

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:

Registering a Farmer's Market:

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 this 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.

Registering food vendors:

It is the responsibility of the Market Master to ensure that food vendors are properly licensed and that exempt operators 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 vendors (number and names of vendors, etc.) by the last business day prior to the date of operation of that food vendor.

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

- (1) The license fee for food establishments selling food and providing TCS (Time/Temperature control for safety) food or samples cut, prepared or portioned on site is \$20.
- (2) The license fee for food served or sold for immediate on-site consumption is \$200.00.

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

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Prevent. Promote. Protect.

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 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 foodsafety@marionhealth.org.

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

| Name of establishment | Contact person | Phone number -include area code- | Type of food |
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Signature: _____ Date: _____