

## **Fortville Farmers' Market Vendor Handbook**

Welcome to the Fortville Farmers' Market! This Vendor Handbook is a practical guide designed to help vendors understand expectations, rules, and day-to-day operations. All vendors are required to comply with the Fortville Farmers' Market By-Laws. Participation in the Market constitutes agreement with this handbook and all applicable policies.

### **1. About the Market**

The Fortville Farmers' Market exists to support local farmers, food producers, and artisans by providing a welcoming community space to sell directly to customers. The Farmer's Market promotes locally grown, produced, and handmade goods while prioritizing safety, fairness, and community engagement.

### **2. Market Authority & Management**

The Farmer's Market is governed by the Fortville Farmers' Market Board and/or Vendor Management Committee/Marketing Management Committee. The Farmers' Market Board and designated officials have full authority over daily operations, vendor approval, booth assignments, enforcement of rules, and safety decisions.

### **3. Vendor Eligibility & Approval**

Any person who regularly and directly works in all stages of the cultivation, production, and harvesting of quality produce or other eligible goods may apply to become a market vendor. Prior to participating in the markets, vendors must provide the Farmers Market Vendor Committee with copies of all State and local permits and licenses required for the operation of their vending business (if applicable) and a copy of their certificate of liability (See Insurance Section)

Farmer vendors must grow or produce at least seventy-five percent (75%) of the products offered for sale over the course of the market season.

We welcome food trucks, craft items (soaps, handmade products, etc.) No direct sales vendors (Tupperware, Scentsy, etc.).

All vendors must be approved by the Vendor Management Committee.

### **4. Farm Production Requirement (75% Rule)**

Vendors selling agricultural products must ensure that a minimum of seventy-five percent (75%) of all produce offered for sale is grown, raised, or produced on the vendor's own farm or property. The resale of products obtained through wholesale markets, auctions, or distributors is strictly prohibited.

Vendor Management Committee has the right to do a farm visit if needed.

## 5. Products Allowed for Sale

### **Agricultural Vendor Product Requirements**

The resale of products obtained through wholesale markets, auctions, or distributors is strictly prohibited.

Vendors may supplement their inventory with products sourced directly from other farms located within the states of Indiana, Ohio, Kentucky, Illinois, and Michigan. This allowance is intended primarily for items not readily available within Indiana, such as certain fruits and keeping things as local as possible. All vegetables must be grown and sourced within the state of Indiana. While keep in compliance with the Farm Production Requirement Rule.

Any product not grown or produced by the vendor must be clearly labeled with the name of the originating farm and state.

The resale of products sourced from farms outside of the approved states is not permitted without prior review and approval by the Market Board. Requests for exceptions must be submitted in advance and will be considered on a case-by-case basis.

All food products must comply with applicable health and safety regulations.

### **Florists & Floral Vendors**

The Fortville Farmers Market prioritizes locally grown flowers and encourages vendors to use flowers and greenery grown by themselves or sourced locally whenever possible.

Vendors selling bouquets or floral arrangements at the market must ensure that they follow the Farm Production Requirements.

Florists creating handcrafted or artisanal floral pieces, such as centerpieces, wreaths, seasonal displays, or specialty arrangements, may request approval from the Market Board to incorporate additional floral elements outside of the Farm Production Requirement. Approval must be obtained prior to selling these items at the market.

### **Honey Vendors**

Honey vendors must be actively involved in the raising, management, or care of the bees and/or the harvesting and production of the honey being sold. Resale of commercially purchased or wholesale honey is not permitted.

All honey vendors must comply with current Indiana Home-Based Vendor and honey labeling requirements, including any required food safety certifications, labeling, and product disclosure regulations.

### **Approved Handmade and Boutique Goods**

Handmade goods and boutique merchandise may be sold only with approval from Vendor Management Committee and must align with the market's quality and brand standards.

- Approved items may include:
  - Handmade goods and artisan-crafted products
  - Boutique clothing and accessories
  - Seasonal or luxury handbags
- Boutique merchandise must be offered as part of a curated retail collection that meets the market's quality, aesthetic, and craftsmanship standards.
- Preference may be given to vendors offering:
  - Small-batch production
  - Locally designed, distinctive, or artisan-made products
- All boutique and handmade items must receive prior approval from Market Management before being offered for sale.

## **6. Home-Based Vendors ([IC 16-42-5.3-4](#))**

Home-Based Vendors must comply with Indiana Home-Based Vendor Law ([IC 16-42-5.3-4](#)). Vendors operating under Indiana Home-Based Vendor Law ([IC 16-42-5.3-4](#)) may sell approved non-potentially hazardous food products prepared in a home kitchen, provided all state labeling and safety requirements are met. Acceptance of [IC 16-42-5.3-4](#) products does not limit the Market's authority to impose additional standards or restrictions

## **7. Retail Vendors**

If you have a retail license or working out of a commercial kitchen, you must adhere to those requirements.

## **8. Produce Labeling Requirements**

All products must meet and maintain labeling requirements as set forth by applicable county and state regulations. Vendors are solely responsible for ensuring compliance with all laws governing the production, packaging, and sale of their products.

All produce not grown or produced by the vendor must be clearly and accurately labeled to identify the originating farm and the state of origin. Vendors are responsible for ensuring all labeling is accurate, visible to customers, and maintained throughout the duration of the market.

Failure to comply with these sourcing and labeling requirements may result in disciplinary action, including suspension or removal from the market, as determined by the market board.

## **9. Products Not Allowed**

The following items are prohibited: potentially hazardous foods without proper permits; cut or altered produce; unapproved home-canned goods; resale or mass-produced items; flea market or garage-sale items; and any product deemed unsafe or inappropriate by Market management.

Market management reserves the right to determine whether merchandise meets the market's boutique retail standard and may deny or remove inventory that does not align with the market's intended character.

## **10. Vendor Responsibilities**

Vendors are responsible for complying with all federal, state, and local laws, including Indiana Department of Health and Hancock County Health Department regulations. Vendors must supply their own tables, tents, signage, packaging, certified scales (if applicable), pH meter (if applicable), and weather protection.

### **Canopy Safety and Weight Requirements**

All vendors utilizing tents or canopies are required to ensure their structures are properly secured at all times. Each canopy must be adequately weighted or otherwise anchored to prevent movement due to wind or other conditions.

It is strongly recommended that a minimum of forty (40) pounds of weight be secured to each leg of the canopy

Staking into pavement, asphalt, or any hard surface is strictly prohibited.

Vendors are solely responsible for the setup, safety, and security of their tents and equipment. The market assumes no liability for any damage, injury, or loss resulting from improperly secured canopies. Any vendor whose canopy is deemed unsafe or insufficiently secured may be required to correct the issue immediately or remove the structure from the market at the discretion of market management.

### **Vendor Attendance Policy**

Consistent attendance is essential to maintaining a reliable and successful market environment. Vendors are expected to attend all dates for which they are scheduled or approved.

Vendors must notify Vendor Management Committee and/or Board Members as soon as possible if they are unable to attend a scheduled market date. Advance notice allows for proper planning and the opportunity to fill vacant spaces.

A "no-show" is defined as a vendor who fails to attend a scheduled market date without prior notice to market management.

Vendors who accumulate two (2) no-shows during the market season will forfeit their right to participate in the market for the remainder of the season. All vendor fees are non-refundable, and no credits will be issued.

Vendor Management Committee and/or Board Members reserves the right to enforce this policy at its discretion and may make exceptions in cases of emergency or extenuating circumstances.

## **Insurance**

Each vendor shall provide a Certificate of Liability Insurance (not a copy of policy) from their insurance agent for protection against damages in the event injury occurs at the Market or an injury is caused by their products and will maintain insurance for the duration they participate in the Market.

The certificate of liability insurance must be on file with the Fortville Farmers Market prior to your booth assignment.

## **11. Setup, Sales & Cleanup**

Vendors must arrive, set up, and be ready to sell by the designated arrival time. Vendors will not tear down until designated closing time. All vehicles, equipment, and trash must be removed by the designated closing time, and booth spaces must be left clean and orderly.

## **12. Vendor Code of Conduct**

All vendors are expected to conduct themselves professionally and respectfully. Vendors must treat customers, fellow vendors, volunteers, and staff with courtesy; accurately represent products; maintain a safe and clean booth; refrain from disruptive or inappropriate behavior; and follow Market instructions promptly.

## **13. Weather Policy**

The Market operates rain or shine unless weather conditions create safety concerns.

A decision regarding market opening, delay, early closure, or cancellation due to weather will be made no later than two (2) hours prior to the scheduled market opening time.

Vendor Committee Management and/or Board Members may delay opening, close early, or cancel the Market due to weather. Vendors assume all weather-related risks.

## **14. Enforcement & Vendor Removal**

The Market reserves the right to issue warnings, require corrective action, suspend, or immediately remove any vendor for violations of these by-laws, unsafe behavior, or risk to vendors, staff, or the public that would be detrimental to the Market.

Removal may occur without prior warning and without refund of fees.

## **15. Covenant Not to Sue**

By participating in this Farmers Market, the vendor agrees not to institute any action or suit of law or inequity against the market, its employees, volunteers, agents, officers, and designees because of action taken under this contract. The vendors will not aid the institution or prosecute any claims for damage, costs, loss of services, expenses or compensation for or on account of any damage, loss or injury to person- or property resulting from the terms of vendor's participation in the market.

## 16. Complaints & Questions

Questions, concerns, or complaints should be directed to the Vendor Management Committee. Vendors are encouraged to communicate respectfully and promptly to help maintain a positive Farmer's Market environment.

## 17. Vendor Acknowledgment

This handbook may be amended at any time through majority vote by Fortville Farmers Market Board. Continued participation in the Farmers Market constitutes acceptance of all current and amended Handbook items.

## 18. Vendor Acknowledgment

By participating in the Fortville Farmers' Market, vendors acknowledge that they have read, understand, and agree to comply with this Vendor Handbook and the Market By-Laws.

Amended 5/20/26

Adopted by the board [May 20, 2026]

X *Kelly Morgan*

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Kelly Morgan  
President