



Alban's Community Marketplace

2022 Marketplace Rules and Regulations
June 7 through September 27
Tuesdays 4:00 – 7:00 p.m.

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Please keep a copy of this contract for reference.

Alban's Community Marketplace is managed by St. Alban's Episcopal Church's Board of Directors. Alban's Community Marketplace will be held on Tuesdays from June 7 through September 27, 2022, at St. Alban's Episcopal Church, 4601 Emerson Avenue, Indianapolis, IN 46226. The following are guidelines for vendors who wish to participate in Alban's Community Marketplace. St. Alban's Episcopal Church (henceforth referred to as SAEC) reserves the right to make exceptions to these guidelines at its discretion on a case-by-case basis.

ELIGIBILITY OF VENDORS

Any person who works in all stages of the cultivation, production and harvesting of quality Indiana-grown produce or other eligible prepared goods or is engaged in the sale or distribution of such goods may apply to become an Alban's Community Marketplace vendor. Before participating in Alban's Community Marketplace, all vendors must provide SAEC with copies of all state and local permits and licenses required to operate their vending business. This includes a copy of an insurance certificate and other signed agreements, consents, waivers, releases and acknowledgments as Alban's Community Marketplace requires.

Alban's Community Marketplace generally does not offer exclusive rights to vendors to sell any product. Market customers benefit from having a choice. However, if Alban's Community Marketplace believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

SAEC reserves the right to deny any vendor application or revoke vendor privileges of any person for failure to provide all required paperwork or to comply with all applicable laws and Alban's Community Marketplace's policies or on account of undesirable or suspect produce or other goods offered for sale, space considerations, or for any other reason or cause as determined by SAEC at its discretion.

Vendors shall defend, indemnify and hold Alban's Community Marketplace and St. Alban's Episcopal Church, their employees and agents harmless from and against any liability, loss, expense (including



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reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the vendor, its officers, agents or employees.

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Vendors will not be allowed to sell until SAEC receives appropriate verification of all required insurance. All vendors must provide a Certificate of Insurance for One Million Dollars (\$1,000,000) in general liability, including product liability with the following Additional Insured wording: "Alban's Community Marketplace and St. Alban's Episcopal Church, their directors, officers, employees, contractors and representatives shall be listed as ADDITIONAL INSUREDS." Mail Certificate to St. Alban's Episcopal Church, 4601 North Emerson Avenue, Indianapolis, IN 46226 or e-mail it to rector@st-albans.org or buttermilkmountaininc@gmail.com.

GOODS PERMITTED FOR SALE

Approved vendors agree to offer only the highest quality produce and other goods at Alban's Community Marketplace in strict accordance with all applicable laws and Alban's Community Marketplace's policies. Upon request of Alban's Community Marketplace, each vendor agrees to provide the name and contact information of the farm or other source of the product or other goods offered for sale. This information will be kept confidential. No product offered at Alban's Community Marketplace shall be purchased at a wholesale or auction supplier except as SAEC may approve in advance. Any vendor who is found to be buying and re-selling goods from out of state will be asked to leave Alban's Community Marketplace for the duration of the season.

Subject to applicable federal, state and local laws, regulations and guidelines, the following goods may be sold at Alban's Community Marketplace: fresh fruits and vegetables, dried and fresh herbs and spices, plants, flowers, honey, eggs, popcorn, flour and ground grains, whole grains and beans, meats and cheeses. The sale of these food items requires adequate labeling and must consist of the following:

- Name of Product
- Location of Preparation
- Description of Contents
- Net Weight
- Price



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Processed food items that are permitted include jellies, jams, preserves, salsa, dried vegetables, dried fruits, cider or other pressed juices, ice cream, soups, meat entrees, vinegar, herb vinegar and baked goods. SAEC may approve other items. Processed foods must be prepared in a facility as defined by Indiana law and sold in pre-packaged form. Food items prepared by a home-based vendor must have proper labeling. All vendors selling processed foods must prominently display their Board of Health license at their stands. Page | 3

Meat Products. As approved in advance by SAEC, all meat products must come from animals raised in Indiana. Animals may be butchered or processed off-farm. Processing must comply with federal, state and local laws and regulations, and the farmer/producer must supply documentation of such compliance with the vendor's application.

Milk, Dairy, Cheese and Eggs. Except as approved in advance by SAEC, milk must be from the Indiana farmer/producer's herd; cheese and other dairy products must be made in Indiana. Production must comply with state dairy ordinances and licensing. Farmers must supply the documentation of such compliance with the application. A current egg vendor license issued by the State Egg Board must be exhibited. A copy of the license must be sent with the vendor's application.

Plants and Produce. Plants or produce for sale cannot be purchased from a wholesale supplier. If any vendor is found to be purchasing produce or plants for resale, they may be asked to leave Alban's Community Marketplace for the remainder of the season. No refunds will be due to the vendor. The only re-selling that may occur is acquiring and selling another farmer's Indiana grown goods. Each plant must be cultivated by an Indiana producer from seed or plug for a minimum of six weeks. In the case of re-selling, vendors must accurately label the farm name and city where products come from.

Value-Added Foods. Foods must be prepared from scratch by the vendor in a licensed facility or qualify as a home-based vendor item and have proper labeling. A copy of the commercial kitchen certificate or another required license must be available each week for inspection by the Marion County Public Health Department. See full details at: <http://www.mchd.com/fdpfmai.htm>. Any questions, contact Kelli Whiting at the Marion County Health Department (317.221.2222) or kwhiting@marionhealth.org. A vendor may be required to submit recipes for Value Added Foods to SAEC.



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HEALTH AND SAFETY REQUIREMENTS

YOU MUST OBTAIN A LICENSE BEFORE SELLING FOOD ITEMS AT A FARMERS' MARKET. Licensing information and regulations about farmers' markets can be found at the Marion County Health Department website: <http://www.mchd.com/fdpfmai.htm>. The Marion County Health Department makes regular inspections at all farmers' markets to ensure that regulations are followed. It is the responsibility of the vendor to keep abreast of all county and state rules and ordinances as they apply to the products the vendor sells.

All vendors must adhere to sanitary procedures for selling produce and value-added items. Proper labeling must be used as defined by the appropriate authority.

Vendors are responsible for assuring that all goods are safe, edible and compliant with applicable regulations. All items intended for human consumption must be kept off the ground and stored and displayed in safe and sound conditions. **Vendors are responsible for damages resulting from the sale of unsafe or unsound goods.** No potentially hazardous, spoiled or contaminated foods may be offered for sale. For questions regarding a particular food included in the minimally processed food list, contact Kelli Whiting at the Marion County Health Department (317.221.2222) or kwhiting@marionhealth.org.

Fire Extinguishers. Food vendors using gas, electric or other fuel sources for cooking must have on-site, readily available, **and in their stall**, a portable fire extinguisher Class B rated for flammable liquids. Vendors may be asked to cease sales and leave for the day if one is not readily available. **No smoking is allowed on the grounds of St. Alban's Episcopal Church.**

SAMPLING

Vendors must follow the Marion County Health Department guidelines regarding proper techniques for sampling food products and pay sampling fees if any. Full details are available at <http://www.mchd.com/fdpfmai.htm>. Any questions, contact Kelli Whiting at the Marion County Health Department (317.221.2222) or kwhiting@marionhealth.org.

SIGNAGE

Vendors must display legible price markers for all goods offered for sale. Vendors must display signage noting the farm or company name and the vendor's town. If a vendor participates in the farmers' market





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SNAP and Fresh Bucks programs, appropriate signage must be shown as indicated in the SNAP/Fresh Bucks/WIC agreement.

REGISTRATION TO SELL

Reserved vending space can be revoked at any time by Alban's Community Marketplace or SAEC if any of the regulations are not followed, paperwork has not been submitted, or if payment in full has not been received.

FULL SEASON VENDORS

Full season vendors are expected to attend all market days, June through September. Three Hundred Forty Dollars (\$340) for the full season must be paid no later than June 1st. Vendors planning to miss any market days must notify SAEC one week in advance. Vendors who miss more than three market dates may forfeit their rights to their booth space for the remainder of the season. No refund will be provided.

POP-IN VENDORS

Vendors planning to participate only occasionally must complete this contract and list the dates of the individual Tuesdays they will attend. The cost for a single day is Twenty Dollars (\$20) and payable before 3:30 p.m. Participation on this basis is not guaranteed but is on a first-come, first-served basis. Vendors must notify SAEC in advance if unable to attend. If advance notification is not provided, the vendor will be required to pay the single-day fee of Twenty Dollars (\$20).

Checks should be made out to St. Alban's Episcopal Church and sent to:

St. Alban's Episcopal Church
4601 Emerson Avenue
Indianapolis, Indiana 46226

EXPECTATIONS OF VENDOR ATTENDANCE

Alban's Community Marketplace operates every Tuesday from 4:00 p.m. to 7:00 p.m. June-September. Set up begins at 3:00 p.m. Vendors are expected to be prepared to sell at 4:00 p.m. If a vendor is not in their



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space by 3:45 p.m. and has not informed SAEC that they will be late, the vendor will forfeit their spot for that day.

SEVERE WEATHER CONDITIONS

In the event of severe weather conditions such as thunder, lightning, hail, high winds and heavy rain, vendors are advised to take shelter in an enclosed vehicle or inside St. Alban's Episcopal Church until severe weather has passed. Vendors are responsible for the safety and management of their products and tent. Due to inclement weather conditions, neither Alban's Community Marketplace nor St. Alban's Episcopal Church is liable for vendors' products, tents or equipment damage. Alban's Community Marketplace intends to operate rain or shine. SAEC may decide to close Alban's Community Marketplace for the day if the weather becomes too severe. No refunds are given due to extreme weather cancellations.

EQUIPMENT AND SUPPLIES

Each vendor must supply its tent with weights (20 lbs. per leg), canopies, tables, weather protection and display equipment. Tents are preferred but are not mandatory. If selling goods by weight, vendor must supply a legal produce scale subject to periodic inspection by the County Department of Weights and Measures. Vendor is responsible for any damages or personal injury resulting from its equipment or setup. Electricity is not available to vendors. Generators may be used at the discretion and approval of SAEC. Product and signage must be confined to the designated booth space dimensions.

ABSENCES, FINES AND WITHDRAWAL

Absence Notice. In the event of a family or medical emergency, a vendor must notify SAEC as soon as possible before Alban's Community Marketplace opens on Tuesday.

Unexcused Absence. Vendors cannot skip Alban's Community Marketplace to attend another market, festival, fair or event. Doing so is grounds for immediate dismissal from Alban's Community Marketplace roster. No refunds will be given.

If a vendor must withdraw from Alban's Community Marketplace, notice must be given to SAEC at least one week before the last date of attendance. No refunds will be given.





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ASSIGNMENT AND LIMITS OF SPACE

Fees described on Page 4 apply to one 10 ft. by 10 ft. space. Additional space will require additional booth fees. Vending spaces may be marked each week as needed for verification.

Full season vendors may request a specific booth location. Alban's Community Marketplace will do everything possible to accommodate those requests and keep all full and growing season vendors in their preferred booth locations for the duration of the season. Final location assignments will be designated by Alban's Community Marketplace and may be changed in any given week if necessary.

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EXITING THE SITE AND TRASH REQUIREMENTS

All tents and tables will remain up until 7:00 p.m. Vendors must stay until 7:00 p.m. even if all goods are sold. Vendors are prohibited from exiting before closing time. Vendors must be prepared to leave Alban's Community Marketplace by 8:00 p.m. All personal items and equipment must be removed. Before leaving vendors must remove ALL trash and food on the ground in their booth. Please provide your own trash bags. A reasonable amount of trash can be disposed of in St. Alban's Episcopal Church's trash containers.

TENT CANOPY WEIGHTS

Vendors must provide weights to hold down their umbrellas, canopy or tents. Vendors will attach a minimum of twenty (20) pound weights to all corners of the tent attached with a bungee cord or boat straps to the canopy of the tent or the legs to a vehicle.

MARKET MANAGER

SAEC shall have sole authority and discretion as to permission to offer goods for sale at Alban's Community Marketplace. SAEC will invite vendors to participate at Alban's Community Marketplace. SAEC is authorized to direct any vendor to leave Alban's Community Marketplace, remove any poor quality or unacceptable goods from sale at Alban's Community Marketplace, or instruct a vendor not to return, for any reason.

The undersigned is applying to participate as a vendor at the 2022 Alban's Community Market. If accepted as a vendor, the undersigned agrees to abide by these guidelines and all applicable laws, regulations, ordinances and any other policies, procedures, instructions, or other requirements of Alban's Community Market and St. Alban's Episcopal Church.



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Vendor Name

Date

Company/Organization

Address

City

State

Zip

Preferred Phone number

Secondary Phone Number

Signature(s)

I commit to participating in the Alban's Community Marketplace on these dates:

Check here	Dates	Cost	Check here	Dates	Cost
	Full Season	\$340		August 2	\$20
	June 7	\$20		August 9	\$20
	June 14	\$20		August 16	\$20
	June 21	\$20		August 23	\$20
	June 28	\$20		August 30	\$20
	July 5	\$20		September 6	\$20
	July 12	\$20		September 13	\$20
	July 19	\$20		September 20	\$20
	July 26	\$20		September 27	\$20

Total due to St. Alban's Episcopal Church by June 1, 2022 _____



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St. Alban's use only

Approved by _____

Dated _____

Payment received _____ **Date** _____



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