



Vendor Handbook

Welcome to the Yorktown Farm & Artisan Market! Thank you for choosing us as your Market home for this market season. We are very excited that you are a part of our growing Market!

About us

The Yorktown Farm & Artisan Market is a private volunteer-based nonprofit. We were founded in 2008 by Ron and Susan Orebaugh and have continued the legacy of being a volunteer-led market. We are very grateful to the Town of Yorktown for letting us grow in the beautiful Morrow's Meadow Park.

Mailing address for the Market

All mail for the Yorktown Farm & Artisan Market should be sent to:
 Yorktown Farm & Artisan Market
 % Jeff Tingler
 1901 N. Lake Forest Dr.
 Yorktown, IN 47396

Market Leadership

Nanci Sears Perry	Jeff Tingler	Christiana Mann
Lead Market Manager	Market Team	Market Team
President	Treasurer	Food Safety Liaison

Woody Sears and Catherine Reynolds are also a very vital part of the leadership team.

Please feel free to reach out to any of us if you have questions or concerns about the Market and we'll work with you to find a solution. We can be reached at yorktownfarmersmarketplace@gmail.com.

Market Location & Dates

- The Friday evening Market is located in the Walnut Grove in Morrow's Meadow Park located at 1901 W. Tiger Drive.
- Other vendor opportunities may be communicated throughout the season.
- An Indoor Market may be offered depending on interest and the availability of space.

- The Outdoor Market typically opens on the last weekend in May and closes on the last weekend of September or first weekend in October.

Inclement Weather Policy

We are a rain or shine Market. It is the general policy of the Yorktown Farm & Artisan Market to remain open during inclement weather unless the Market Managers determine the situation poses a safety threat to vendors or customers. If we cancel the market, we will text and email vendors and post to our Instagram and Facebook pages. We have found that the Weather Bug gives very up to date weather forecasts. Fees are not refunded for markets canceled due to weather.

Sponsors of the Market

We are very thankful for our Market sponsors. It is through their generous contributions that the Market is able to keep Market fees low for our vendors and grow the programs of the Market. It also allows us to have the money to make it easier for vendors to participate in SNAP, Power of Produce, and Double UP Indiana, which are various programs designed to address food insecurity. We are also thankful for the Town of Yorktown for generously allowing us to have our Markets in such beautiful settings.

Vendor Fees

- Application fee—\$15, assessed to all who apply
- Full season single booth—\$200
- Full season double booth—\$300
- Half season single booth—\$150
- Half season double booth—\$225
- All vendor fees must be paid prior to the opening of the Market. The Market treasurer, Jeff Tingler, is the point person for payments. You may pay your fees online through Farmspread or send a check to the market at:

Yorktown Farm & Artisan Market
 % Jeff Tingler
 1901 N. Lake Forest Dr.
 Yorktown, IN 47396

General Vendor Guidelines

- The Market is from 4:30pm to 7:30pm. We expect all vendors to stay for the entire Market. Please don't come late or leave early.
- Arrive on time and stay for the entire market. For the safety of others, we need you to be set up and ready to serve customers by 4:25pm and we expect you to stay until the market ends at 7:30pm.
- Vendor spaces will be marked by 3pm. If you arrive before 3pm, the set-up crew may not have the spaces marked for you to pull in. Please wait patiently.
- If you are late to the market two times, you will be asked not to return as a vendor for the rest of the season.
- Vendors are asked to have a tent with weights. The size of tent you need will vary based on your booth space, but 10x10 is the standard.
- Weights are required on each leg of the tent. For maximum security, we suggest a minimum of 15 lbs per leg. These can be purchased from Amazon or the store of your choice. A gallon jug filled with sand and affixed to each tent leg works well, too.

- Be kind and courteous to customers and each other.
- If you have any questions, concerns, or issues concerning the Market, please reach out to someone on the Market Team and we'll do our best to address the issue together. We strive to be cooperative.
- Pets aren't allowed to be with food vendors unless they are service animals, but pets are welcome in the public park. Please clean up after your pets.
- Leave your area cleaner than you found it.
- The Market Team reserves the right to ask vendors or patrons to leave the Market should a situation arise that cannot be resolved.
- Vendors are expected to be on time to the Market and participate for the full time of the Market. The Market ends at 7:30pm, **please do not leave early** unless you have prior approval from the Market Manager. For safety purposes, we ask that you stay for the entire Market even if you sell out of items. Please put a "sold out" sign at your tent if you sell out.
- If you aren't able to attend a Market, please text or email Nanci by the Tuesday prior to the Market you're scheduled to attend. This will allow us the opportunity to reach out to another vendor to fill in for the week.
- After the second unexcused absence, a vendor may be asked to withdraw from the Market.
- We may add to the vendor handbook as needs arise.
- An interactive vendor map will be posted to our website each week. You will be able to see your location on the map on our website.
- The Market is a happy place and we strive to be a place that everyone can come and enjoy.
- Please check our website—www.yorktownmarketplace.com—for helpful vendor documents.
- Have fun! We are so glad you are joining us this season!

Vendor Insurance

Market insurance is encouraged for all food vendors. The vendor assumes the risk when choosing to not carry vendor insurance. In pricing around Market Insurance agencies, we have found that Campbell Risk Management is very affordable. Your private insurance carrier may be another good resource. Prices will vary, so do some comparison shopping before purchasing.

When purchasing insurance, the liability coverage should be 1 million for single occurrence and 2 million for aggregate coverage. Please name the Yorktown Farm & Artisan Market and the Town of Yorktown as additional insured. Please give us a copy of your certificate of insurance. You can submit that via email at yorktownfarmersmarketplace.com or through Farmspread.

Pet Policy

Because the Outdoor Yorktown Farm & Artisan Market takes place in a public space, the Market is pet-friendly and welcomes well-behaved pets and their owners. However, no pets are allowed within vendor booths except for service animals.

The following conditions apply to all animals and owners:

- Pets are to be kept on a short leash.
- Pets are to be kept under control and by the owner's side at all times.

- Pets must be friendly with other pets and people.
- Pets are not allowed with food vendors unless the pet is a service animal.
- Owners must be considerate of those who do not wish to be in contact with pets or other animals.
- Owners must clean up after pets and provide their own waste bags.
- Owners may not place pet waste in Market trash receptacles. Pet waste must be removed from the Market footprint and disposed of off-site.
- Vendors who observe pets and pet owners not complying with the above rules should notify a Market Manager.
- The Market reserves the right to request that owners of pets remove their pets from the Market.

COVID Policy

While this is outdated, we are leaving it in as a reminder that sometimes we have to be creative and pivot. The Yorktown Farm & Artisan Market will adhere to the latest regulations and recommendations from city, state and national healthcare organizations. Because of changing regulations, the Market's COVID policy is subject to updates.

Food Vendor Requirements

In 2022 the Indiana General Assembly updated the home based vendor law. A supplemental document detailing those changes can be found on our website and was embedded in the vendor application. The law requires that all Home Based Food Vendors are ServSafe Certified. All home based food vendors are required by the market to have their **ServSafe Certification** on display at every market.

If you are a Home Based Food Vendor (HBV), meaning you make the food items you sell in a home kitchen, it is your responsibility to individually package and label each food item sold. The state has very specific standards for labeling. Please see the supplemental document on our website that goes over those details. Please submit a food label to us for review.

As a Home Based Food Vendor or any vendor who plans to sell any item that can be consumed by or applied to humans, it is your responsibility to contact the Delaware County Department of Health to make sure that you have all of the permits that are required to sell food items in Delaware County.

If you are preparing or cutting food at the Market, you are required by state law to have a usable three compartment sink and handwashing station set up for your use at your booth. Please reach out to Christiana Mann with any questions. An illustration of what is required is on our website. Our website also contains a variety of helpful vendor documents.

What Permits Do I Need?

If you are unsure of what permits your business requires, please contact the Delaware County Health Department at 765-747-7721 between 8:00am and 3:30pm Monday - Friday, or visit them in person at 215 N. Mulberry St., Muncie, IN 47305. It is your responsibility to have your permits available and on-site at each market you attend in case the Health Department visits. Their visits are not announced, so all vendors are expected to be ready each week. **Please submit a copy of any permits you hold to the Market Managers via Farmspread or via email.**

Christiana Mann, one of our Market Managers, is our Food Safety Liaison. She has agreed to help our vendors understand various Health Department Guidelines. Please feel free to reach out to her if you have any questions. She can be found at the Lemon Shake-up truck on Friday evenings. You may also reach out at cmann47303@aol.com.

As a food vendor you are required to submit the following prior to the start of the market:

- ServSafe or food handler's certification
- Permit from the Delaware County Department of Health
- Liability insurance
- Sample food label

Tokens at the Market—SNAP, Double Up & Power of Produce

We take our roll of addressing food insecurity very seriously. At the Yorktown Farm & Artisan Market we **require** all farm and food vendors to accept tokens. All farm and food vendors are expected to accept SNAP tokens and all produce vendors are expected to take Double Up and Power of Produce Tokens. We work hard to make this process very easy for you. Prior to the beginning of the market we will give a folder to each qualifying vendor with details about each program, how to turn in the tokens you receive, and when to expect payment from the Market for those tokens.

Thank you for being a vendor with us! Great things are growing in Yorktown!