



2022 Albion Farmers Market - VENDOR AGREEMENT

The Albion Farmers Market, 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 2022, our inaugural year for the Albion Farmers Market, all fees are waived!

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 Farmers Market 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 Farmers Market also allows non-food vendors.

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 or leased by them, 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 Farmers Market does not allow the sale of PHF by home-based vendors.

MARKET ALLOWANCES & RESTRICTIONS:

Albion Farmers Market 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 Farmers Market?

- 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



- Dry noodles
- Candy and confections
- Fermented produce using traditional pickling (but not in oxygen sealed container)

The following items may not be sold at the Farmers Market:

- 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

Resource: [Handling & Sanitization](#)

Kayla Traylor – Market official

kaylatraylor@yahoo.com



<https://www.facebook.com/groups/406454338153625/>

Cell (260) 927-3851



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:

- The Farmers Market will begin at 9:00 AM and end at 2:00 PM every Monday throughout the posted season and take place in the alley on the north side of the Courthouse Square (off W. Jefferson Street) in downtown Albion, IN. (Between Hidden Ego Gym and Newman & Newman law office.)
- Vendors may load in and out on the north and south ends of the alley.
- Vendors should arrive no earlier than 8:00 AM and be ready to sell by 9:00 AM. Please, no sales before 9:00 AM.
- Vendors will need to find parking near the market. Please DO NOT park streetside (parallel) in front of downtown retail/eateries. Park in nearby neighborhoods and public lots.
- Vendors will not be guaranteed a specific spot. 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 2:30 PM.
- All trash must be disposed of in the trash containers provided by Market officials.

Equipment Needed:

- Vendors will need to bring their own tables, chairs, and tents, if needed.

Kayla Traylor – Market official

kaylatraylor@yahoo.com



<https://www.facebook.com/groups/406454338153625/>

Cell (260) 927-3851



- Sorry, no electricity is available.
- Vendors are responsible for all money handling at their own booth.

Cancellations:

- In the event of inclement weather, the Market may be cancelled 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 Farmers Market a certificate of liability insurance naming Albion S.T.A.R. 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:

<input type="checkbox"/> I will provide a Certificate of Insurance <input type="checkbox"/> I will provide a signed Waiver of Liability
--

Date _____

Vendor Printed Name

Vendor Signature

Kayla Traylor – Market official

kaylatraylor@yahoo.com



<https://www.facebook.com/groups/406454338153625/>

Cell (260) 927-3851