made by acidification or fermentation, if sold in an oxygen sealed container
- Low acid and acidified foods such as green beans, pickled beets, salsa, etc.
- Shell eggs from ducks, quail, or turkeys
- Prepared entrees, soups, etc.
- Canned salsas, green beans, meats, etc. (acidified and low-acid foods)
- Items sold or labeled as "organic"
- Milk and dairy
- Commercially prepared foods

How foods sold by home-based vendors must be labeled:

Foods sold by home-based vendors (not produced in a commercial kitchen) must be labeled with:

- Producer's name and address
- Common or usual name of food product
- Ingredients of food product
- Net weight and volume (or number contained)
- Date processed
- And this statement in 10 point, **typed**: *"This product is home produced and processed and the production area has not been inspected by the State Department of Health."*

Unpackaged foods are considered "labeled" when an easily legible sign is posted at the stand.

Is food sampling allowed at the market?

Sampling may occur, however proper sanitary procedures must be met:

- Must provide a hand-washing station
- Containers/packaging must be sanitized
- Storage of foods must be safe and sanitary
- Items must be properly protected from contamination

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- No Sampling of cut produce or fruits.

Resource: [Handling & Sanitization](#)

ADDITIONAL INFORMATION:

Where can I find more help to ensure I meet applicable regulations?

BOAH–Poultry production as a home-based vendor (HBV)
animalhealth@boah.in.gov
(317) 544-2400 or (877) 747-3038

Indiana State Egg Board–Eggs and egg regulations
straw@purdue.edu
(765) 494-8510

Purdue Product Testing
(765) 494-7997

ISDH Main Office
(317) 234-8569

Additional restrictions – items not allowed to be sold or exhibited at the market include:

- Foods not in compliance as noted above
- Anything deemed inappropriate by market officials
- Anything in violation of local, state, and/or federal guidelines
- “Garage sale” items
- Direct sales company products such as Avon, Pampered Chef, Mary Kay, etc.
- Political, offensive, dangerous items; and/or profanity
- Live animals may not be sold or given away

Final determination will be at the discretion of the Market Managers.

Market Details:

- Market will be held Mondays from 3pm-7pm. Set up as early as 2pm, take down by 8pm. You may park on the square, set up, then park away from the courthouse square so that those shopping at the Market can park nearest. Monday’s Markets will be held on the east side (green on map) of the courthouse facing SR 9 (Orange Street) only. **AND**
- Market will be held on Saturdays from 9am-1pm. Set up as early as 8am, take down by 2pm. Vendors with canopies of no more than 12’x12’ may set up on the east side (SR 9 / Orange Street, green on map) of the courthouse on Saturdays as well. Vendors with no canopy will set up on the north side (red on map) of the courthouse square, along West Jefferson Street.
- Please, no sales before the Market’s starting hour, to be fair to all and to set a precedent for Market visitors and avoid crowds arriving before all vendors are ready.
- Please DO NOT park streetside in front of downtown retailers and eateries. Park in nearby neighborhoods and public lots. There is ample public parking on the west side of the square around

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and behind the Courthouse Annex (see map). Additional parking can be found in a lot one block south of the stoplight along SR 9 also.

- Vendors will not be guaranteed a specific spot for the Market. Spots will be assigned as vendors arrive each day. After unloading near the market site, please promptly move vehicles. Do not block traffic.
- Vendors are not required to attend every market. However, vendors are expected to sign up for each market date they plan to attend. Late arrivals and no shows stand the chance of losing their privileges.
- All vendors under 18 years of age must be supervised by a parent/guardian. The parent/guardian will be the vendor for the market and sign all of the necessary paperwork.
- Vendors must be cleaned up and out of the area by one hour past closing time.
- All trash must be disposed of in the trash containers provided by Market officials and/or in public trash receptacles.

Equipment Needed:

- Vendors will need to bring their own tables, chairs, and tents, if needed.
- Sorry, no electricity is available.
- Vendors are responsible for all money handling at their own booth. Wi-Fi may not be available, so plan accordingly.

Cancellations:

- In the event of inclement weather, the Market may be canceled by officials for safety purposes. Cancellations will be published on the Market’s Facebook page when applicable.
- Vendors who cancel repeatedly, thereby leaving spaces empty that could have been filled by other vendors, risk losing privileges to participate. Please communicate in advance if unable to attend.

Other applicable vendor requirements:

- Prices must be posted for all items.
- Vendors are responsible for any damages resulting from his sale of unsafe or unsound goods.
- All items intended for human consumption must be kept at least 6 inches off the ground at all times.
- Vendors are responsible for their own refrigeration source (no electricity is provided).

Insurance

In lieu of providing the Albion’s Market on the Square a certificate of liability insurance naming Albion STAR Team and Town of Albion as added insured parties, vendors may sign a Waiver of Liability to participate.

I agree to these terms and conditions:

- I will provide a Certificate of Insurance
 - I will provide a signed Waiver of Liability

Date _____

Vendor Printed Name

Vendor Signature

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MARKET MAP



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