



2022 Vendor Handbook

About Our Market

We are excited to host the annual Farmers Market in Downtown Wabash for the 15th season! Our purpose is to create quality of place and liveability for our community. We curate a family friendly environment filled with all things Handmade, Homemade & Homegrown. Some of the things you can expect to see at the market include fresh food options, live music, kids activities, artisan goods and many furry friends.

What We Provide

- Location in Downtown Wabash
- On-site Market Coordinator for consistency and oversight
- Vendor registration on our website, including online payment
- Communication, including weekly vendor map
- Payment processing for SNAP benefits
- Marketing
 - Weekly social media posts on Facebook and Instagram
 - Weekly radio ads on 105.9 and 95.9
 - Newspaper ads in The Paper of Wabash County and Wabash Plain Dealer
 - Live streaming special events on Facebook

Season Dates

- **When:** Every Saturday beginning on Saturday, May 14, 2022 through Saturday, September 24, 2022
- **Market Hours:** 8 a.m. to 12 p.m.
- **Booth Set-up time:** Available to begin set up at 7am and to be completed by 7:45 a.m.

Registration Types

- **Full Season:**
 - May 14 - September 24
 - \$200 per 10x10 tent space
 - Includes 2 free booth registration for First Friday*
- **Half Season:**
 - 2 Options: May 14 - July 30 or August 6 - September 24
 - \$100 per 10x10 tent space
 - Includes 1 free booth registration for First Friday*
- **Drop-In Weekly Rate:**

- \$20 for each 10x10 tent space
- Reduced rate of \$15 for nonprofit organizations

* First Fridays occur once a month from 5-8 p.m. Contact the Market Coordinator to reserve your booth. First half-of-season vendors (May through July) are offered a free booth space at a First Friday of their choice through the months of May, June or July. Second half-of-season (July through Sept.) vendors are offered a free booth space at a First Friday of their choice through the months of July, August or September.

Location

The Farmers Market is held in the Honeywell Center & Elks Lodge parking lot at the corner of Market and Cass Streets, 275 West Market Street in Downtown Wabash. At times, the Market needs to relocate and advance notice will be given. The Farmers Market will be located at Paradise Spring Historical Park on August 20 for the Kunkel Cruise In Car Show.

What Can Be Sold?

The Wabash Farmers Market provides a venue for producers to sell to the public; resale of goods is prohibited. Following items are allowed to be sold at the Wabash Farmers Market. We reserve the right to refuse acceptance of any vendor or item that is not in keeping with the criteria and our guidelines.

- **Unprocessed Farm Products:** Unprocessed Farm Products are farm products that are not processed beyond harvesting, cleaning and packaging. These products include: whole, uncut fruits and vegetables, herbs, nuts, cut flowers, seeds, whole grains, and eggs. Vendors must have a Seasonal Food Vending Permit from **Wabash County Health Department**. Contact information is in the "Vendor Resources" section.
 - **Eggs:** In addition to the items listed above if selling eggs, they must be kept at 41 degrees or less, and used egg cartons may only be used if relabeled with the vendor's name and address. Vendors must obtain a current egg vendor license issued by the **State Egg Board**.
- **Valued Added Foods:** Value Added Foods are processed farm products made from raw ingredients in a licensed kitchen or processing facility. These products include jams and jellies, relishes, salsa, cider, frozen/dehydrated fruits, vegetables and herbs, fresh/frozen/preserved meat, dairy products or other processed agricultural and livestock food products. Vendors must get proper permits from the **Wabash County Health Department**.
- **Home Based Vendor Products:** Products must be labeled according to Indiana code, including the following statement "this product is home produced and processed and the production area has not been inspected by the State Department of Health." Examples include baked goods, candy/confections, whole uncut produce, tree nuts and legumes, honey, molasses, maple syrup, jams, jellies. (Does NOT include pickles, canned vegetables, salsa, beef jerky, etc.)
- **Plants:** Plants (potted, in soil blocks and bare-root) are permitted for sale. Vendors selling any perennial plants should contact the Department of Natural

Resources, Entomology Division to determine licensing and inspection needs. Contact information is in "Vendor Resources" section

- **Miscellaneous--** Homemade bath & beauty products, arts and crafts items, etc.

General Information

Applicable Laws All vendors are required to meet State, Local, & USDA Health Department Codes. Wabash County Food Ordinance 2007-85-1 stipulates that it shall be unlawful for any person to operate at a Farmers Market in Wabash County who does not possess a valid Food Permit from Wabash County Health Department. Failure to do so could delay the opening of the food stand and/or closing at the time of inspection.

Health and Safety Requirements All items intended for human consumption must be kept off the ground 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.

Sampling Product Vendors interested in giving samples of their product should contact the Wabash County Health Department for Sampling Guidelines.

Equipment and Supplies Each vendor must supply his/her own tables or other display equipment. If selling goods by weight, the vendor must supply a legal produce scale, which is subject to periodic inspection by the Wabash County Department of Weights and Measures. Contact information in the "Vendor Resources" section. Canopies, 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. All equipment must fit within the vendor's designated space, including canopies. Vendors will be required to adjust their setup if it is determined to be unsafe by Market staff.

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 Merchants Certificate through their regional Indiana Department of Revenue. Certificates cost \$25.00 and must be renewed every two years. This is the vendor's responsibility. Call 317.233.4015 for further information.

SNAP/WIC/FMNP *SNAP (Supplemental Nutrition Assistance Program):* Users can purchase food to eat, such as: breads, fruits, vegetables, meats and dairy products. Also, seeds and plants which produce food. SNAP users can not buy: any non-food items like soaps, paper products, hot foods, etc.

WIC or Farmers Market Nutrition Program: Foods that can be purchased through this program are: a variety of fresh, nutritious, unprepared, locally grown fruits, vegetables and herbs. This link will guide you to the application:

<https://www.fns.usda.gov/fmnp/wic-farmers-market-nutrition-program>

Liability Insurance If desired by the Vendor, insurance can be obtained at the Vendor's own expense. Downtown Wabash, Inc. assumes no risk and, by acceptance of this agreement the Vendor expressly releases Farmers Market, Downtown Wabash, Inc. and the City of Wabash and all of its representatives of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said booth space by the Vendor, and agrees to hold and save all of its representatives harmless of any loss or damage by reason thereof.

Vendor Etiquette and Tips

Attendance Policy By registering as a vendor, you are committing to attend the Market. If you are unable to attend, you must contact the Market Coordinator in advance.

Repeated “no call, no show” could jeopardize your booth rental.

Identify Your Product Organic? Grown in Wabash County? Grown in Indiana? Shoppers want to know where your products come from. Please identify your products. This will allow purchasers of products to make their own decisions on who they support.

Identify Your space We provide a small Vendor ID sign to display at your booth. We suggest you have additional signage. Sandwich boards, chalkboard signs, tent signage...sky's the limit!

Space Clean-Up Vendors are to set up and take down their own tables, chairs, tents, etc. All trash is to be removed at the end of the day.

Vehicles and Trailers Unless you have permission from the Market Coordinator, you cannot park your vehicle or trailer in your booth space. Allow guests to have the parking options that are closest to the Market.

Vendor Resources:**Wabash County Health Department**

Rich Mofield

rmofield@wabashcounty.in.gov

260.563.0661 x 1249

Department of Natural Resources, Division of Entomology & Plant Pathology

317.232.4120

Wabash County Department of Weights and Measures

Todd Titus

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Indiana State Egg Board

765.494.8510

Downtown Wabash Farmers Market

Market Coordinator, Carly Hawkins

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