



Marion County Public Health Department  
Department of Food and Consumer Safety  
4701 N Keystone Ave , Suite 500  
Indianapolis, IN 46205  
Phone (317) 221-2222  
Fax (317) 221-3070

Dear Market Master:

A “Farmers’ Market” is 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 the consumer. A “Market Master” is an individual or group of individuals that are responsible for coordinating and organizing the market. Attached is a copy of the Farmers’ Market Registration Application for markets serving food in Marion County. The Market Master must register a Farmers’ Market with the Department of Food and Consumer Safety at least 30 days prior to the first date of operation. There is no charge for the registration. It is requested that the Market Master submit a site map of the market, detailing vendor locations, toilet and hand washing facilities for food vendors, and trash receptacles for vendors and patrons.

It is the responsibility of the Market Master to ensure that food vendors are properly licensed and that exempt facilities follow state and local guidelines. Only vendors meeting the definition of a Farmers’ Market will be issued a Farmers’ Market license. A home based vendor (HBV) is not required to obtain a Farmers’ Market license, but still needs to register with the Market Master and they must be included on the vendor list. A Market Master must submit an initial vendor list 10 days prior to the first day of operation of the Farmers’ Market.

**A Market Master must notify the Department of Food and Consumer Safety about changes in food establishment status (number and names of vendors, etc.) by the last business day prior to the date of operation of the food establishment.**

The fee for a Farmers’ Market vendor license is as follows:

- (1) The license fee for food establishments selling food and providing samples is \$20. Food items requiring license in this category would be:
  - Due to the limited risk of foodborne illness, vendors offering foods that are non-potentially hazardous such as popcorn, kettle corn, coffee, tea, hot chocolate. Offering of these food products with real cream, milk or ice would require the higher license fee.
  - Salsa
  - Salad Dressing
  - Cheese
  - Bread, bread products, granola, pastries, cakes, cookies
  - Beef jerky, summer sausage
  - Prepackaged hummus, soup, salad
  
- (2) The license fee for food establishments cooking foods meant to be eaten at the market is \$187.50. Food items requiring license in this category would be:
  - Ribs, chicken, fish, burgers, hot dogs, sausages
  - Tamales, tacos, burritos
  - Breakfast foods
  - Chili, sloppy joes, sandwiches
  - Coffee or Tea with cream, milk or ice
  - Shaved ice, smoothies, ice cream

The registration application can be faxed to our office at (317) 221-3070 or emailed to [foodsafe@marionhealth.org](mailto:foodsafe@marionhealth.org). If you have further questions regarding the registration process contact Kelli Whiting at (317) 221-2256 or email at [kwhiting@marionhealth.org](mailto:kwhiting@marionhealth.org).



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## FARMERS' MARKET REGISTRATION APPLICATION

*Please submit this registration application 30 days prior to the event.*

**PLEASE PRINT**

Farmers' Market \_\_\_\_\_ Organizer \_\_\_\_\_  
Name name

Farmers' Market \_\_\_\_\_ Organizer \_\_\_\_\_  
Address address

Market Master \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone for Market Master \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

Dates of Market \_\_\_\_\_

Last day of operation for the season \_\_\_\_\_

Market hours \_\_\_\_\_ Food will be served starting at \_\_\_\_\_

***Market Masters should provide basic sanitation during the event including: adequate toilets, handwashing facilities, and trash receptacles.***

Number of food establishments at the Market (Please include beverages) \_\_\_\_\_

Complete the vendor list on page 2 of this form. A home based vendor (HBV) is not required to obtain a Farmers' Market license, but still needs to register with the Market Master and they must be included on the vendor list. The organizer may add vendors to the registration by calling the front office at (317) 221-2222 or email to [foodsafe@marionhealth.org](mailto:foodsafe@marionhealth.org).

*Please submit the initial food vendor list 10 business days before event begins.*

**Name of establishment**

**Contact person**

**Phone number**

**Type of food**

-include area code-

1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

Signature: \_\_\_\_\_

Date: \_\_\_\_\_