

# 2024 FARM VENDOR HANDBOOK



# Farm Vendor Handbook

## With Market Information & Guidelines

### Table of Contents

Part I	Introduction .....	page 3
	A.–B. Mission, Contact.....	page 3
	A. Market Seasons and Sites .....	page 3
	B. Farmers’ Market Advisory Council .....	page 3
	C. <i>Discover Downtown Washington</i> Newsletter .....	page 3
Part II	Who Can Sell, What Can Be Sold? .....	pages 4-7
	A. Who Can Sell? .....	page 4
	B. What Can Be Sold? .....	pages 4–7
Part III	How the Market Works .....	pages 8–13
	A. General Information.....	pages 8-10
	Vendor Behavior .....	pages 10
	Expectations .....	page 10
	B. Appendix .....	page 11
	Vendor Resources .....	page 11
	Contacts .....	page 11
	C. Forms Needed to Sell at Market .....	page 11
	Aquaculture Foods Exhibit I .....	page 12-13
	Home Based Vendor Foods Exhibit II .....	page 14-15
	Pet Foods Exhibit III .....	page 16-17
	Shell Egg Exhibit IV .....	page 18
	Value-Added Foods Exhibit V.....	page 19-22

# Part 1. Introduction

## A. Washington Farmers' Market Mission

The Washington Farmers' Market mission is:

- To strengthen our local agriculture and food community by serving as a venue to nurture the direct, positive relationships between small farmers, food and beverage artisans and customers;
- To promote a safe and welcoming environment for all while enhancing and reflecting the City of Washington's diversity and encouraging multicultural awareness;
- To promote and improve food justice by implementing programs to increase access to Market products by low-income individuals; and
- To improve local food security and community sustainability by fostering a resilient food supply.

## B. Market Contact Information

**Amber Warden, Community Coordinator**

Daviess County Economic Development Corporation

Discover Downtown Washington

201 E Main Street, Suite 202

Washington, IN 47501

Office: (812) 254-1500

Email: [awarden@developdaviess.com](mailto:awarden@developdaviess.com)

**Beth Gabhart, Promotions Committee Chair**

Email: [triathletemom3@gmail.com](mailto:triathletemom3@gmail.com)

**Market day cell: (731) 441-7535**

For more information on the Washington Farmers' Market including: special events, weekly entertainment and farm vendor contracts, email: [office@discoverdowntownwashington.com](mailto:office@discoverdowntownwashington.com) or visit [www.discoverdowntownwashington.com](http://www.discoverdowntownwashington.com).

## C. Market Seasons and Sites

**May–September Market**—The Market is open every Saturday from Memorial Day weekend to Labor Day weekend from 8 a.m.–1 p.m. at The Commons, 301 East Main Street.

## D. Farmers' Market Advisory Council Welcomes You

The Farmers' Market Advisory Council consists of 11 members—six representing Market vendors, and five representing customers. The Council acts in an advisory capacity to the Board of Discover Downtown Washington on policy matters relating to the Farmers' Market.

## E. *Discover Downtown Washington* Newsletter

The Discover Downtown Washington newsletter keeps Market vendors informed of issues, ideas and events important to vending at the Market and is published monthly throughout the year. Vendors are added to the newsletter mailing list once their Market vending contract is received. Please be sure to notify Market staff of any email address updates.

# Part II. Who Can Sell, What Can Be Sold?

## A. Who Can Sell?

Farm vendors who wish to sell at the Farmers' Market are required to submit a complete Farm Vendor Application and the accompanying \$10 fee to the Discover Downtown Washington office by May 11, 2024, if the vendor wants to reserve a space for the 2024 season. The information on these documents is public record. All vendors will be notified of either their accepted or denied application.

Farm vendors selected and approved to sell at Market must reside in Daviess County, Indiana and are expected to be consistently involved with and participate substantially in the production, including aspects like 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. A primary mission of the Market is to support small farmers and these definitions provide clarification as to who is a small farmer.

## B. What Can Be Sold?

The Washington Farmers' Market provides a venue for selected producers to sell what they raise directly to the public. The Market staff reserves the right to verify that all goods are produced in Daviess County, Indiana by the vendor. Vendors should contact the Community Coordinator (at Market or via contact information on p. 1) if there is reason to believe that a vendor is not producing the product they are selling at Market. Market staff will assess the situation and determine the best course of action. Vendors must display legible price markers for goods offered for sale. All displayed products must be for sale, unless the item is a part of display materials. Vendors may only display signs, information and/or items at their stands that promote the products they are selling or that are directly related to their business.

### GOODS PERMITTED FOR SALE

The following categories of products are permitted for sale:

1. Unprocessed Farm Products
2. Plants
3. Value-Added Foods
4. Home-Based Vendor Foods
5. Crafted Non-Food Farm Products
6. Hand-made Craft or Art
7. Grown/Raised and Prepared at Market by Vendor
8. Pet Foods
9. Aquaculture Foods

In addition to distinct requirements for each category of product, the following considerations apply to all products sold at Market:

- 1) All of the non-native plant species listed on the Indiana Invasive Species Council plant list (at [www.bit.ly/invasivelist](http://www.bit.ly/invasivelist)) and all of their hybrids, cultivars and varieties, and any material produced by them are not permitted for sale at Market. It is the vendor's responsibility to become familiar with this list.

**Trees:** Invasive species include Norway maple (*Acer platanoides*), sawtooth oak (*Quercus acutissima*), Siberian elm (*Ulmus pumila*), and Callery pear (*Pyrus calleryana*)\*

\*Some of the many cultivars of Callery pear include Bradford pear, Aristocrat, Cleveland Select, and Chanticleer.

**Shrubs:** Invasive species include Japanese barberry (*Berberis thunbergii*), autumn olive (*Eleagnus umbellata*), Russian olive (*Eleagnus angustifolia*), glossy buckthorn (*Frangula alnus* or *Rhamnus frangula*), common buckthorn (*Rhamnus cathartica*), privet (*Ligustrum obtusifolium* and *L. vulgare*), burning bush (*Euonymus alatus*), wineberry (*Rubus phoenicolasius*), and sericea lespedeza (*Lespedeza cuneata*).

**Grasses:** Invasive species include reed canary grass (*Phalaris arundinacea*), Phragmites (*Phragmites australis*), and Chinese maiden grass (*Miscanthus sinensis*).

**Flowers:** Invasive species include crown vetch (*Coronilla varia*), dame's rocket (*Hesperis matronalis*), Japanese knotweed (*Reynoutria japonica* or *Polygonum cuspidatum*), multiflora rose (*Rosa multiflora*), and purple loosestrife (*Lythrum salicaria*).

**Vines:** Invasive species include oriental bittersweet (*Celastrus orbiculatus*), Japanese hops (*Humulus japonica*), English ivy (*Hedera helix*), periwinkle (*Vinca minor*), wintercreeper (*Euonymus fortunei*), and moneywort or creeping Jenny (*Lysimachia nummularia*).

- 2) Product that is collected on public or private lands will be closely monitored. If collecting is done on public land, vendors must obtain all necessary permits. Collecting shall be done in a way that does not diminish the propagation of the resource. No threatened or endangered plants are permitted for sale.

- 3) Citations to guidelines regulated by entities other than the City of Washington are for reference purposes only and do not relieve the vendor from knowing the underlying provisions.

## 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 mushrooms, 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 sold and/or distributed from vendor stands, but may only contain Market-eligible items produced by that vendor.

\*Only the following wild-collected mushrooms are eligible for sale: Black Morel (*Morchella angusticeps*), Yellow, Grey, or Sponge Morel (*Morchella esculentoides*), Oyster (*Pleurotus ostreatus*), Smooth Chanterelle (*Cantharellus lateritius*), Common Chanterelle (*Cantharellus cibarius*), Peach Chanterelle (*Cantharellus persicinus*), Chicken of the Woods (*Laetiporus sulphureus*, *Laetiporus cincinnatus*), Hen of the Woods (*Grifola frondosa*), Hedgehog (*Hydnum repandum*), Lion's Mane (*Herinum erinaceus*), Turkey Tail (*Trametes versicolor*), and Reishi (*Ganoderma lucidum*). In order to sell these mushrooms, vendors must give prior notice to the Community Coordinator. Mushrooms must be inspected prior to sale by a qualified inspector chosen by the City of Washington at a cost to the vendor.

\*\*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. Eggs on display at temperatures above 41 degrees must be labeled "For Display Only" and may not be sold. If selling chicken eggs, vendors must obtain a current egg vendor license issued by the State Egg Board. Contact information is on p. 12 in the "Vendor Resources" section. If selling shell eggs, not from chickens, vendors must obtain a Seasonal Food Vending Permit and/or Temporary Food Vending Permit from the Daviess County Health Department and have an initialed Shell Egg Exhibit attached to the Contract on file.

\*\*\*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](http://www.bit.ly/NOPcompost). The vendor must keep thorough records of all components and processes.

## 2. Plants

Plants (potted, in soil blocks, and bare root) are permitted for sale with the following considerations:

1) For Annual Plants and Herb Plants (Annuals/Perennials):

- Must be grown by the vendor from seeds, cuttings or plugs.
- 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.

2) For Nursery Stock: Woody Stock, Houseplants and Perennials:

- Must be grown by the vendor from purchased seeds, seedlings, cuttings or stock, or from seeds, transplants or cuttings raised or taken by the vendor.
- Purchased plant materials, other than seeds, must be grown on the vendor's premises for at least eight weeks before they can be offered for sale at the Market.

3) All containers must be utilitarian and not decorative.

4) Vendors selling any perennial plants should contact the Department of Natural Resources, Entomology Division to determine licensing and inspection needs. Contact information is on p. 12 in the "Vendor Resources" section.

## 3. Value-Added Foods

Value-Added Foods are processed farm products made from raw ingredients in a licensed kitchen by the Vendor or, if required by law, at a processing facility. Value-Added Foods contain a significant portion of vendor grown/raised/collected product. Vendor must have an initialed Value-Added Foods Exhibit attached to the Contract on file and provide documentation of all necessary permits, licenses, etc. Contact information for the Daviess County Health Department is on p. 12 in the "Vendor Resources" section.

The following categories of Value-Added Foods are permitted for sale at the Market:

1. Standard Value-Added Foods (products like salsas, relishes, ciders, jams, jellies, etc.)
2. Manufactured Grade Dairy Products (products like cheese)
3. Grade A Milk and/or Milk Products (products like milk and yogurt)
4. Fresh/Frozen/Preserved Beef, Pork, Rabbit, Goat, Poultry, Lamb or Other Meats
5. Wine

Specific requirements for Value-Added Foods are detailed in the Value-Added Foods, Exhibit V.

## 4. Home-Based Vendor Foods

Home-Based Vendor Foods include some non-potentially hazardous processed farm products not requiring any permits. These products include jams and jellies (canned or frozen) made from acidic fruits; frozen/dehydrated fruits, vegetables and herbs; dried cultivated mushrooms; vinegar; maple syrup; honey; sorghum; ground grains; spices; fermented foods; frozen poultry; and rabbit. No baked goods are permitted for sale by farm vendors as Home-Based Vendor Foods.

### Guidelines for Home-Based Vendor Foods

- 100% of product (with the exception of jams and jellies and fermented foods) must be vendor grown/raised/collected.
- All processing and packaging must be done by the vendor and have proper labeling.
- Vendors selling home-based vendor items are required to sign a Home-Based Vendor Foods Exhibit attached to the handbook, which specifies the regulatory requirements.
- Pursuant to a new law that affects Home-Based Vendors, Indiana House Bill 1149 was passed and took effect July 1, 2022. As a part of this new legislation, all HBV's are now required to take a recognized food safety training and must provide a copy of the certificate to the local health department in the county where the HBV's residence is located. One of these recognized trainings is the ServSafe Food Handler course offered by the National Restaurant Association. The certification costs between \$7 and \$15 plus the time to take the course online. The certificate is good for 3 years depending on where it is completed.

For more information and to see if this new law affects your business, visit: <https://www.in.gov/health/food-protection/files/IDOH-HEA-1149-Guidance-Document.pdf>.

For information on House Bill 1149: <https://iga.in.gov/legislative/2022/bills/house/1149/details>.

## 5. 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:

- 1) Beeswax/beeswax candles made solely from wax from vendor apiaries and, in the case of candles, a wick.
- 2) Fleece, roving, and yarn made solely from fiber from vendor-raised livestock.
- 3) Bar soap 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) and provided the other ingredients are grown/raised by vendor constitute at least 20% of soap by weight (e.g. milk, honey, other emollients). Soap must be labeled with the contact information for the farm, ingredients in order by weight prior to any process of production, and the weight of the bar. A rope or string may be added to bar soap.
- 4) Worm casting "tea" made from castings from worms and other farm products raised by the vendor.
- 5) Potting soil and soil amendments containing not less than 70% vendor-produced compost, and which has ingredients listed by volume on the packaging.

## 6. Artisan Crafts

All crafts must be registered and meet the following craft guidelines.

### Craft Registration and Guidelines

- Prior to selling a craft, vendors must bring representative samples of each different type of craft item to the Community Coordinator. Items will be reviewed for compliance with the Craft Guidelines at that time. In most cases, the Community Coordinator 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 (as defined in the vendor contract) or under the direction of the primary vendor.
- Items must be safe, have a reasonable life expectancy and exhibit quality craftsmanship.
- Balms and salves made from beeswax are permitted as long as the beeswax is vendor produced (plant-based oils and essential oils are not required to be vendor produced).
- In items made from or including minimally processed plant materials (e.g. flowers, herbs, vines, gourds, etc.), the plants must be vendor grown/collected.
- 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.
- Items on display must be registered.

## **7. Grown/Raised and Prepared at Market by Vendor**

Preparing food at the Market is permitted following the guidelines below.

- Preparation of food at Market requires prior approval (based on desirability of food item and safety of setup) from Market staff. A limited number of farm vendors will be given permission to prepare foods at Market.
- All foods prepared at Market must meet the guidelines specified for Home-Based Foods (see p. 5) except requiring that foods be prepared in a licensed facility.

## **8. 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 handbook, which specifies the regulatory requirements.

## **9. Aquaculture Foods**

Vendors selling Aquaculture Foods, including fish and shrimp, are required to sign an Aquaculture Foods Exhibit attached to the handbook, which specifies the regulatory requirements.

# Part III. How the Market Works

## PEAK SEASON MARKET

The peak market runs every Saturday from Memorial Day through Labor Day. Hours: 8 a.m. until 1 p.m. Reservations for vending spaces are made at [www.discoverdowntownwashington.com](http://www.discoverdowntownwashington.com).

Registered vendors are required to notify the Community Coordinator in person, by email or phone before 4 p.m. on the Friday — prior to the Saturday Market, if they will not be utilizing their space on a given Market day. If vendor does not notify the Community Coordinator in advance of an absence, it will be assumed vendor is attending Market.

### Entering and Exiting the Market

In order to alleviate congestion in the Market lot, trailers over 12' in length are required to either be parked in a vendor space or unloaded and removed from the Market by 7 a.m.

Procedures for entering and exiting the Market may be modified if conditions warrant.

### Stand Information for the May–October Market

- Reservations for vending spaces are made one month in advance, online. Each vendor may only reserve one vending space unless otherwise assigned.
- Vendors must occupy a reserved space by 7:30 a.m. or give up all rights to the space for that day.
- 10' x 10' tents are permitted but will not fit under the Market Pavilion. Vendors' setup 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).

## A. General Information

### Food Safety on the Farm

Food safety starts on the farm. It is vitally important to practice safe food handling on your farm to help protect public health, as well as your family, business and livelihood.

### Health and Safety Requirements

All items intended for human consumption must be kept out of direct contact with the asphalt at all times and be in safe and sound condition. The vendor is solely responsible for damages resulting from the sale of unsafe or unsound goods. Glass containers used for display purposes must be properly secured. With the exception of service animals, animals are not permitted in the Market.

### Sampling Product

Vendors interested in offering samples of their products should see the Community Coordinator for Sampling Guidelines.

### Equipment and Supplies

Each vendor must supply his/her own tables or other display equipment. Umbrellas or other weather protection devices are supplied by the vendor and must be securely anchored. The vendor is solely responsible for damages or personal injury resulting from the use thereof. Prior approval is required for any heat-producing devices. Vendors will be required to adjust their setup if it is determined to be unsafe by the Community Coordinator.

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 Daviess County Weights and Measures Inspector. Some produce items are limited by what ways they can be sold. Please contact the Daviess County Weights and Measures Inspector to learn about the legal method of sale for the most common fruit and vegetable items. Contact information is on p. 11 in the “Vendor Resources” section.

### Indiana Sales Tax

Plants, crafts and other non-food items sold in Indiana are 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 registration fee. RRMCs must be renewed every two years.

### Vacating the Market Site

On Saturdays, vendors must vacate the premises, including the removal of all personal items and equipment, by 2 p.m.

### 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 with qualifying products (fruits and vegetables) are strongly encouraged to participate. Vendors must be approved by the Indiana State Dept of Health prior to participating in this program. See “Vendor Resources” on p. 12 for contact information or ask the Community Coordinator for help.



## Organic Certification

The Indiana Specialty Agriculture, Organics, and Small Farms Resource Guide is available online. Visit [www.ams.usda.gov/nop](http://www.ams.usda.gov/nop) for more information, including a list of USDA-accredited certification agencies. Federal law, which went into effect in 2002, 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 of 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 and Market Suspension and Cancellation Policy

In the event of thunder, lightning, high winds, tornado, hail or other severe weather at the Market site, it is recommended that participants take shelter immediately. 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.

The Daviess County emergency sirens sound with a steady tone in the event that the National Weather Service has issued a tornado warning for the county or if emergency personnel have sighted a funnel cloud or tornado. At the time of the siren sounding, please seek shelter until the threat has passed. The tornado siren will sound for 5 minutes, but the cessation of the siren does not necessarily mean that the threat of a tornado has passed. Market staff will notify participants when it is safe to return to the Market.

Sustained adverse weather or a potential natural disaster may necessitate a decision to suspend or cancel the Market. The safety of vendors, customers, and staff are always at the forefront of Market management's judgment. Prior to such a decision, consultation will take place with appropriate City safety staff and/or county agencies such as the Daviess County Office of Emergency Management, or the National Weather Service.

## Vendor Profiles on Market Website

Farm Vendors and Food and Beverage Artisans are invited to submit information and a photo for an online profile page on the Market website. The profiles give Market customers a chance to learn more about participating Market farm vendors or businesses, growing practices, available product and contact information. Discover Downtown Washington reserves the right to edit or modify any content submitted to ensure it is appropriate for the website and consistent with the City's objectives and goals.

To establish a profile, submit an online form. The link to the online form will be available on the website after the space reservation meeting. Visit [www.discoverdowntownwashington.com/farmers-market](http://www.discoverdowntownwashington.com/farmers-market) for the online form. Profile information is due by May 11, 2024. Updates to existing profiles will be made once a year, during the application period, unless a major life event occurs that makes the profile inaccurate.

## City's Rights

The City retains its right to terminate the Market, or to change the times, dates, locations and/or policies related to the Market, at its sole discretion, whenever the City finds that it is in the public interest to do so. The City will make reasonable efforts to provide adequate notice of changes and cancellations to all vendors. In the event of Market suspension or termination, vendors will be reimbursed for their Registration Fee.

# B. VENDOR BEHAVIOR

## Commitment to the City of Washington's Values and the Market's Mission

The City of Washington considers diversity a source of strength that adds to Washington's character. The Washington Farmers' Market, as a program of the City, works to create an environment where all can feel welcome and safe regardless of race, religion, color, national origin, ancestry, sex, disability, sexual orientation, gender identity, veteran status, housing status or familial status. As a party to the Washington Farmers' Market Farm Vendor Contract, vendors shall collaborate with each other and the City, assisting in creating a welcoming environment for all who attend the Market and shall represent themselves in a professional manner that reflects their commitment to the Market's mission and customer satisfaction. Behavior outside of the Market that relates to the Market must not reflect poorly on the Market or the reputation of the City and must be consistent with the mission and goals of the Market.

Vendors acknowledge that the City of Washington prohibits its employees from engaging in harassment or discrimination on the basis of sex, race, religion, color, national origin, ancestry, disability, gender identity, sexual orientation, housing status or veteran status, including harassing or discriminating against vendors or their stand assistants at the Market. If a vendor or stand assistant believes that a City employee engaged in such conduct at the Market towards the vendor and/or any of its stand assistants, the vendor may file a complaint with the Community Coordinator.

## Complaint Policy and Process

Maintaining a supportive, respectful, and welcoming atmosphere at the Washington Farmers' Market is critical to the overall success of the Market. Professional conduct is expected at all times. Yelling, swearing, or other harassing or threatening behavior in person or via digital media will not be tolerated. This type of behavior may result in expulsion from the Washington Farmers' Market. Market management cannot effectively act on rumors or anonymous, vague, or untimely complaints about the conduct of others. All complaints by a vendor against another vendor must be submitted in writing to the Community Coordinator. Unsigned complaints will not be addressed. Complaints must be signed by individuals with direct knowledge of facts and events. Market management will strive to handle all complaints as efficiently, fairly, and discreetly as possible.

- All complaints by a vendor against another vendor must be submitted in writing to the Community Coordinator within 14

days of the incident in question. Complaints by or about customers must also be submitted in writing.

- Consultation with knowledgeable individuals such as Daviess County Health Department officials, Human Rights Commission, Washington Police Department, or other local experts may be needed in the evaluation of complaints.
- Market management will investigate the allegations regarding vendor farms and/or products within 21 days. This may include an inspection visit to the accused vendor's farm or production site.
- The complainant and alleged violator may be asked to agree to attend a joint meeting if the Community Coordinator determines this would be useful in resolving the situation. The purpose of such a meeting would be to clarify policies, determine whether and to what degree there was a violation, and to determine what disciplinary action, if any, is appropriate.
- All investigations will be done directly and privately. At the conclusion of the investigation, a summary finding will be placed in the Market files and given only to parties involved. However, the complaint and all records of the investigation and sanctions are public records subject to disclosure pursuant to Indiana Law.
- The Community Coordinator and City of Washington Parks and Recreation representatives have full authority to interpret, implement, and enforce policies. Violation of these rules is cause for imposing sanctions up to and including expulsion from the Market.

### **Identify Your Space**

Vendors must display a sign at their stand identifying their name, or the name of their farm or business.

### **Smoking and Vaping**

Smoking and vaping are prohibited within the Market.

### **Tape on Shelters**

Do not tape anything to the shelters.

### **Electricity**

There are a few electric outlets located in the Market. Vendors located next to an outlet may utilize the electricity for themselves and/or allow other vendors access. Extension cords may not cross frequently traveled customer paths. Generators are not permitted.

### **Excess Produce**

The Market partners with the local food pantry to collect extra farm products at the end of each Market. More information about these opportunities will be available from Market staff.

### **Compost**

Any produce that is too damaged to donate to local food pantries must be removed from the Market. Do NOT place compost in the trash cans.

### **Space Clean-Up**

Clean up your area prior to leaving the Market.

### **Dumping Water**

Be considerate of vendors downstream and pour excess water out on the plants in the landscaped areas.

### **Vehicles and Trailers**

Vendors must work together when maneuvering vehicles through the Market. In particular, vendors unloading and removing vehicles (especially vehicles with trailers) from the Market must do so in a timely manner and in a way that does not unreasonably disrupt the vendor vehicle traffic flow in to and out of the Market.

## **C. EXPECTATIONS**

### **What the City expects from Vendors**

Vendors and their stand assistants shall not be discourteous, disrespectful, or dishonest to anyone with whom they interact at the Market, including Market customers and attendees, other vendors, staff, volunteers, entertainers or anyone else at the Market. Conduct at the Market on the part of a vendor or stand assistant that the City deems to be contrary to the provisions of the Vendor Contract, the Market Handbook or any Market rules may result in administrative action in accordance with the provisions of the Vendor Contract, including but not limited to suspension or ejection from the Market and/or future Market events. Vendors shall notify the Community Coordinator or Supervisor immediately of any unsafe conditions. Vendors shall cooperate with the City to take all reasonable measures to ensure that the Market remains a welcoming, inclusive, and safe venue.

Vendors may not engage in political or religious activities at the Market.

### **What Vendors expect from the City**

The City shall treat vendors and their stand assistants with courtesy, respect and honesty.

The City provides the Market as a location for producers to sell what they grow or create. Vendors understand that by managing the Market, the City is making no guarantee of the number of customers or the volume of business.

## D. APPENDIX

### VENDOR RESOURCES

#### **Daviess County Health Department— Senior Environmental Health Specialist**

Geoff Stoner

300 E Hefron St. Ste 150, Washington, IN 47404

(812) 254-8666

<https://www.daviess.org/1306/Health-Department>

#### **Daviess County Purdue Extension Office**

300 E. Hefron St. Ste 119 Washington, IN 47501

(812) 254-8668

<https://extension.purdue.edu/county/daviess/index.html>

#### **Daviess County Weights and Measures Inspector**

David Gray

812-257-4505

[dkgray74@gmail.com](mailto:dkgray74@gmail.com)

#### **Department of Natural Resources, Entomology Division**

402 W. Washington St., Room 290W Indianapolis, IN 46204

(317) 232-4189

[www.in.gov/dnr/entomology](http://www.in.gov/dnr/entomology)

#### **Indiana Department of Health eFMNP**

WIC Commodities Team

2 N. Meridian St. 5th Floor Indianapolis, IN 46204

wicommoditiesprograms@health.in.gov (800) 522-0874

[www.in.gov/health/wic](http://www.in.gov/health/wic)

#### **State Egg Board**

Poultry Science Building, Purdue University 125 S. Russell St.

West Lafayette, IN 47907 (765) 494-8510

[www.ansc.purdue.edu/ISEB](http://www.ansc.purdue.edu/ISEB)

### FORMS NEEDED TO SELL AT MARKET

- **Farm Vendor Application**—All vendors selling at Market must have this form on file by May 11, 2024.
- **Exhibits to the Contract**—Any vendor selling Value-Added Foods, Home-Based Vendor Foods, Pet Foods, Shell Eggs (not from chicken), 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, by the deadline listed above.
  - Exhibit I – Aquaculture Foods Exhibit
  - Exhibit II – Home Based Vendor Foods Exhibit
  - Exhibit III – Pet Foods Exhibit
  - Exhibit IV – Shell Egg Exhibit
  - Exhibit V – Value Added Foods Exhibit

# Exhibit I

## Aquaculture Foods Exhibit

As additional consideration for the privilege to participate in the 2024 Washington Farmers Market (“Market”), by initialing each page, the vendor(s) (“Vendor”) agrees to the following Aquaculture Foods Exhibit (“Exhibit”).

- I. “Aquaculture Foods” means aquaculture farm products grown/raised by the Vendor for a minimum of eighty (80) days.
- II. The following products are permitted for sale at the Market as aquaculture foods: fish and shrimp.
- III. An initialed Aquaculture Exhibit attached to an approved Vendor Registration allows the Vendor to sell Aquaculture Foods at the Market as long as the following requirements are met:
  - a. Product meets the terms outlined and is in compliance with all applicable federal and state laws.
  - b. Only aquaculture foods that are raised in a state approved facility are permitted for sale.
  - c. Aquaculture foods must be sold unprocessed, fresh and kept at 41 degrees Fahrenheit or below from the time it is harvested until the time they are sold or processed in a licensed kitchen and sold fresh and kept at 41 degrees Fahrenheit or sold frozen.
  - d. No water and/or ice that comes into contact with aquaculture foods may be deposited or allowed to drain on Market premises.
  - e. The Vendor must obtain a Seasonal Food Vending Permit and/or Temporary Food Vending Permit from the Daviess County Health Department, which must be attached to this Exhibit, without which the Exhibit and Registration are not valid.
  - f. The Vendor must obtain all other permits required by state and local law, including health permits and any other applicable permits, prior to and for the duration of selling his/her product at the Market.
  - g. The Vendor must properly label goods for sale according to the regulatory body overseeing the aquaculture foods, including, but not limited to: name of producer, address of producer, phone number or email of producer, net weight and date of harvest.
- IV. The Vendor agrees to release, hold harmless and forever indemnify the City of Washington, its Parks and Recreation Department and Parks Board, Discover Downtown Washington and it’s Farmers’ Market Advisory Council, and its employees, officers and agents from any and all claims or causes of action that may arise from the sale of Aquaculture Foods. This includes claims for personal injury, death, and any other types of claims which may arise from the performance of activities under the Vendor’s Contract with the City and this Exhibit, whether such claims may be brought by a party to the Vendor’s Contract with the City and this Exhibit or by any third party, and whether or not caused by a negligent act or omission of the City of Washington, its employees, agents or officers, or Farmers’ Market Advisory Council.
- V. The Vendor will not institute any action or suit at law or in equity against the City or City’s agents or employees as a result of operations under this Exhibit. The Vendor will not aid in the institution or prosecution of any claim for damages, costs, loss of services, expenses, or compensation for or on account of any damages, loss or injury to person or property as a result of operation under this Exhibit.
- VI. This Exhibit is effective upon signature by the Vendor, and upon vendor initialing each page of the Exhibit. This Exhibit is valid only when accompanied by all the necessary permits, and for the 2024 Market Season.

\_\_\_\_\_ Vendor’s Initial

List all products intended to be sold under this Aquaculture Foods Exhibit:

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If selling processed fish or shrimp, list name and location of processing facility:

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**Attach copies of all appropriate paperwork.**

- Seasonal Food Vending Permit and/or Temporary Food Vending Permit from the Daviess County Health Department.
- Additional Attachments – Please Specify \_\_\_\_\_

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Primary Vendor’s Printed Name

\_\_\_\_\_ Vendor’s Initial

## Exhibit II

### Home Based Vendor Foods Exhibit

As additional consideration for the privilege to participate in the 2024 Washington Farmers Market (“Market”), by initialing each page, the vendor(s) (“Vendor”) agrees to the following Home-Based Vendor Foods Exhibit (“Exhibit”).

- I. “Home Based Vendor Foods” means non-potentially hazardous food products and frozen poultry and rabbit slaughtered on the farm that contain 100% vendor-grown/raised/collected product (except in the case of jams and jellies - see Section III. 2.) and fermented food (see Section III. 9.d.) and are processed or prepared by the Vendor at his/her primary residence.
- II. Vendor selling Home Based Vendor Foods is responsible for ensuring all products are “non-potentially hazardous food” and may be required to have an analysis completed to determine if a product in question is indeed a “non-potentially hazardous food” and provide a written report of said analysis.
- III. The following products are permitted for sale at the Market as Home Based Vendor Foods:
  - a. Frozen/dehydrated commercially produced candies and small berries (blueberries/raspberries).
  - b. Jams and jellies that are canned can only contain fruit and sugar, NO other ingredients can be included.
  - c. Maple syrup
  - d. Honey
  - e. Sorghum
  - f. Ground grains
  - g. Vinegar
  - h. Spices
  - i. Fermented Foods, as long as the following requirements are met:
    1. Vendors must use an appropriate percentage salt brine for the produce being fermented.
    2. No acid may be added.
    3. Product may not be hermetically sealed.
    4. 95% of products must be vendor raised.
  - j. Frozen Poultry, as long as the following requirements are met:
    1. Vendors slaughter not more than 1,000 poultry during the calendar year.
    2. Such poultry producer does not engage in buying or selling poultry products other than those produced from poultry raised on his own farm; and
    3. None of such poultry moves in commerce outside Indiana (it all remains in Indiana after slaughter).
  - k. Frozen Rabbit
- IV. A signed Home-Based Vendor Foods Exhibit attached to a signed Market Farm Vendor Registration allows the Vendor to sell Home Based Vendor Foods at the Market as long as the following requirements are met:
  - a. Product meets the terms outlined in the handbook, and all applicable federal and state laws, including but not limited to Indiana Code 16-42.

\_\_\_\_\_ Vendor’s Initial

- b. Pursuant to a new law that affects Home Based Vendors, Indiana House Bill 1149 was passed and took effect July 1, 2022. As a part of this new legislation, all HBVs are now required to take a recognized food safety training and **must provide a copy of the certificate to the local health department in the county where the HBVs residence is located**. One of these recognized trainings is the ServSafe Food Handler course offered by the National Restaurant Association. The certification costs between \$7 and \$15 plus the time to take a couple-hour course online. The certificate is good for 3 years depending on where it is completed.
- c. All processing and packaging must be done by the Vendor in compliance with Indiana Code 16-42-5-29(b) and pursuant to Indiana Code 16-42-5-29(b) (5) have proper labeling (or sign visibly displayed on table in the case of frozen or dehydrated produce), including the following:
  - 1. The name and address of the producer of the food product.
  - 2. The common or usual name of the food product.
  - 3. The ingredients of the food product, in descending order by predominance of weight.
  - 4. The net weight and volume of food product.
  - 5. The date on which the food product was processed.
  - 6. The following statement in at least 10-point type: “This product is home produced and processed and the production area has not been inspected by the Indiana Department of Health. **NOT FOR RESALE.**” It is permissible for this statement to be displayed on the table next to any Home-Based Vendor Foods.

- V. The Vendor agrees to release, hold harmless and forever indemnify the City of Washington, its Parks and Recreation Department and Parks Board, Discover Downtown Washington and its Farmers Market Advisory Council, and its employees, officers, and agents from any and all claims or causes of action that may arise from the sale of Home-Based Vendor Foods. This includes claims for personal injury, death, and any other types of claims which may arise from the performance of activities under the Vendor’s Contract with the City and this Exhibit, whether such claims may be brought by a party to the Vendor’s Contract with the City and this Exhibit or by any third party, and whether or not caused by a negligent act or omission of the City of Washington, its employees, agents or officers, or Farmers Market Advisory Council.
- VI. The Vendor will not institute any action or suit at law or in equity against the City or City’s agents or employees as a result of operations under this Exhibit. The Vendor will not aid in the institution or prosecution of any claim for damages, costs, loss of services, expenses, or compensation for or on account of any damages, loss or injury to person or property as a result of operation under this Exhibit.
- VII. This Exhibit is effective upon signature of the Contract by the Vendor and upon vendor initialing each page of the Exhibit. This Exhibit is valid only when accompanied by all the necessary permits, and for the 2024 Market Season.

List all products intended to be sold under this Home Based Vendor Foods Exhibit:

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Primary Vendor’s Printed Name

\_\_\_\_\_ Vendor’s Initial

## Exhibit III

### Pet Foods Exhibit

As additional consideration for the privilege to participate in the 2024 Washington Farmers Market (“Market”), by initialing each page, the vendor(s) (“Vendor”) agrees to the following Pet Foods Exhibit (“Exhibit”).

- I. “Pet Foods” means products that contain at least 90% vendor-grown/raised/collected product and are processed or prepared by the Vendor from the original condition.
- II. The Vendor must have grown/raised all animals from which pet food products are obtained. Products from animals administered growth hormones, including but not limited to RBGH, may not be sold at the Market.
- III. A signed Pet Foods Exhibit attached to a signed Market Farm Vendor Registration allows the Vendor to sell pet food at the Market as long as the following requirements are met:
  - a. Product meets the terms outlined in the handbook.
  - b. Vendor obtains and retains, during the term of this Contract and Exhibit, an Indiana Commercial Feed License from the State Chemist (<http://www.isco.purdue.edu>) in compliance with Ind. Code 15-19-7, the Indiana Commercial Feed Law, a copy of which is attached hereto and incorporated herein by reference, and without which the Vendor’s Contract with the City and this Exhibit are not valid.
  - c. Product must be labeled with a label approved by the State Chemist in compliance with Indiana Code 15-19-7-26 and 27 and include but not limited to the following information: species of pet for which the food is intended, net weight, guaranteed analysis, ingredient statement, moisture content and name and address of manufacturer. A sample copy of which is attached to this Exhibit and incorporated herein by reference and without which the Vendor’s Contract with the City and this Exhibit are not valid.
  - d. **If the Vendor intends to sell dairy products as pet foods, the following additional requirements must be met:**
    - i. The Vendor must have grown, bred or raised all animals from which dairy products are sold at the Market.
    - ii. All animals must have been in the Vendor’s immediate custody, care and control.
    - iii. The Vendor must process his or her own dairy products.
    - iv. The Vendor must prominently include on the label “Not Intended for Human Consumption.”
  - e. **If the Vendor intends to sell frozen or preserved beef, bison, elk, goat, lamb, pork, poultry, rabbit or other meats at the Market as pet foods, the Vendor must comply with the above-stated standards and initial each page of the Value-Added Foods Exhibit and meet all the criteria laid out therein.**
- IV. The Vendor agrees to release, hold harmless and forever indemnify the City of Washington, its Parks and Recreation Department, and Parks Board, Discover Downtown Washington, and Farmers Market Advisory Council, and its employees, officers and agents from any and all claims or causes of action that may arise from the sale of Pet. This includes claims for personal injury, death, and any other types of claims which may arise from the performance of activities under the Vendor’s Contract with the City and this Exhibit, whether such claims may be brought by a party to the Vendor’s Contract with the City and this Exhibit or by any third party, and whether or not caused by a negligent act or omission of the City of Washington, its employees, agents or officers, or Farmers’ Market Advisory Council.

\_\_\_\_\_ Vendor’s Initial



- V. The Vendor will not institute any action or suit at law or in equity against the City or City's agents or employees as a result of operations under this Exhibit. The Vendor will not aid in the institution or prosecution of any claim for damages, costs, loss of services, expenses, or compensation for or on account of any damages, loss or injury to person or property as a result of operation under this Exhibit.
- VI. This Exhibit is effective upon signature of the Contract by the Vendor and City Representatives, and upon vendor initialing each page of the Exhibit. This Exhibit is valid only when accompanied by all the necessary permits, and for the 2024 Market Season.

**Please attach copies of all appropriate paperwork.**

- Indiana Commercial Feed License.
- Sample of Labels.
- Additional Attachments - Please Specify \_\_\_\_\_

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Primary Vendor's Printed Name

\_\_\_\_\_ Vendor's Initial

# Exhibit IV

## Shell Egg (Not from Chickens) Exhibit

As additional consideration for the privilege to participate in the 2024 Washington Farmers' Market ("Market"), by initialing each page, the vendor(s) ("Vendor") agrees to the following Shell Egg (Not from Chickens) Exhibit ("Exhibit").

- I. An initialed Shell Egg Exhibit attached to a signed Market Farm Vendor Registration allows the Vendor to sell shell eggs (not from chickens) at the Market as long as the following requirements are met:
  - a. Product meets the terms outlined in the handbook and complies with all federal and state laws.
  - b. All animals from which the shell eggs are derived must be in the Vendor's immediate custody, care and control.
  - c. The Vendor must obtain a Seasonal Food Vending Permit and/or Temporary Food Vending Permit from the Daviess County Health Department.
  - d. The Vendor must maintain shell eggs at 41 degrees Fahrenheit or less.
  - e. Used egg cartons may only be used if relabeled with Vendor's name, address, pack date and expiration date.
  - f. The Vendor must obtain all other permits required by state and local law, including health permits and any other applicable permits, prior to and for the duration of selling at Market.
  - g. The Vendor must be in compliance with all applicable federal and state laws.
- II. The Vendor agrees to release, hold harmless and forever indemnify the City of Washington, its Parks and Recreation Department and Parks Board, Discover Downtown Washington and the Farmers' Market Advisory Council, and its employees, officers and agents from any and all claims or causes of action that may arise from the sale of Shell Eggs. This includes claims for personal injury, death, and any other types of claims which may arise from the performance of activities under the Vendor's Contract with the City and this Exhibit, whether such claims may be brought by a party to the Vendor's Contract with the City and this Exhibit or by any third party, whether or not sounding in tort or contract, and whether or not caused by a negligent act or omission of the City of Washington, its employees, agents or officers, or Farmers' Market Advisory Council.
- III. The Vendor will not institute any action or suit at law or in equity against the City or City's agents or employees as a result of operations under this Exhibit. The Vendor will not aid in the institution or prosecution of any claim for damages, costs, loss of services, expenses, or compensation for or on account of any damages, loss or injury to person or property as a result of operation under this Exhibit.
- IV. This Exhibit is effective upon signature of the contract by the Vendor and City representatives, and upon vendor initialing each page of the Exhibit. This Exhibit is valid only when accompanied by all the necessary permits, and for the 2024 Market Season.

List type of animal from which the shell egg is derived:

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Attach copies of all appropriate paperwork.

- Seasonal Food Vending Permit and/or Temporary Food Vending Permit from the Daviess County Health Department.
- Additional Attachments - Please Specify \_\_\_\_\_

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Primary Vendor's Printed Name

\_\_\_\_\_ Vendor's Initial

# Exhibit V

## Value Added Foods Exhibit

As additional consideration for the privilege to participate in the 2024 Washington Farmers' Market ("Market"), by initialing each page, the vendor(s) ("Vendor") agrees to the following Value-Added Foods Exhibit ("Exhibit").

- I. "Value Added Foods" are processed farm products made from raw ingredients in a licensed kitchen by the Vendor or, if required by law, at a processing facility containing a significant portion of Vendor-grown/raised/collected product, the specifics of which are detailed by category below (See Section III. 7.)
- II. Products from animals administered growth hormones, including but not limited to rBGH, may not be sold at Market.
- III. An initialed Value-Added Foods Exhibit attached to a signed Market Farm Vendor Contract allows the Vendor to sell Value Added Foods at the Market as long as the following requirements are met:
  - a. Product meets the terms outlined in the handbook and complies with all federal and state laws.
  - b. The Vendor must obtain a Seasonal Food Vending Permit and/or Temporary Food Vending Permit from the Daviess County Health Department (except for wine (see Section III. 7. E.), without which the Contract and this Exhibit are not valid.
  - c. The Vendor must prepare foods from scratch in a licensed facility (except meats (see Section III. 7. D.)).
  - d. The Vendor must properly label goods for sale according to the regulatory body overseeing the Value-Added Food items, including, but not limited to name of product, location of preparation, contents, net weight and date of processing.
  - e. If the Vendor intends to prepare food at Market, the Vendor must obtain prior approval (based on the desirability of the food item and safety of setup) from the Community Coordinator.
  - f. The Vendor must obtain all other permits required by state and local law, including health permits and any other applicable permits, prior to and for the duration of selling at Market.
  - g. The Vendor must be in compliance with all applicable federal and state laws.
  - h. Product meets the following additional requirements by type and category:
    1. **Standard Value-Added Foods (products like salsas, relishes, ciders, jams, jellies, etc.)**
      - a. All products that can be reasonably Vendor-grown/raised/collected must be.
      - b. The final product may contain up to 50% product by volume (excluding water) that is not Vendor-grown/raised/collected.
    2. **Manufactured Grade Dairy Products**
      - a. All animals from which the milk for dairy products sold at the Market is derived must be in the Vendor's immediate custody, care and control.
      - b. The Vendor must process his or her own dairy products.
      - c. The final product may contain up to 20% non-dairy product by volume (excluding water) that is not Vendor-grown/raised/collected.
      - d. All dairy products sold at the Market under this Value-Added Foods Exhibit must have been maintained continuously at a temperature of 41 degrees Fahrenheit or less from the time it is obtained from the animal through the time it is sold at Market.
      - e. The Vendor must obtain and provide Discover Downtown Washington with a current copy of the Indiana State Board of Animal Health Dairy Division permit to operate as a manufactured grade milk and/or milk processor, prior to this Exhibit and the Contract being considered valid and prior to selling at Market.

\_\_\_\_\_ Vendor's Initial

### 3. **Grade A Milk and/or Milk Products**

- a. Some of the animals from which the milk for dairy products sold at the Market is derived must be in the Vendor's immediate custody, care, and control.
- b. The Vendor must process his or her own dairy products.
- c. Any milk purchased for dairy products sold at the Market must be sourced from Indiana dairies.
- d. The Vendor must produce at least as much milk from the Vendor's animals to equal the amount of liquid milk in dairy products sold at Market during the period of time the Vendor sells at Market.
- e. The Vendor must provide, prior to Vendor's Contract and this Exhibit being considered valid and for approval by the Community Coordinator, all sample documentation necessary regarding how records will be kept for on-farm milk production, liquid milk volume of dairy products sold at Market and if purchased milk is used for product sold at Market, sources of purchased milk by **May 15, 2024**.
- f. The Vendor must maintain records and provide documentation to the Community Coordinator by **May 11, 2024**, regarding on-farm milk production, liquid milk volume of dairy products sold at Market and if purchased milk is used for product sold at Market, sources and volume of purchased milk.
- g. The Vendor utilizing milk from animals he/she did not raise must post a legible sign stating, "The milk in this dairy product is sourced from other Indiana dairies in addition to (name of farm's) own milk."
- h. The final product may contain up to 20% non-dairy product by volume (excluding water) that is not Vendor-grown/raised/collected.
- i. All dairy products sold at the Market under this Value-Added Foods Exhibit must have been maintained continuously at a temperature of 41 degrees Fahrenheit or less from the time it is obtained from the animal through the time it is sold at Market.
- j. The Vendor must obtain and provide the City with a current copy of the Indiana State Board of Animal Health Dairy Division permit to operate as a Grade A milk and/or milk products processor, without which the Vendor's Contract and this Exhibit are not valid.

### 4. **Fresh/Frozen/Preserved Beef, Pork, Rabbit, Goat, Poultry, Lamb, or Other Meats**

- a. The Vendor must have grown, bred or raised all animals from which meat is sold at the Market.
- b. All animals must have been in the Vendor's immediate custody, care and control for at least 50% of the live weight or for twelve months at slaughter.
- c. Only product that has been prepared in a licensed, state-inspected facility may be sold at the Market. Preparation includes slaughter, packaging, labeling and preserving. The product must have a "safe food handling" label on the package and be sold in the unaltered package it was placed in at the processing facility. Processing plant receipts may be requested for verification of producership.
- d. The final product may contain up to 20% product by volume (excluding water) that is not vendor-grown/raised/collected.
- e. The Vendor must maintain the product continuously in frozen/preserved condition or, if product is fresh, maintain continuously at a temperature of 41 degrees Fahrenheit or less, from the time it leaves the processing facility until it is sold at the Market.
- f. Poultry and rabbit slaughtered on farm and frozen may be sold under Home Based Vendor Foods Exhibit provided Vendor is in compliance with all terms outlined in said Exhibit.

\_\_\_\_\_ Vendor's Initial

**5. Wine**

- a. The vendor must raise all fruit used in producing the wine.
  - b. Only closed container sales are permitted, no sampling or sales by the glass.
  - c. The Vendor must abide by all state and federal alcohol sales rules, including no sales to minors.
  - d. The Vendor must obtain and provide the City with a current copy of the Indiana Farm Winery license, without which the Vendor's Contract and this Exhibit are not valid.
6. The Vendor may be required to submit recipes for the Value-Added Foods to the Market Manager for verification that they meet the specified requirements.
  7. The Vendor agrees to release, hold harmless and forever indemnify the City of Washington, its Parks and Recreation Department and Parks Board, Discover Downtown Washington and the Farmers Market Advisory Council, and its employees, officers and agents from any and all claims or causes of action that may arise from the sale of Value-Added Foods pursuant to the Vendor's Contract with the City and this Exhibit. This includes claims for personal injury, death, and any other types of claims which may arise from the performance of activities under the Vendor's Contract with the City and this Exhibit, whether such claims may be brought by a party to the Vendor's Contract with the City and this Exhibit or by any third party, whether or not sounding in tort or contract, and whether or not caused by a negligent act or omission of the City of Washington, its employees, agents or officers, or Farmers' Market Advisory Council.
  8. The Vendor will not institute any action or suit at law or in equity against the City or City's agents or employees as a result of operations under this Exhibit. The Vendor will not aid in the institution or prosecution of any claim for damages, costs, loss of services, expenses, or compensation for or on account of any damages, loss or injury to person or property as a result of operation under this Exhibit.
  9. This Exhibit is effective upon signature of the contract by the Vendor and City representatives, and upon vendor initialing each page of the Exhibit. This Exhibit is valid only when accompanied by all the necessary permits, and for the 2024 Market Season.

\_\_\_\_\_ Vendor's Initial

List all products intended to be sold under this Value Added Foods Exhibit:

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If selling Standard Value Added Foods, list name and location of licensed kitchen:

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If selling Manufactured Grade or Grade A Milk Products, list name and location of processing facility if different from the primary vendor's address:

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If selling Meat, list name and location of processor:

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Attach copies of all appropriate paperwork.

- Manufactured Grade Milk and/or Milk Products Processor Permit.
- Grade A Milk and/or Milk Products Processor Permit.
- Seasonal Food Vending Permit and/or Temporary Food Vending Permit from the Daviess County Health Department.
- Indiana State Department of Health Wholesale Certificate of Registration
- Indiana Farm Wineries license from the Indiana Alcohol and Tobacco Commission.
- Additional Attachments - Please Specify \_\_\_\_\_

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Primary Vendor's Printed Name

\_\_\_\_\_ Vendor's Initial



IN COLLABORATION WITH BLOOMINGTON COMMUNITY FARMERS' MARKET