

Nashville Farmers Market Vendor Handbook



Nashville, IN

Revised February 6, 2024

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Part I: Introduction

A. Our Mission

The Nashville Farmers Market is a volunteer-powered 501(c)(3) non-profit organization that is committed to supporting local farmers and artisans and making healthy, delicious food easily available to the Brown County community. We strive to create a friendly and unique environment, with special emphasis and priority given to local growers and producers. Together, farmers and shoppers create community while supporting the local economy every Sunday, May through October.

B. Market Contact Information

E-mail: nashvillefarmersmarket@gmail.com

Website: <https://www.nashvilleindianafarmersmarket.com/>

C. Market Season and Site

May-October Market – The market season opens the first Sunday in May and continues each Sunday through the last week in October. Hours are from 11:00am until 2:00pm each market day. The Market takes place in the Brown County Inn Parking Lot at 51 State Road 46, Nashville, IN, 47448.

Part II: Who Can Sell, What can Be Sold?

A. Who Can Sell?

Vendors at the Nashville Farmer's Market must reside in Indiana and are expected to be consistently involved with, and participate substantially in, the production, planting, cultivating, harvesting and raising of goods permitted for sale at the Market. The ELIGIBILITY OF VENDORS section of the contract provides definitions to determine eligibility to vend.

Vendors who wish to sell at the Nashville Farmer's Market are required to go through the application and selection process and to submit a complete Vendor Application, Contract, and the accompanying \$20.00 fee* to Nashville Farmer's Market, Inc at P.O. Box 180 Nashville, IN 47448 (or you may drop off in-person at the Brown County Inn front desk: 51 State Road 46, Nashville, IN 47448). Applications will be accepted throughout the market season.

Vendors may choose to reserve a space for the full season, or have the option to apply as a day space vendor. Priority for booth space selection will be given to previous seasons' vendors, using a points system.

For consideration to vend the first weekend of market, application packets should be received by Wednesday, April 3, 2024. Full season vendor applicants will also enter their space location preferences online by Thursday, April 11th. Applications and space requests will be reviewed by the Board Thursday, April 18, 2024 and announced to vendors the following week.

* Application fee is \$20 for all vendors. EXCEPT, the application fee will be waived:

- For previously approved, full season vendors
- If all vendors on the contract are 16 years of age or younger

B. What Can Be Sold?

The Nashville Farmer's Market provides a venue for selected producers to sell what they raise or make directly to the public. The market staff reserves the right to verify that all goods are raised or made in Indiana by the vendor. The Market Manager and the Board reserve the right to approve exceptions to these requirements, in cases where the product to be offered would fill a vacant niche in our market or local food system.

Vendors should contact the Market Manager if there is reason to believe that another vendor is not producing the product he or she is selling at the Nashville Farmer's Market. The Market staff will assess the situation and determine the best course of action.

Vendors must display legible price markers for all goods offered for sale. All displayed product must be for sale, unless the item is a part of display materials.

GOODS PERMITTED FOR SALE

The following categories of products are permitted for sale: 1) Unprocessed Farm Products, 2) Plants, 3) Vendor-Prepared Foods (Home-Based Vendor Foods and Value-Added Foods), 4) Arts & Crafts (Crafted Non-Food Farm Products and Other Crafts), 5) Pet Foods, and 6) Aquaculture Foods. No products containing CBD, or related compounds, are permitted to be sold at market.

NOTE: Applicants must include all items they intend to sell on their application for review and approval by the Market Board. If a vendor wishes to add items in another category after the beginning of market season, additional approval must be given by the Market Board.

Ex: A farm vendor applies and is approved to sell unprocessed farm products. Three weeks into the season, the vendor also wants to bring homemade baked goods (or crafts, canned jams and jellies, etc). The vendor MUST get additional approval for these new items from the Market Board before they can be sold at the Market.

1. Unprocessed Farm Products

Unprocessed Farm Products are farm products that are not processed beyond harvesting, cleaning, drying and packaging. These products include: whole, uncut fruits and vegetables, herbs, nuts, cut flowers, seeds, whole grains, cultured and wild collected mushrooms*, eggs**, and non-food animal products and plant material.***

Sprouts (generally defined as seeds germinated in water and both seed and sprout are eaten) and pokeweed, or other potentially hazardous, unprocessed farm products, are not permitted for sale, Microgreens and shoots (generally defined as young plants raised in a growing medium with the seed not being intended for consumption) are permitted for sale.

Community Supported Agriculture (CSA) boxed shares, which are sold in advance to subscribers, may be distributed from vendor stalls, but may only contain Market-eligible items produced by that vendor.

*Vendors are allowed to sell commercially raised mushrooms if they provide documentation showing their source. Wild mushrooms, such as morel or sponge mushrooms, must be individually inspected and found safe by a certified mushroom identification expert – as chosen by the Market Board of Directors – at a cost to the vendor of \$5 per day on which mushrooms are inspected.

**If selling eggs, they must be kept at 41 degrees or less, and used egg cartons may only be used if relabeled with vendor's name, address, pack date, expiration date and grade. Vendor must obtain a current egg vendor license issued by the State Egg Board. Contact information is in the "Vendor Resources" section. Eggs on display at temperatures above 41 degrees must be labeled "For Display Only" and may not be sold.

***If selling compost, the vendor must comply with the National Organic Program standards for composting plant and animal materials found here: www.bit.ly/NOPcompost. The vendor must keep thorough records of all composts and processes.

2. Plants

The following types of plants:

- Annuals, Perennials, Nursery Stock, and Tropicals

That are potted, in soil blocks or bare-root are permitted for sale with the following considerations:

- Must be grown by the vendor from seeds, seedlings, cuttings or stock, plugs, or transplants.
- Purchased plant materials, other than seeds, must be grown on the vendor's premises for at least six weeks before they can be offered for sale at the market.
- All plants (including their hybrids, cultivars, and varieties) listed in the Indiana Invasive Species Council plant list found here: <https://www.entm.purdue.edu/iisc/invasiveplants.php>, and any reproductive material produced by them, are not permitted for sale at the Market.

Vendors selling any perennial plants should contact the Department of Natural Resources, Entomology Division, to determine licensing and inspection needs. Contact information is on page 17, or go to: <https://www.in.gov/dnr/entomolo/2895.htm>

3. Vendor-Prepared Foods

In an effort to support beginning producers and growers, and to grow the market's vendor base, Nashville Farmer's Market will permit vendor-prepared foods to be made with products not grown, raised, or collected by the vendor. However, vendors must be transparent and keep detailed records of the source of their supplies. Whenever possible, vendors should use other local growers or retailers as the source of their product. The Market Board reserves the right to give preference in approving vendors growing, raising, or collecting their own product, or a substantial portion thereof, over those vendors that are purchasing product, regardless of vendor seniority at the market.

A. Home-Based Vendor Foods

Indiana law requires home-based vendors (HBV) to produce certain types of *non-potentially hazardous* food products in their home kitchen. HBVs can sell at farmer's markets, roadside stands, and ship within the State of Indiana, however they MUST have a 'Food Handler Certification' AND follow certain packaging and record-keeping requirements. The products HBVs can produce and sell include syrups, tree nuts, and candies, and **SOME** canned foods and baked goods, and frozen poultry and rabbits, with some stipulations, among other things.

CONSULT THE TABLE BELOW for a more complete explanation of what may be produced in a home-based kitchen. For any questions regarding whether a specific item is permitted to be produced by home-based vendors, contact the Brown County Health Department's Food Protection Division at (812)988-2255.

All processing and packaging must be done by the vendor and have proper labeling. **More information on these requirements is provided in the Home-Based Vendor Exhibit that is available from the Market Manager. This exhibit must be signed and on file before a vendor will be permitted to sell home-based vendor foods.**

Summary of Non-Potentially Hazardous and Potentially Hazardous Foods

| Type of Food | Non-Potentially Hazardous (MAY be sold by home-based vendor [HBV]) | Potentially Hazardous (may NOT be sold by HBV) |
|---|--|--|
| Baked Goods | Cookies, cakes, fruit pies, cupcakes, fruit breads, dessert bars, baguettes, and dried noodles | <ul style="list-style-type: none"> • Products containing meat, poultry, and/or aquatic animals • non-baked dairy products, including cheese, butter, and yogurt • non-baked, egg-containing products and fresh shell eggs |
| Fruits and Vegetables | Unprocessed, whole and uncut produce, e.g., oranges, cherries, berries, tomatoes, corn, lettuce, green beans, peppers, etc | <ul style="list-style-type: none"> • Any cut produce, e.g. cut tomatoes or melons • Raw seed sprouts |
| | Fermented vegetables, i.e., vegetables placed in a brine (saltwater) solution in which bacteria produce lactic acid to acidify the product and do not require refrigeration | <ul style="list-style-type: none"> • Non-fermented, pickled vegetables (e.g., pickles, beets, etc.) that are acidified (i.e., vinegar added) and do not require refrigeration. Note: Vegetables that require the addition of any acid (e.g., vinegar) are NOT considered fermented. • Garlic in oil mixtures • Herb and oil mixtures |
| | Acidified foods containing cut tomatoes and cut, leafy greens (like salsa) that are not put into an oxygen sealed container , and can be measured by the vendor to have a pH of 4.6 or less, by use of a calibrated pH meter. | |
| Fruits/Canned Fruits | Traditionally prepared fruit-based jams and jellies, e.g., grape, strawberry, blueberry, raspberry, blackberry, etc | <ul style="list-style-type: none"> • Fruit butters (e.g., apple, pear, persimmon, pumpkin) and any “low sugar” or “no sugar added” jams and jellies |
| Canned Foods | Only high acid fruits are permitted (i.e., natural pH below 4.6). These may include fruit-based products (e.g., grape, strawberry, blueberry, raspberry, blackberry, etc.). Note: The pH of all canned food products should be verified before sale. | <ul style="list-style-type: none"> • NO naturally low acid products like corn cob jelly or other plant-based jellies. • Acidified and low-acid canned foods (i.e., in hermetically sealed containers including cans, glass jars, plastic containers, etc.); ex- canned vegetables, salsas, chutney, chow-chow, pickles, beets, and other pickled veggies, etc. • Foods in reduced-oxygen packaging (i.e., vacuum packaging) |
| Meat, Poultry, Seafood | Frozen rabbit and frozen poultry, if the producer slaughters and processes less than 1,000 birds a year | <ul style="list-style-type: none"> • All meat, poultry, or aquatic animal products, excluding frozen rabbit and frozen poultry, under certain circumstances |
| Syrups | Honey, maple syrup, sorghum, and molasses | --- |
| Tree Nuts and Legumes | Peanuts, almonds, cashews, walnuts, pistachios, etc. | --- |
| Candies and Confections | Caramels, chocolates, fudge, peanut brittle, chocolate-covered fruits and/or nuts, and bonbons. | --- |
| <p>**Table adapted from Purdue University’s Food Entrepreneurship Series, publication FS-18-W, “Using a Home Kitchen to Prepare Food for Sale”</p> | | |

B. Value-Added Foods

Certain foods (also known as *potentially hazardous* foods) are **required** to be produced in a licensed commercial kitchen or by a licensed food establishment. These foods are summarized in the table above and include most canned foods, meat and poultry products (including baked goods that contain meat or poultry products), dairy products, and food prepared at market by the vendor, among other things. **Consult the table above** for a more complete explanation of what foods are considered “potentially hazardous.” For any questions about a specific item, or the requirements to become a licensed commercial kitchen or food establishment, contact the Brown County Health Department’s Food Protection Division at (812)988-2255.

Indiana Law requires a vendor be designated as either a home-based vendor or a food establishment – not both. Entrepreneurs who produce food that is non-potentially hazardous AND food that is potentially hazardous must not mix production activities of these two food types. If a vendor plans to sell food products other than those that can be produced in a primary residence, then that vendor would need to become a food establishment and meet all the requirements for that designation.

Vendors of **meat, dairy, or fish products** (those not intended to be consumed at market) are required to obtain a “Farmers Market Food Vendor License” from the Brown County Health Department,
<http://www.browncountyhealthdept.org/resources/Forms/Farmers-Market-Food-Vendor-Application.doc>.

All other value-added food vendors (aka licensed food establishments – those producing their product in a certified commercial kitchen or other commercial facility) will also need to contact the Brown County Health Department at (812)988-2255 to determine which local license they need to obtain. There are licensure differences for Brown County businesses versus out-of-county businesses.

Depending on the type of food being produced, additional local, state, or federal licenses and permits may be required. **Vendor must provide and have on file with the Nashville Farmer’s market all necessary permits, licenses, etc and a signed Value-Added Food Exhibit, which is available from the Market Manager.**

NOTE – Ready-to-eat foods: Ready-to-eat foods are those that are sold at market for on-site consumption, including any hot or cold prepared beverages. Ready-to-eat foods are required to follow many of the same rules as outlined above for value-added foods/licensed food establishments.

4. Arts & Crafts

A. Crafted Non-Food Farm Products

Crafted non-food farm products are agricultural products made with vendor-grown, raised and/or gathered products that are crafted. Five categories of items are permitted for sale and are detailed below:

- **Beeswax products**, including beeswax candles and balms and salves made solely from wax from vendor apiaries and, in the case of candles, a wick. Added plant material must be grown/collected by the vendor, with the exception of plant-based oils such as olive oil or essential oils.
- **Fleece, roving, and yarn goods** made solely from fiber from vendor-raised livestock.
- **Bar soap, bath goods, and personal care products** provided any plant material used in the crafting of the soap is vendor grown/collected (with the exception of plant-based oils such as olive oil or essential oils). Products must be labeled with the contact information for the farm, ingredients in order by weight prior to any process of production, and the weight or volume of the final product.
- **Plants, flowers, gourds or vegetation dried or altered for decoration (e.g. wreaths, bouquets, etc) and woodworking** made from materials grown or collected by the vendor.
- **Worm casting “tea”** made from castings from worms and other farm products raised by the vendor.

If vendors are not raising/collecting the materials to make these products themselves, then the products will be categorized as “Other Crafts,” as described in the next section.

B. Other Crafts

While the primary focus of the Nashville Farmer’s Market is to promote local farmers, we also feel passionately about supporting local craftspeople. Approved craft vendors are permitted to vend at each Market, however, the Market Board retains the right to limit the number of craft vendors based on the number of farm vendors applying to vend. Day space farm vendors will be given priority over day space craft vendors. Farm vendors may also apply to sell their crafts in conjunction with their farm products.

Craft Registration and Guidelines

- Prior to selling a craft, vendors must provide 3-5 pictures, or bring representative samples of each different type of craft item to market staff. Items will be reviewed for compliance with the craft guidelines at that time. In most cases, Market staff will confirm the eligibility of an item on the day it is submitted, but consideration may extend for up to one week.
- All items must be original and handcrafted by the primary vendor, his/her immediate family or under the direction of the primary vendor.
- Items must be safe, have a reasonable life expectancy and exhibit quality craftsmanship.

- Items may not be made from commercial kits or plans, be made from molds not created by the vendor, contain a commercially made piece central to the design (unless it has been upcycled) or be made in a production facility.
- Only items that have been approved for sale by the Market Board may be displayed or sold.

5. Pet Foods

Pet Foods are farm products made from raw ingredients, almost all of which are produced by the vendor. These products include dairy products and fresh/frozen/preserved meat or other processed agricultural or livestock products. **Vendors selling pet foods are required to sign a Pet Foods Exhibit attached to the contract, which specifies the regulatory requirements. This Exhibit is available from Market staff.**

6. Aquaculture Foods

Aquaculture Foods Vendors selling Aquaculture Foods, including fish and shrimp, are **required to sign an Aquaculture Foods Exhibit attached to the contract, which specifies the regulatory requirements. This Exhibit is available from Market staff.**

Part III: How the Market Works

A. What Type of Vendor Are You?

There are two categories of Farm Vendors: Reserved Space Vendors and Day Space Vendors.

Reserved Space Vendors are vendors who claim the same space for the entire Market season by paying a fee in advance. No portion of the prepaid fee for the reserved space will be refunded after the beginning of the Market season. Vendors whose applications are denied by the Market Board, or who cancel their space reservations prior to the beginning of the season, will receive a refund of all fees paid except the application fee.

Day Space Vendors rent spaces available on the day of the Market. The day space rental fee is collected by the Market Manager during the Market.

B. Vendor Point System

A point system is used to reward vendors who have participated in the Market the longest and most consistently. The system is based on the number of seasons of participation and the number of days of attendance. Each Market day, a vendor must occupy and be prepared to sell from a vending space for the full 3 hours to be counted in attendance and be eligible to earn points.

Vending spaces are reserved prior to the season based on the following system: vendors with the most points select their spaces first. Space reservations will be made using the total number of points earned at the end of the previous season.

Points are earned and controlled by the primary vendor. Market attendance points are calculated as follows:

1. Two points per season for vending during a given season will be awarded to vendors who have participated in the Market in any “recent seasons” (either the current season and the previous season if Market is underway, or the previous season if the Market has not yet opened for the year).
2. Additionally, vendors who participated in the Market during any of the “recent seasons” will receive 0.2 points for each day the vendor sold during those seasons. A maximum of 4.4 points can be earned (22 days) for daily attendance.

In the event the primary vendor no longer vends at Market, points may be given to additional vendors for the years they were on the contract or in the case of “immediate family” for the years they were “immediate family” as defined in the farm vendor contract. If the contracted vendors develop a spin-off vendor, points accumulated by the primary vendor in that space will either have to be divided among the contracted vendors, or the primary vendor will receive all the points.

C. Market Season Specifics

The Market opens the first Sunday of May (May 5, 2024) and continues each Sunday through the last Sunday of October (October 27, 2024). Hours are 11am-2pm.

Applications are accepted throughout the season. However, for consideration to vend the first weekend of market, application packets should be received by Wednesday, April 3, 2023. Full season vendor applicants will also enter their space location preferences online by Thursday, April 11th. Applications and space requests will be reviewed by the Board Thursday, April 18, 2024 and announced to Vendors the following week.

Reserved space (full season) vendors are required to notify Market staff in person, by e-mail nashvillefarmersmarket@gmail.com or Facebook Message prior to 9:30 a.m. Sunday, if they will not be utilizing their space on a given Market day. If vendor does not notify Market staff in advance of an absence, it will be assumed vendor is not attending Market until notification of his/her attendance is received, and his/her space may in subsequent weeks be utilized as a day space.

Parking

When entering and exiting, take care in watching the traffic on State Road 46 – at times it can be very busy.

Upon arrival, vendors should unload their vehicles as quickly as possible at their assigned space and then move and park your vehicle before setting up your stall. Vendors are permitted to park their car in the employee lot to the west of the building (near SR 46), or along the southeast side of the building (towards the Salt Creek Trail), and may NOT park in the main parking lot of the Inn (the rows between the Market area and the Inn building).

No vehicles in the farmer's market area unless special permission is given to a seasonal vendor by the board. Proper justification and/or documentation may be requested by the market board to permit vehicles. Vehicles will not be permitted to drive through the Market area during Market hours (11am-2pm).

Stall Information

- Spaces are approximately 10 ft x 18 ft in size (slightly wider than a standard parking space). Vendors' set-up must be within the boundaries of their space, with the exception of flared tent legs (the tent canopy cannot exceed the dimensions of the space).
- Full-season vendors:
 - Must occupy their space by 10:30am, or give up all rights to the space for that day.
 - May reserve additional spaces at a 50% discount (see the table on the next page for a price breakdown).

- Day spaces vendors:
 - Spaces are available on a weekly basis, pending application approval, and assigned on a first come, first served basis by the Market Manager.
 - Space assignment and set-up begins at 9:30am each Market day.
 - Day space vendors will be charged full price for each space occupied.
- Vendors must occupy their space for the full market (until 2pm). No early tear downs are permitted.

Rental Fees

| Vending Timeframe | Price |
|--|---|
| Full Season, Reserved Space Price (26 Weeks) <i>(paid prior to first market day)</i> | \$260 <i>(single space)</i> |
| | \$390 <i>(two spaces)</i> |
| | \$520 <i>(three spaces)</i> |
| Full Season After 1 st Market* <i>(*Option available until August 1, 2024. After that, \$20/day will be charged)</i> | Prorated and calculated at \$10/day <i>(single space)</i> |
| | Prorated and calculated at \$15/day <i>(two spaces)</i> |
| | Prorated and calculated at \$20/day <i>(three spaces)</i> |
| Day Price | \$15/Day |

D. Gift Certificates and Market Bucks

Gift Certificates

Market customers can purchase Market Gift Certificates, good toward the purchase of products at the Market. Any product offered by participating vendors is eligible. Customers can purchase Gift Certificates, with cash or check, during Market hours at the Information Table with cash. Gift Certificates are good for one year from date of issue. Vendors may give change for Gift Certificate purchases.

Market Bucks—Supplemental Nutrition Assistance Program (SNAP)

SNAP improves access among low-income populations to fresh, local food while increasing the customer base for Market vendors. During Market hours, at the Market Information Table, food assistance recipients can exchange the electronic SNAP benefits on their Hoosiers Works cards for Market Bucks (vouchers valued at \$1 each). The Market Bucks can be spent with participating farmers and prepared food vendors for allowable foods.

Allowable and Non-allowable Foods – Allowed foods include fresh fruits and vegetables, meat, eggs, dairy products, bread and other baked goods, cereal and edible grains, packaged foods not intended for on-site consumption, and plants or seeds which will produce food for the SNAP user’s consumption. Packaged coffee and tea may be purchased, but not brewed coffee or tea prepared for on-site consumption.

Disallowed products include foods sold hot or prepared for on-site consumption, wine, any hot or cold prepared beverages, any foods purchased with the intent of re-selling and any non-food items.

Accepting Market Bucks at Your Booth – Once the customer has made his/her selection, the vendor will verify the eligibility of the selected products, tally the prices and inform the purchaser of the total. In the event that the purchase does not equal an amount divisible by one, the customer may elect to pay the additional amount, or may add or subtract items in order to equal a one dollar increment. **No money may be given as change or exchanged for Market Bucks.**

Farmers' Market Nutrition Program

The Farmers' Market Nutrition Program (FMNP) is a USDA-funded program managed by the Indiana State Department of Health. The FMNP has two components: 1) For Women, Infants and Children (WIC) program participants and 2) for low-income seniors. Participants in the FMNP are provided with vouchers which can be used to purchase fresh fruits and vegetables from participating vendors. Vendors interested in participating must be approved and should contact the FMNP Coordinator, whose contact information is on page 17 in the "Vendor Resources" section. The "Allowable and Non-Allowable Foods" list for the Farmers Market Nutrition Program is different than the list for SNAP.

Gift Certificates and Market Bucks Participation

Vendors are encouraged to participate in the Gift Certificate Program/SNAP (GCP/SNAP) offered by the Market. Vendors who have no SNAP-eligible products, and therefore cannot accept Market Bucks, can still participate in the Gift Certificate Program by following the same steps listed below.

In order to participate and be reimbursed for purchases, vendors may be required to fill out additional paperwork and receive a brief training on the GCP/SNAP program.

Redeeming Gift Certificates and Market Bucks for Payment

Once vendors have completed any necessary paperwork or training, they can be reimbursed for gift certificates and market bucks. Return these vouchers on Market days, either before or after Market hours, to the Market Manager or Market staff at the Information Table. The vendor will receive payment at that time, if possible, otherwise payment will be sent to the vendor within two weeks. All Gift Certificates and/or Market Bucks should be submitted at Market no later than the last market of the season. In the event that a vendor does not redeem Gift Certificates and/or Market Bucks by the last Market of the season, the vendor is responsible for individually contacting the Market Manager for possible redemption.

E. General Information

Health and Safety Requirements

All items intended for human consumption must always be kept out of direct contact with the asphalt and be in safe and sound condition. Glass containers may be used for display purposes only if well secured.

Equipment and Supplies

Displaying your farm name each week will make it easier for customers to get to know you. Each Vendor must supply his/her own tables or other display equipment. Umbrellas or other weather protection are supplied by the vendor and must be securely anchored. The vendor is solely responsible for damages or personal injury from the use thereof. Prior approval is required for any heat-producing devices. All equipment must fit within vendor's designated space, except for tent legs, so long as the canopy of the tent does not exceed the dimensions of the space. Vendors will be required to adjust their setup if it is determined to be unsafe by Market Staff.

If selling items by weight, the Vendor must use an N.T.E.P. certified scale which is legal for trade. This scale will be subject to periodic inspection by the Indiana Department of Health, Division of Weights and Measures. Some produce items are limited by what ways they can be sold. Please contact the Indiana Department of Health, Division of Weights and Measures to learn about the legal method of sale for the most common fruit and vegetable items. Contact information is on page 17 in the "Vendor Resources" section.

Pets

Well behaved, leashed pets are permitted in the market, but will be asked to leave if deemed unsafe by market staff. Owners *must* clean up after their pets.

Smoking

Smoking is prohibited at the Market and is strictly enforced for both vendors and visitors.

Donating Excess Produce

Mother's Cupboard Community Kitchen is open on Sunday's to take your excess produce or flowers to them. They are located a few blocks away at 646 Memorial Dr, Nashville, IN 47448.

Vacating the Market Site

On Sundays, vendors must vacate the premises, including the removal of all personal items and equipment, by 3pm. Clean up your area prior to leaving the Market.

Local & State Sales Taxes

Crafts, some plants, and other non-food items sold in Indiana subject to sales tax. Vendors should apply for a registered Retail Merchant's Certificate (RRMC). A business tax application (BT-1) must be filed through the Indiana Department of Revenue along with a \$25 registration fee. RRMC's must be renewed every two years. More information is available online at

<https://www.in.gov/dor/business-tax/sales-tax/> or call (317) 233-4015 and choose option 2 for more information.

The Town of Nashville, IN also has an additional 1% Food & Beverage Tax. Any applicable information about your business will be captured when you complete the business tax application outlined above and the fee will be collected and managed by the Indiana Department of Revenue.

Organic Certification

The Indiana Department of Agriculture Organic Resource Guide is available from Market staff. Visit www.ams.usda.gov/nop for more information, including a list of USDA-accredited certification agencies. Effective as of 2002, federal law requires that any grower with sales over \$5,000 calling their product organic, must be certified organic by a USDA-accredited agency. Growers with gross sales less than \$5,000 may call their product organic as long as they sign an affidavit to that effect and comply with all other USDA rules.

Severe Weather

During Market hours, the Market Manager or other designated Market staff member will monitor the weather radar. If severe weather is imminent, the Market Manager will notify the Market vendors.

In the event of thunder, lightning, high winds, tornado, hail or other severe weather at the Market site, it is recommended the participants take shelter in the Brown County Inn. In the case of heavy rain, thunder or lightning, if you cannot take cover in the building, then move to an enclosed vehicle with a metal roof and closed windows, taking care not to touch the metal frame of the vehicle until the threat has passed.

Vendor Profiles on Market Website

Vendors are invited to submit information and a photo for an online profile page on the Market Web site: <https://www.nashvilleindianafarmersmarket.com/>. The profiles give Market customers a chance to learn more about your farm, growing practices, available product and contact information.

To establish a profile, submit an application and mark the box to indicate you would like a profile included on our website. Updates to existing profiles will only be made once a year, during the application period, unless a major life event occurs that makes the profile inaccurate.

Appendix: Vendor Resources & Important Dates

Brown County Health Department

Food Safety

200 Hawthorne Dr
Nashville, IN 47448
(812) 988-2255

<http://www.browncountyhealthdept.org>

Brown County Extension Office

802 Memorial Drive
Nashville, IN 47448
(812) 988-5495

www.extension.purdue.edu/brown

Town of Nashville Clerk-Treasurer's Office

200 Commercial St
Nashville, IN 47448
(812) 988-7064

<http://www.townofnashville.org>

Indiana Department of Natural Resources

Entomology Division

402 W. Washington St., Room 290W
Indianapolis, IN 46204
(317) 232-4120

www.in.gov/dnr/entomolo

Indiana State Board of Animal Health

Discovery Hall, Suite 100
1202 East 38th Street
Indianapolis IN 46205
(317) 544-2400

<http://www.in.gov/boah/>

Indiana State Department of Health

Division of Weights & Measures

Michael Neace
2525 N Shadeland Ave. Ste D3
Indianapolis, IN 46219
(317) 356-7078

<https://www.in.gov/isdh/23288.htm>

Indiana State Department of Health

Farmer's Market Nutrition Program

Legita Wilson
2 N. Meridian St. 5E
Indianapolis, IN 46204
(800) 522-0874

www.wic.in.gov

State Egg Board

Purdue University
Poultry Science Building
125 S. Russell St.
West Lafayette, IN 47907
(765) 494-8510

<http://www.ansc.purdue.edu/iseb/>

Important Dates in 2024

- Monday, February 19 – Applications available and open for submission
- Wednesday, April 3 – Vendor Open House at the Brown County Inn; completed applications, contracts, and required exhibits and applications fees due in order to be considered to vend at the first market
- Thursday, April 18 – Board of Directors reviews vendor applications
- Sunday, May 5 - Opening Day of the 2024 Market Season
- Sunday, October 27 - Last Day of the 2024 Market Season

Forms Needed to Sell at Market

Questions regarding these forms or requests for copies should be directed to Market Staff.

All Vendors:

- Vendor Application
- Vendor Contract
- Exhibits to the Contract - Any vendor selling Home-Based Vendor Foods, Value-Added Foods, Pet Foods, or Aquaculture Foods must have the appropriate Exhibit on file and any additional paperwork required by the different regulatory agencies, which is specified on each exhibit, before vending at the market.

Value-Added, Temperature-Regulated, and Prepared Food Vendors:

- Farmers Market Food Vendor License