

WASHINGTON COUNTY FARMERS' MARKET CONTRACT

In consideration for the right to participate in the Washington County Farmers' Market (hereinafter "Market"), the undersigned vendor agrees to the following regulations.

ADMINISTRATION AND DATES AND TIMES FOR OPERATION

The Market is administered by the Market's Board of Directors (hereinafter "Board"). The Board sets fees and determines Market policies. The Board oversees the Market and has authority to assign vending space, settle disputes and disqualify vendors for violations of regulations.

The Market will open in May for plants, strawberries etc. and will continue to operate throughout the summer and fall on Saturdays as produce is available. Market hours are 8:30 a.m. - 12:00 p.m. on Saturdays at the Washington County Justice Center parking lot at 801 Jackson St. in Salem. Vendors should not start setting up before 8:00 a.m. When produce is plentiful, the Market will open on Tuesday evenings from 4:00 p.m. - 6:00 p.m.

The Board reserves the right to terminate the Market, to change its time and location or to change the Market's operating guidelines.

ELIGIBILITY OF SELLERS

A vendor must produce at least 85% of the products being sold each day of the Market. Dedicated vendors may be exempt from this percentage, at the Board's discretion, when selling seasonal produce. All produce sold at the Market must be grown by a vendor from within or adjacent to the county where the vendor resides. Vendors may include those individuals who share in the farming of a farm or garden.

Vendors may assign an agent or wage-earning employee to sell for them providing the vendor furnishes the agents' name to the Board prior to the agents' attendance at the Market. Should any questions arise as to whether a vendor is actually producing 85% of what he/she sells, the Board, or appointed agents, have the right to inspect the vendor's production location and/or where the produce is being acquired.

Vendors participating in the Market must reside and produce in Washington or adjacent counties.

Serve-Safe Food Handlers certification is required for vendors selling baked goods. All vendors should contact the Washington County Health Department for regulations that pertain to their products.

LIABILITY/INSURANCE

The Market has a group liability policy. It is still recommended that vendors have their own insurance and discuss individual needs with their insurance carrier. If the vendor does not have their own policy, they must pay an additional \$30.00 when paying their membership fees. If the vendor provides a current certificate of insurance, the additional \$30.00 is waived.

WIC (Women, Infants, and Children) & SENIOR VOUCHER PROGRAMS

If funding is available, there is a state program to provide nutrition to families through local farmers' markets. Vendors may accept payment for applicable products only if proper application and certification is completed. Vendors should contact the WIC Office for details.

GOODS PERMITTED FOR SALE

The following goods may be sold at the Market: fruits, vegetables, dried and fresh herbs and spices, grape vine wreathes, plants, cut flowers, honey, eggs (egg vendors are required to be licensed by the Indiana Egg Board), unpopped popcorn, meat, other approved farm products and some minimally processed food items. These processed food items are: maple syrup, jellies, jam, preserves, sorghum, frozen persimmon pulp, dried vegetables, dried fruits, cider or apple butter.

Meats and minimally processed food items must meet all state and local regulations. Non-perishable baked goods such as breads, cakes, and cookies as well as woodcraft and other natural or homemade crafts may be sold. All craft items must be original and handcrafted by the vendor.

No purchased raw materials or commercially prepared products may be sold, unless significantly transformed through handcrafting to create original quality work by the vendor. No craft items made from kits, reproductions of artwork, Trademarked items and commercially manufactured clothing, unless substantially altered or enhanced by the vendor, is allowed. The starting material must be significantly altered and enhanced by the vendor and the finished product should artistically dominate any commercial components used in the product. Other items of a craft nature, antiques or garage sale items are prohibited at the Market. Items or activities not included previously, must be approved by the Board of Directors.

For advertising purposes, it is suggested that vendors call the Extension Office (812-883-4601) to let them know what items they will be selling at the market.

REGISTRATION TO SELL

Each year, vendors must submit a signed contract and pay applicable marketing fees before selling any products.

ASSIGNMENT OF SPACE

Space is available on a first come first serve basis at the first day of the Market, afterwards space will be assigned by the Market Master. Each vendor is limited to one vending space unless payment is made for additional spaces. Vendors are required to sell from their space and are prohibited from harassing customers of other vendors.

DISPLAY OF PRODUCE

The Washington County Health Department prohibits produce being sold from coming in contact with the ground. Produce can be sold from the back of vehicles, tables or from the top of upside-down bushel baskets. Porous produce (i.e., berries) may not be sold in wooden boxes and should be sold in new plastic containers. Used bags are not permitted for selling or transporting produce. Produce displays should not interfere or impede pedestrian movement at the Market.

MARKETING FEES

All fees are non-refundable and are as follows: Membership is \$75.00 and must be paid by the first day of the Market. If paid after the first day, the fee is \$85.00. If the fee is not paid or forms not returned, membership will be terminated. Member status in the Market entitles members to participate in the Market’s marketing programs. Fees should be paid by check and made payable to: Washington County Farmers’ Market.

HOUSEKEEPING

Vendors must clean-up litter and debris before leaving their space.

By signing the contract, the vendor acknowledges they have read and agree to the contract and received the Washington County Health Department’s contact information. Signing this contract provides consent to possible inspection of production site(s).

Vendor Name (signature)
Date _____
Email _____

Vendor Name (printed)
Address _____

Phone No. _____

<u>Office Use Only</u>			
Membership Fee _____	Insurance Fee _____	Certificate of Insurance _____	
Amount Paid _____	Cash/Check # _____	Received by _____	Date _____