



2022

**Orange County Homegrown Holiday Market
Information, Application and Vendor Agreement**

The 2022 Holiday Market will be held on Saturday, November 12th from 8am – 2pm. Location will be the Orleans Elementary School gymnasium and cafeteria.

The purpose of the Holiday Market is to encourage holiday shopping with local vendors. The Holiday Market will feature handcrafted holiday-oriented and other art/craft items, baked and other edible goods that our vendors create, make, grow, and/or bake.

General Information

Set up:

Vendors may set up on Friday, November 11th from 7:00pm - 9:00pm or on the morning of the market, November 12th, from 7:00am - 8:00am. Vendors will receive their booth number/location and display card at the Host table. This card must be on display at your booth during the course of the market.

Vendors must arrive no later than 7:30am for check in and set up on the day of the market. All vendors must be set up by 8AM when the doors of the market are opened to the public. Late arrivals will forfeit their space and registration fee.

Booth space:

Booth spaces will be assigned based on receipt date of paid registration and signed agreement.

Each booth space will be marked and will be no larger than 8 feet X 10 feet. You may fill the entire space, but you must leave room for safe entry and exit from the individual booths. Access is to be used by vendors only and not as path between or around the booths by customers.

Booths will be located in both the gymnasium and cafeteria. Booth preferences can be indicated on the registration form. We will do our best to accommodate all requests, but space may be limited and the final decision will be made by the Market organizers.

Tables/chairs and other needs:

Each vendor is responsible for supplying his or her own display tables, chairs, displays, signage, bags, supplies, etc. Vendors must provide their own change.

Fee to Vend:

The fee to vend at the Holiday Market is **\$50**. All items sold must be made by the registered vendor attending the market. Reselling products made by someone else is prohibited. If you plan to vend with another person in a singular booth space, both individuals must indicate on their registration forms and submit their forms together. Otherwise, all registrations will be placed into spaces as noted above.

Application Deadline:

The last day to submit an application and registration fee is October 25, 2022. Unless all spots are filled

VENDOR AGREEMENT

This Vendor Agreement ensures the Holiday Market will provide the public the highest quality local product and that all vendors comply with the same standards. Every vendor must accept the conditions stated above and the following rules to participate in the Holiday Market:

1. Vendors will sell only products created or services rendered by them. Reselling products made by anyone else is prohibited. Only registered vendors are authorized to sell at the Holiday Market.
2. **Crafters/Artists:**

No purchased raw materials or commercially prepared products may be sold, unless *significantly* transformed through handcrafting to create original quality work by the vendor.

No craft items made from kits, reproductions of artwork not created by the vendor, and commercially manufactured clothing, unless substantially altered and enhanced by the vendor will be allowed.

The starting material must be significantly altered and enhanced by the vendor, and the finished product should artistically dominate any commercial components used in the product.

Craft items that involve the consolidation of two or more commercial products without any artistic or creative input from the vendor do not qualify.
3. **Bakers/Food Handlers:**

No products that are created from commercial mixes are allowable for sale unless *significantly* transformed from the original product.

All ingredients of any mix used must be listed on the label as they appear on the original packaging.

Example: Base ingredients layered in a jar are not significantly processed and not allowable for sale. Base ingredients made as directed from a mix with no enhancements are not allowable (such as plain box brownies). Base ingredients made from a mix and significantly altered from the original product (such as hot chocolate mix cookies) are allowable for sale.

All food items must comply with the Orange County and Indiana State Health Department Rules for handling, packaging and labeling (see Attachment A).

No smoking, eating or drinking is permitted in any food preparation or service area.

Vendors who give out samples must not handle money and so should have another person to do that task. If you are providing samples, they must be individually packaged or follow the hand washing station rules as noted in Attachment A. Vendor must also provide a small waste receptacle for used packaging.
4. Vendors must declare in advance the type of item or service they plan to offer. Please note products on application.
5. The Holiday Market will authorize vendors offering atypical goods or services on a case-by-case basis. The decision made by the Market organizers is final.
6. Any literature that is not related to the artists' work may not be distributed at the Holiday Market.
7. Vendors under the age of 18 must have their parents co-sign the vendor agreement.

8. Each vendor must pay a \$50 registration fee.
9. Vendors may arrive as early as 7am, but not before, and must arrive no later than 8:00am on the day of the Market. All vendors must be set up by 8AM when the doors of the market are opened to the public. Late arrivals will forfeit their space and registration fee. If a vendor sells out of product before the close of market, they may close their booth, but must wait until the 2PM closing time to disassemble and move their booth. This is for the safety of customers and the courtesy of uninterrupted sales time for other vendors. Failure to adhere to this rule will result in not being invited back to subsequent Markets.
10. Vendors must maintain their assigned areas during Market hours and clean the area around their booth before leaving.
11. Orange County Homegrown and the Holiday Market will not be responsible for any injury or loss that may arise or come to the Vendor or his employees or goods from any cause whatever while said premises are being occupied under this agreement. Use reasonable caution with your belongings. Report any hazards to the nearest Volunteer or Market Organizer.
- 12. Refunds on registration fee only if cancellation is received in writing by the Market organizer before October 20, 2022**
13. Vendors are responsible for maintaining their own product liability insurance.

**2022 OCHG Holiday Market
VENDOR REGISTRATION APPLICATION AND AGREEMENT**

Please complete the Vendor Application, Product List and sign where indicated.
Incomplete applications will be returned and not counted as received until all parts are complete.

___ I will be vending with another registered vendor: _____
Last name, First name

By signing below, I certify that I have read, understood and will adhere to all guidelines as stated in the 2021 Vendor Agreement. I further understand that should I fail to comply with these guidelines, my participation in future Holiday Markets will be terminated.

Signature of Vendor _____

Vendor name (Please print) _____

___ I am under 18 and this is my parent's signature: _____

Physical Address (No PO Boxes) _____

City/State/Zip _____

Phone _____ Email _____

Emergency contact (name and phone) _____

Mail the completed, signed application and Produce List along with the \$50 registration fee (cash, check or money order **payable to Orange County HomeGrown**) to:

**Orange County HomeGrown
Holiday Market
PO Box 244
Paoli, IN 47454**

All applications and registration fees must be received no later than October 25, 2022. Late or incomplete registrations will be returned unprocessed.

Product List (complete and return with registration)

Please check the type of products you will be selling during the Holiday Market. If you make something unique and not covered by one of the categories, please list it in the space below.

Craft Categories:

- Bath & Body: Soaps Lotions Scrubbies
Pots/Pottery: Cups/plates/bowls Planters/Flower pots Hypertufa
Cloth Items: Clothing Kitchen sets Purses Rugs
Fiber Items: Hand dyed Wool/Yarn Hand spun Yarn Crochet Felted Knit
Jewelry: Beaded Jewelry Mixed Metals Native/Native inspired Polished Stone Precious Metals
Leather Goods: Wearable/Accessories Native/Native inspired Other
Paper Goods: Greeting cards Stationery Handmade books Photographs
Wreaths: Home-dried Flowers/Plants Homegrown Fresh flower Wrapped Candy
Wood Items: Fine Furniture Rustic Furniture Toys Bird Feeders/Houses Home Décor

OTHER: If you plan to make and sell something in a category not listed, please describe (item/materials)

Baked/Edible Goods: Review Attachment A for details on allowable/unallowable items and labeling requirements.

- Brownies/Bars/Cookies
 Cake/Cupcake/Muffins/Scones/Quick Breads (such as Banana, Biscuits, Zucchini, Nut)
 Candy/Caramels/Fudge/Truffles
 Honey/Syrups/Sorghum/Jam or Jellies (as allowable in Attachment A): NO FRUIT BUTTERS
 Pies: NO CREAM OR CUSTARD PIES - NO MERINGUES - NO PERSIMMON PUDDING/PULP
 Dried Herbal Tea/tea blends
 Tortillas
 Flavored Vinegars
 Yeast Bread/Rolls

OTHER: If you plan to make and sell something in a category not listed, please describe:

Item _____

PRODUCE:

- Vegetables/Fruits
 Eggs *
 Meat *

* (License must be displayed at all times. A copy of the license must be turned at the time of registration)

ATTACHMENT A

Bakers/Food Handlers

No products that are created from commercial mixes are allowable for sale unless **significantly** transformed from the original product. All ingredients of any mix used must be listed on the label as they appear on the original packaging.

Prior to preparing food to vend at the market, review the following information excerpted from Fact Sheet on House Enrolled Act (HEA) No. 1309, prepared by Purdue University Cooperative Extension. Full text is available online at:

<http://www.ag.purdue.edu/foodsci/Documents/IN-HEA-1309-fact-sheet.pdf>

Examples of Foods that Can Be and Cannot Be Sold by HBVs {Home Based Vendors}

An important provision in HEA 1309 is to not allow for PHFs (potentially hazardous foods) to be sold. The most basic definition of a PHF is a food that contains conditions (food ingredients, packaging, and/or storage) that allows disease-causing bacteria to grow, potentially leading to human illness. While the growth of bacteria in foods can be impacted by a number of factors, two of the most important factors are product acidity (measured by pH) and product moisture (measured by water activity). Foods that have an acidity value of pH greater than 4.6 AND a water activity greater than 0.85, allow disease-causing bacteria to grow. Conversely, foods that have a pH equal to or less than 4.6 OR have a water activity equal to or less than 0.85, are not considered PHFs. {The table below} provides some examples about what foods can be sold (non-PHFs) and foods that may NOT be sold (PHFs) by HBVs. This list is by no means comprehensive of all of the products that we may find at farmers markets and roadside stands. If you have specific questions about your product, you should contact your local health department and/or have your product evaluated by an outside expert/consultant.

Where can foods prepared by HBVs be sold?

Foods prepared by HBVs may only sell their foods at farmers' markets and roadside stands. HBV foods may not be sold at any other venue including retail food establishments (foodservice, restaurants, grocery stores), festivals, carnivals, or any other event.

Labeling Requirements of Foods Produced by HBVs

All HBV foods that are formulated and prepared must be labeled as "This product is home produced and processed and the production area has not been inspected by the State Department of Health." Labels must contain other information such as the name of the food product, ingredients, net weight and volume, and date at which the product was processed.

Product Liability for Foods Produced by HBVs

Certainly, product liability is an important question for foods produced by HBVs. Because these foods are not inspected by regulatory agencies, liability insurance may be difficult to obtain. HBVs are advised to contact their legal counsel and/or insurance provider for advice on product liability issues.

Contact Resources for Foods Produced by HBVs

There are four important sources of resources that can provide help for questions related to HBV produced foods.

1. The first point of contact should be your local health department, and they should be able to answer most questions that you have. A list of local health department is at <http://www.in.gov/isdh/23926.htm>.

2. If your question goes unanswered, your second point of contact should be the ISDH Food Protection Program at 317-233-7360.

3. Purdue University may also be able to provide some assistance. A directory of Extension county offices is provided at www.ag.purdue.edu/extension/Pages/Counties.aspx. Dr. Richard Linton (linton@purdue.edu) and Dr. Kevin Keener (kkeener@purdue.edu) (Purdue Food Science) are also available to answer questions.

4. A special link has been created (<http://www.ag.purdue.edu/foodsci/Pages/IN-HEA-1309-info.aspx>) on the Purdue Food Science website. Here you will find a listing of frequently asked questions (updated periodically), the guidance document prepared by ISDH for HEA 1309, and a copy of HEA 1309.

Examples of Foods that May Be and May Not Be Sold by HBVs at Orange County HomeGrown Farmers Markets
(excerpted from Purdue University Cooperative Extension, "Fact Sheet on House Enrolled Act (HEA) No. 1309")

Food Type	Foods that May Be Sold	Foods that May <u>Not</u> be Sold
Baked Goods	Cookies, cakes, fruit pies, cupcakes, bars, yeast breads, fruit breads, baguettes	Foods that contain meat, poultry, aquatic animals, non-baked dairy (cheese, butter, yogurt), non-baked egg containing products and whole eggs
Candies and Confections	Caramels, chocolate, fudge, peanut brittle, chocolate covered fruits, bon bons, buckeyes, chocolate covered nuts	Meringues Creams
Fruit and Vegetables	Unprocessed, whole and uncut items such as cherries, blackberries, cranberries, grapefruit, strawberries, oranges, blueberries, plums, tomatoes, corn, lettuce, green beans, peppers, etc. Fruit –based jams and jellies (made from strawberries, blueberries, grapes, raspberries, blackberries, etc.)	Fermented pickles that do not require acidification and do not require refrigeration. Canned products that are shelf-stable and in hermetically sealed containers such as salsas, chutney, chow-chow, and canned vegetables. Pickled vegetables (beets, pickles) that are shelf-stable Cut, peeled, shucked Garlic in oil mixtures, herb and oil mixtures Raw seed sprouts Fruit butters (i.e. pear, pumpkin, apple, etc)
Meat, Poultry, and fish	Beef and pork must be farm raised and then processed in a state inspected plant. Poultry must be farm raised and processed and sold frozen. Fish must be farm raised, have a certified processing area and sold frozen or on restaurant quality ice.	Canned products that are shelf-stable an in hermetically sealed containers such as canned vegetables, canned meats, and canned seafood.

Tree nuts and legumes	Peanuts, almonds, cashews, walnuts, pistachios, etc.	
Syrups	Honey, blackberry, peach, strawberry sorghum, maple, shag bark hickory.	

The following is an excerpt from the Indiana State Department of Health Food Safety Regulations for Farmers Markets

Food that is prepared for immediate consumption at the market must also be prepared using proper precautionary measures. Preparing samples for consumers and handling baked goods are all considered food handling. Food must be protected during every stage of the preparation and handling process. Bare hand contact with ready-to-eat foods is prohibited. Utensils such as tongs, forks, and single-use gloves must be used to prevent food from being in contact with bare hands. If you are ill, you must not handle any food at the farmers market. Food handlers must keep their hands clean at all times. If using a cooler, be careful not to store ready-to-eat foods in direct contact with ice. Drain ice from coolers continuously to avoid pooling water inside.

Although food samples are a good way to increase the purchase of a product at the farmers market, this practice must be performed with extreme caution. Food preparers, consumers' hands, and insects are major sources of food sample contamination. Bare-hand contact with food is forbidden. Tongs, spoons, single use gloves, deli tissue may be used for handling samples. Open foods sold at the farmers market, such as samples, should have some form of overhead protection covering the display area. A tent, an awning or a large umbrella are acceptable overhead forms of protection. The samples themselves must also have some sort of covering to screen from insects and debris.

All vendors giving out samples are required to have clean and sanitized utensils. Hand washing is the best way to prevent the spread of disease. Products such as hand sanitizers should not be used as a replacement for hand washing. The restroom facilities will be accessible to all vendors for hand washing at all times, however, the FDA recommends that the facilities be within 25 feet, unobstructed, and convenient for those handling food samples, so our farmers market requires vendors who give out food samples to have a hand washing station at their booth. Hand washing stations require hot and cold potable running water, some form of hand cleaner (soap), disposable towels, and a waste container. Vendors must wash their hands for at least 20 seconds. **(See Handwashing illustration.)**

For complete information regarding handwashing and dishwashing requirements see 410 IAC 7-24.

HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site **at all times**. This facility must consist of, at least, a container with 100° F potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-24, such as:

- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.

DISHWASHING

Facilities must have provisions available to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided **and used** at each site. All dishes and utensils must be air-dried.

PROPER SET-UP

PROPER SANITIZER CONCENTRATIONS

Chlorine 25-200 ppm*	Quaternary Ammonia 200 ppm*	Iodine 12.5-25 ppm*
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* or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.

No smoking, vaping, eating or drinking is permitted in any food preparation or service area.

Clothing must be kept clean and not used to wipe hands.

Vendors who give out samples must not handle money and must have another person to do that task. If providing samples, they must be individually packaged or vendor must follow the hand washing station/utensil rules as noted above. Vendor must also provide a small waste receptacle for used packaging.

Packaging and Labeling

Any packaged food sold at a farmers market that includes more than two ingredients, including both ready-to-eat and processed food, should have a label. The label must include the following: (See Sample Label.)

- Common Name of Product
- Net weight & volume of product by standard measure or numerical count.
- Name and Address of the producer of the food product.
- Ingredients: List in descending order by predominance by weight.
- Date Prepared: Date food product was prepared.
- Include the following required statement in at least 10 point type: This product is home produced and processed and the production area has not been inspected by the state department of health

Health claims should be avoided on packaging. Claims such as “heart healthy” or “light or low fat,” must be substantiated by the nutritional facts on the label. “Sugar-free” is not an acceptable claim and should not be used in labeling. It is acceptable, however, to claim added or left out ingredients, such as including “no sugar added” on the label.

Sample Label:

Oatmeal Bread

1 pound loaf

Made by:

Jane Doe
1234 Elm Street
Hometown, Indiana
00000
(555) 555-5555

Ingredients: bread flour, water, oats,
brown sugar, yeast, unsalted butter,
cinnamon, salt

Date Prepared: July 4, 2022

Note: This product is home produced
and processed and the production area
has not been inspected by the state
department of health.

