Vigo County Health Department

147 Oak Street

Terre Haute, IN 47807

812-462-3281

**FARMER’S MARKET BOOTH INFORMATION & REQUIREMENTS**

You must submit an application to the Vigo County Health Department.

Fees for Outdoor Farmer’s Market booths are $30.00 and are valid from May 1 – October 31st.

Fees for Indoor Farmer’s Market booths are $50.00 and are valid from January 1 – December 31st.

Non-Profit Organization – No Fee

1. Handwashing set-up suggestion: Large drink cooler (ex. GOTT cooler) with warm water, liquid soap,

paper towels and a bucket to catch used water.

1. Three-basin sink set-up suggestion: One plastic tub **each** for the **wash-rinse-sanitize** steps.
2. Sanitizer suggestion: Bleach is the least expensive choice. Bleach – 50 ppm.
3. Adequate refrigeration and heating for food. **Cold Foods 41 degrees or below – Hot Foods 135 degrees or above**.
4. Metal stem thermometer to check food temperatures. The thermometer should range at least from 0 degrees to 160 degrees Fahrenheit.
5. Cover and shield all food and beverage to protect them from insects and/or consumer contact.
6. If you do not have a holding tank for wastewater, dispose of the water down the toilets at the public restrooms. Large capacity holding tanks can be disposed of at the Terre Haute Wastewater Treatment Plant.
7. Use tables, pallets, etc. to keep food off the ground.
8. All food handlers must wear hair restraints.
9. In the event of rain, stick stands and tents must have available pallets, plywood or some other type of raised flooring to keep food preparation areas sanitary.
10. No eating, drinking or smoking is allowed in Food Preparation areas.
11. Screens, air curtains or similar devices, which are capable of preventing the entrance of flies and other insects, must be installed on all temporary and mobile units. All doors shall be self-closing.

**Please see the Vigo County Farmer’s Market Requirements for all requirements and restrictions.**

Vigo County Health Department

Farmer’s Market/Home Base Vendor Guidelines

**Farmer’s Market**

* A common facility where two or more farmers or growers gather on a regular, recurring basis to sell a variety of fruits, vegetables and other farm products directly to consumers. Farmer’s Market shall be registered with the Vigo County Health Department.

**Home-based Vendor (HBV)**

* An individual who has grown, raised or made a non-potentially hazardous food product in their primary residence, this may include any permanent structure that is on the same property as their residence. One is either a HBV or a food establishment, not both.

**Roadside Stand**

* Means a structure including a tent, stand, vehicle, or trailer that is visible from the road and located no more than one hundred (100) feet from the edge of the side of the road.

**Examples of Foods that Shall and Shall Not Be Sold by HBVs**

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| --- | --- | --- |
| **Food Type** | **Foods that Shall be Sold as a HBV** | **Foods that Shall NOT be Sold as a HBV** |
| 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, cream cheese), non-baked egg containing products. |
| Candies and Confections | Caramels, chocolate, fudge, peanut brittle, chocolate covered fruits, bon bons, buckeyes, chocolate covered nuts | Commercially prepared products (prepackaged items or drinks) |
| 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 vegetables 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 tomatoes and cut melons  Garlic in oil mixtures, herb and oil mixtures  Raw seed sprouts  Fruit butters (i.e. pear, pumpkin)  No sugar add jam/jelly  No low sugar jam/jelly |
| Meat, Poultry, and Seafood | Non identified | Canned products that are shelf-stable and in hermetically sealed containers such as canned vegetables, canned meats, and canned seafood. |
| Tree nuts and legumes | Peanuts, almonds, cashews, walnuts, pistachios, etc. | Reduced Oxygen Packaging (ROP) is not allowed (i.e. no vacuum sealed foods) |
| Syrups | Honey, molasses, sorghum, maple syrup |  |

**Home Based Vendor**

* Allowed to sell non-potentially hazardous foods that do not require refrigeration
* No commercially made food products can be sold as a HBV
* Food product is made, grown, or raised by an individual at the individual’s primary residence.
* Food product prepared using proper sanitary procedures
* Food Product that is not resold (HBV must sell to the end user not someone who intends to resell; if you resell then you must be licensed as a wholesaler)
* Shall obtain a food handler certificate from a certificate issuer that is accredited by the American National Standards Institute. Required to submit copy of certified food handler certificate to the Vigo County Health Department
* Shall register with the Vigo County Health Department by submitting an application and menu 15 days prior to the market

**Where Can Home Based Vendors Sell their Product**

* In person, by telephone, or through the Internet, at farmer’s market, roadside stand, and
* Delivered to the end consumer in person, by mail, or by a third party carrier (must maintain record of shipping or delivery address of each end consumer for at least one year).
* Sale and delivery limited to within the state of Indiana
* This does not apply to eggs, poultry and rabbit which may only be sold at farmer’s markets and roadside stands.

**Unprocessed Farm Product Vendor**

* Vendors selling 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.

Sprouts or other potentially hazardous, unprocessed farm products are not permitted for sale.

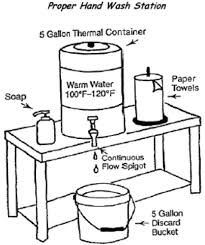
*\*If selling eggs, they must be kept at 41 degrees or less, and used egg cartons may only be used if relabeled with vendor’s name and address. Vendor must obtain a current egg vendor license issued by the State Egg Board.*

**Value Added Food Vendor**

* Vendors selling value added foods. Value added foods are processed farm products made from raw ingredients in a **licensed kitchen or processing facility**. These products include but are not limited to 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 and wine.

**Sampling of Foods**

* Any vendor offering food for samples must set-up a hand wash station at their booth and obtain a Farmer’s Market Permit from VCHD.

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**Food Protection During Storage, Display and Sales**

* Food on display must be adequately protected from incidental public handling, dirt and other contamination.
* Food must be stored off the ground or off the floor of the stand.
* Any prepared, processed, baked or cut foods must be packaged or wrapped for protection with proper labeling.
* Any wrapping or container must be constructed of safe, new, food-grade materials.
* Farm fresh raw meat/eggs shall be kept at 41F or below
* Thermometers shall be provided to monitor storage temperature of farm fresh meat/eggs.

**Labeling**

All packaged foods must meet labeling requirements.

* Name and address of producer of the food product
* Common or usual name of the food product
* Ingredient list of food product (descending order by weight)
* Net weight and volume of package
* Date on which the food product was processed

All HBV products must also be labeled with the following statement in **10-point type**:

“*This product is home produced and processed and the production*

*area has not been inspected by the State Department of Health.”*

***NOT FOR RESALE***

**Licensing**

A farmer’s market license for each farmer’s market location must be obtained from the Vigo County Health Department for the Value Added Food Vendor or any vendor planning on providing samples.

Vendors must apply for a license no less than 48 hours prior to the market at which they plan to attend. The vendors must provide a comprehensive list of what they intend to sell.

**Regulatory Authority IC 16-42-5.3-8**

Guidelines are monitored by the Vigo County Health Department, if HBV is found to be non-compliant the HBV will be required to seize operation until compliance is met. HBV’s are subject to inspection and/or laboratory sampling if:

* The HBV is non-complaint with IC 16-42-5.3
* The HBV’s food product is misbranded or adulterated
* A consumer complaint is received
* There is an imminent health hazard

**Questions**

If any vendor has questions regarding what their vendor status is or any product that they would like to bring please feel free to contact the Food Division of the Vigo County Health Department at 812-462-3281

Revised 9/27/2022