



# 2023 Main Street Greensburg Farmers Market Fourth Friday Vendor Registration Form

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Vendor Name

Vendor Business Name

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Address

City, State, Zip

Phone

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Email Address

Preferred Method of Contact

**Please list products or services offered at Fourth Friday.**

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### **Booth Space:**

Each booth space will be approximately 10ft X 10ft. All booth spaces are first come first serve and will be assigned by the Market Master the evening before the event. If you require more than the allotted space, please send an email no later than 24 hours prior to the event to [execdirector@mainstreetgreensburg.com](mailto:execdirector@mainstreetgreensburg.com).

**Farmers Market Fourth Friday Fees: \$25 per event/ \$50 for all three dates. Payments can be made with cash or check and made payable to Main Street Greensburg. Please Mail to 314 West Washington St. Greensburg, IN 47240**

*Note: Main Street Greensburg, a 501(c)3, would like to remind you that any donations/fees you make to the organization are tax deductible.*

Registration Checklist

- I have fully completed page 1.
- I have read and agreed to pages 2 and 3 of this registration form.
- I have included payment for Fourth Fridays at the Farmers Market.
- I have returned page 1 to Main Street Greensburg for approval.

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Vendor Signature

Date

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Market Master Signature

Date

If you have any questions, please do not hesitate to ask. Contact us at 812-222-0037 or [execdirector@mainstreetgreensburg.com](mailto:execdirector@mainstreetgreensburg.com).

# Information

1. 2023 Farmers Market Fourth Fridays Dates:
  - a. June 23, 2023
  - b. July 28, 2023
  - c. August 25, 2023
2. Vendor: the person who owns, leases, rents, or otherwise controls the land on which goods or services are sold. Immediate family members and/or employees are also permitted to sell.
  - a. All vendors are solely responsible for all claims, injuries, and damages resulting from their sale of 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 the same to the Market Master upon request.
  - b. All vendors are responsible for and shall fully comply with all applicable laws, regulations, and ordinances. Non-eatables require approval from Main Street Greensburg prior to the sale of the items.
3. Set up
  - a. Set up may start at 1:00 PM and no earlier.
  - b. Sales start at 2:00 PM and no earlier; unless approved by the Market Master or a pre-ordered sale.
  - c. **Set up tents and tables 2 feet from the sidewalk to ease congestion on the sidewalk for pedestrians and wheelchairs.**
  - d. Be sure to secure tents with sandbags and be prepared in the event of bad weather. Should severe weather arise vendors need to go to the closest open building for shelter.
  - e. All vendors are solely responsible for their own tables, change, bags, weather, sun protection devices, and, 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.
4. Farmers Market Fourth Friday fee is \$25 per event or \$50 for all three dates.
  - a. Each vendor will be required to pay a fee to participate in these events.
5. Kids Coupons
  - a. The Market Master distributes kid's coupons to children that attend the market. They are valued at \$1. Children are able to purchase items from vendors. At the end of the market day, turn your kid's coupons into the Main Street Greensburg tent to be reimbursed. Children are allowed to save their coupons and combine them.
6. The Market Master or appointed person has the authority to assign vending spaces, settle disputes, and disqualify vendors for market rule violations.

## 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
  - 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 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.**

## Vendor Violation Procedure

