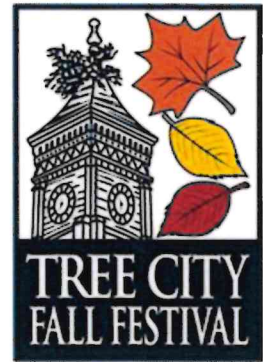


**Tree City Fall Festival
2025 Vendor Application
September 19 & 20, 2025**

Business Name: _____



Address: _____
City: _____ State: _____ Zip: _____
Contact(s): _____ Phone: _____
Phone: _____
Email: _____
Facebook page/website: _____

Category:

- _____ Direct Sales, Handmade Arts & Crafts (include detailed description and/or photos of products)
- _____ Non-profit Organization (tent needed: _____ Yes _____ No)
- _____ Food Vendor (tents and trailers)
- _____ Political

Vendor Fees (per each approx. 12' x 12' space):

- _____ \$50.00 for non-profit agencies
- _____ \$75.00 for profit Arts, Crafts and Direct Sales Vendors
- _____ \$150.00 commercial food/beverage vendors (tents and trailers per space)
- _____ \$50.00 Store front space, business owners per store front
- _____ \$25.00 electricity access. No extension cords provided.

You **must** include your specific electrical needs on the form provided or your application will be rejected. You **cannot** change or increase your electrical or water needs after arriving at the festival.

The Tree City Fall Festival Committee does not provide security for the festival. There are police officer on site from 10:00 pm Friday to 8:00 am on Saturday and patrolling the area throughout the festival hours.

Sales of food and/or beverages are not permitted without prior approval. Vendors selling food and/or beverages must be a registered business, a non-profit agency, permitted/inspected and adhere to all local and state guidelines. All food must be appropriately labeled per guidelines attached from the Decatur County Health Department.

Businesses located around the Courthouse square may use the sidewalks in front of their stores during the festival. If a business desires to use the street during the festival, a vendor application must be submitted, and vendor fees will apply.

Vendor vehicles will not be permitted to enter the festival area after the set-up time has ended until the festival is concluded on Saturday evening. Any products brought into the festival area outside of the scheduled set-up times must be hand-carried or carted into the area.

Vendors are expected to place any and all trash in the provided trash dumpsters available in the parking lot on the southeast corner parking lot of the square. (not the small trash receptacle cans placed throughout the festival area). Trash is not to be placed outside or around your space.

Vendors may set up between 7:00 am and noon on Friday, September 19 (unless other arrangements have been made).

Vendors are expected to set up the entire length of the festival, noon Friday, September 19 through 11:00pm on Saturday, September 20 (unless other arrangements have been approved prior to the festival or in case of an emergency).

Vendor applications and fees must be postmarked by Friday, August 15, 2025.

Approximately 1 week prior to the festival you will receive your assigned location.

Total enclosed for Vendor Fees \$ _____

Check or money order only made out to the Tree City Fall Festival (TCFF).

You will receive an email and/or text message confirming your application has been received. Please, follow up with us if you have not heard anything within 10 business days of mailing your application.

Mail entire application with payment to:

“Vendor App”

Tree City Fall Festival

PO Box 318

Greensburg, IN 47240

Email Correspondence to:

Treecityfallfestival.vendor@gmail.com

Call or Text:

Rhonda Wood 812-801-6173

Vendor applications and fees must be postmarked by Friday, August 15, 2025.

The Tree City Fall Festival reserves the right to reject any application.

For Festival use only:

Date application received: _____

Accepted: _____ Declined: _____

Declined letter/payment returned: _____

Number of spaces needed: _____

Vendor location: Street _____ Space # _____

Check _____ Money Order _____ Number: _____

Name: _____

**TREE CITY FALL FESTIVAL
P.O. BOX 318
GREENSBURG, IN 47240
RELEASE AND WAIVER OF LIABILITY**

In consideration of the rental and use of vendor's space while participating in the Tree City Fall Festival on September 19, 2025 & September 20, 2025, in Greensburg, Decatur County, Indiana, the undersigned hereby expressly agrees as follows:

1. The undersigned being a vendor at the Tree City Fall Festival assumes all risks and hazards and responsibility in connection with their participation as a vendor at the Tree City Fall Festival, including assuming all risk for any losses and/or damages caused by any injury, including disability, paralysis, or death, however caused or alleged to be caused.
2. The undersigned being a vendor at the Tree City Fall Festival shall not cause damage to the real property controlled by the Tree City Fall Festival, the Decatur County Commissioners, and the City of Greensburg, including the undersigned, the undersigned's employees, agents and contractors.
3. The undersigned agrees to release the Tree City Fall Festival, the Decatur County Commissioners, and the City of Greensburg, their heirs, successors, administrators, employees, executors, legal representatives, and assigns from any liability in connection with their participation as a vendor at the Tree City Fall Festival, and agrees not to sue any or all of them on account of or in connection with any claim, causes of action, injuries, damages, loss or damage to personal property, costs, legal fees and attorney fees arising out of their participation as a vendor at the Tree City Fall Festival.
4. The undersigned agrees to hold harmless the Tree City Fall Festival, the Decatur County Commissioners, and the City of Greensburg from any claim, damage, injury, causes of action, costs, and attorney fees raised by any other person whether caused by the undersigned or related to the undersigned's participation as a vendor at the Tree City Fall Festival.
5. The undersigned acknowledges that the Tree City Festival Committee may at any time or for any reason demand the undersigned to leave the grounds where the Tree City Fall Festival is held, or to disallow the undersigned from entering the property.
6. This document shall be binding upon the undersigned, and/or their heirs, administrators, executors, assigns, and legal representatives and shall be governed by the laws of the State of Indiana.
7. The undersigned has read and understands this agreement, and that it is signed voluntarily.

Date

Signature

Printed Name

Address

Phone Number

Electrical Service Questionnaire

This page must be filled out in detail if you want electricity or your application will be rejected.

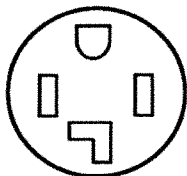
Tent Set up Only

- #_____ Lights
- #_____ Freezers
- #_____ Roasters
- #_____ Electric Fryers
- #_____ Crock Pots
- #_____ Coffee Pots
- #_____ Microwaves
- #_____ Cotton Candy Machines
- #_____ Food Warmers
- #_____ Hot Plates/Electric Griddles
- #_____ Miscellaneous not mentioned. Description Here: _____
-

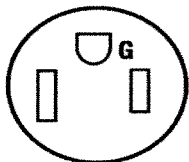
FOOD TRAILER SET UP ONLY

_____ Size of Electrical Panel in Trailer...example 100 amp/60 amp

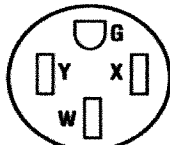
Type of Plug and or Cord Check One that Applies



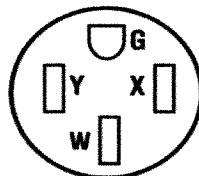
14-30R



6-50R



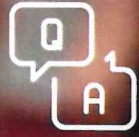
14-50R



14-50R

Requirements:

- You will provide no less than 50' heavy duty cord on the trailer.
- Your Adapters must configure to outlets and must be marked above.
- You will need your own surge protector (we do not supply them).
- With tent set up you will need your own 50' extension cords (we do not provide)



HOME BASED VENDORS

Frequently Asked Questions

HOME BASED VENDERS - FAQs

Indiana's House Enrolled Act 1149 was passed in 2022 and defines the requirements for home-based vendors (HBVs) in the preparation and sale of food products. This FAQ document is meant to answer frequently asked questions about the HBV law. If you have further questions, please contact your local health department. The full law may be found in IC 16-42-5.3.

WHAT PRODUCTS CAN BE SOLD BY A HOME-BASED VENDOR?

- Baked items such as cookies, cupcakes, cake pops, bread, and muffins
- Candy and confections such as chocolates, nougats, caramels, chocolate covered nuts
- Whole and uncut produce
- Tree nuts and legumes
- Honey, molasses, sorghum, and maple syrup
- Mushrooms grown as a product of agriculture (it is highly encouraged that those selling wild mushrooms be licensed by a mushroom identification expert)
- Traditional jams, jellies, and preserves made from high-acid fruits and using full sugar recipes (this is the only canned food allowed)

WHAT IS CONSIDERED A POTENTIALLY HAZARDOUS FOOD PRODUCT?

Any food that is natural or synthetic and requires temperature control and potentially hazardous because it is in a form capable of supporting any of the following:

- The rapid and progressive growth of infectious or toxigenic microorganisms
- The growth and toxin production of *Clostridium botulinum* (botulism)
- The growth of *Salmonella enteritidis* (raw shell eggs)
- A food of animal origin that is raw or heat treated
- A food of plant origin that is heat treated or consists of raw seed sprouts
- Cut melons, tomatoes, and lettuce
- Garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth described in subsection

WHAT ARE PRODUCTS THAT CANNOT BE SOLD BY A HOME-BASED VENDOR?

- Pickles made by acidification or fermentation if the product is sold in an oxygen sealed container
- "Low acid" and "acidified foods" like pickled green beans, pickled beets, and salsa
- Shell eggs, not from a domestic chicken like duck, quail, and turkey
- Meat products

IS IT NECESSARY TO INCLUDE ALLERGEN LABELING ON MY HBV?

No, it is not necessary.

WHAT ARE THE LABELING REQUIREMENTS? THE FOLLOWING MUST BE INCLUDED:

- Producer's name and mailing address
- The common name of the food product
- Ingredients of the food product, in descending order by predominance by weight
- Net weight or volume
- The date the food was processed
- The statement, "This product is home produced and processed, and the production area has not been inspected by the state department of health. NOT FOR RESALE."
- If you are selling online, the food product label must be available on your webpage/market website

IF THE VENDOR DOES NOT HAVE A SPACE IN THEIR HOME TO MAKE THE PRODUCT, CAN THEY UTILIZE A LEASED SPACE?

The new law states that products must be made on the vendor's primary residence. Products can, however, be made in a building outside the residence but still on the vendor's property (i.e. barn or shed).

CAN I MAKE MY PRODUCTS IN A RENTED KITCHEN?

No, that is considered a food business and requires a license. HBV products must be produced in your primary residence.

WILL HOME-BASED KITCHENS BE INSPECTED BY THE DEPARTMENT OF HEALTH?

If you follow regulations, you are not subject to regular inspections; however, if the Indiana Department of Health receives any complaints or concerns about non-compliance or food safety issues, the department may inspect your kitchen.

CAN I SELL MY HBV PRODUCTS TO MY LOCAL GROCERY STORE?

No, all products must be sold direct to consumer. Selling through a grocery store is considered wholesale and requires a permit and inspected kitchen.

WHAT IS THE DIFFERENCE IN THE WAY POULTRY MUST BE SOLD AT A FARMERS' MARKET VERSUS A FARM?

- Poultry produced and sold at a farmers' market or roadside stand must be sold frozen
- Poultry produced and sold at a farm must be refrigerated or frozen at the point of sale

WILL I SEE LOCAL HEALTH DEPARTMENT INSPECTORS AT THE FARMER'S MARKET?

Yes, they may be at the market to:

- Inspect general sanitary conditions of the market
- Ensure HBV products are not Potentially Hazardous food products, that products are labeled, and sanitary requirements are met
- Educate market masters and vendors

DO I NEED TO KEEP RECORDS FOR ALL SALES OR JUST THOSE THAT ARE SHIPPED?

Records for products that are shipped/mailed to end users must be maintained for at least one year after the date of sale. These records can be in electronic or paper form.

CAN I SHIP MY PRODUCTS OUT OF STATE?

No, a home based vendor may not ship or deliver food product to an end consumer who is located outside of Indiana.

IF YOU PRODUCE SOME OF THE ITEMS IN A COMMERCIAL KITCHEN, WHAT LAWS GOVERN THE SALE OF THESE ITEMS?

IAC 7-24 "Retail Food Establishment Sanitation requirements."

DOES QUAIL FALL UNDER POULTRY EXEMPTIONS?

No, quail must be inspected before sale.

CAN AN INDIVIDUAL SELL DUCK OR TURKEY EGGS (FOR CONSUMPTION) AT A FARMER'S MARKET? WHAT PERMITTING WOULD BE REQUIRED?

- Eggs are considered a potentially hazardous food item; therefore, the permitting is different
- Any eggs that are not domestic chicken eggs require a permit from the local health department

ARE DEHYDRATED OR FREEZE-DRIED FRUITS AND VEGETABLES ALLOWED?

It depends on the fruit. It is recommended that you reach out to Purdue Food Science for testing and your local health department.

DO EGG SELLERS NEED TO OBTAIN A FOOD HANDLER CERTIFICATE?

No, that is not a requirement.

DO VENDORS HAVE TO COMPLETE THE AMERICAN NATIONAL STANDARD INSTITUTE (ANSI) APPROVED FOOD SAFETY TRAINING IN THE COUNTY THAT THEY SELL IN?

No, that is not a requirement.

CAN I SELL MY PRODUCTS AT MY TOWN FESTIVAL?

If you follow the HBV laws as written in IC 16-42-5.3 AND the festival organizers allow HBVs to participate, then yes. It is not a requirement that farmers markets, fairs or festivals allow HBVs to sell at their event, rather the new law gives them the opportunity to allow it.

WHAT CERTIFICATE IS REQUIRED TO SELL AS A HOME-BASED VENDOR?

All home based vendors are required to obtain a food handler certificate from a certificate issuer that is accredited by the ANSI. Upon request, the home-based vendor must provide a copy of the certificate to the state department or end consumer.

NEED MORE INFORMATION?

- Your local health department
- Indiana Dept. of Health | 317-234-8569
- Indiana Board of Animal Health | 317-544-2400
- Indiana State Egg Board | 765-494-8510
- Purdue Food Science Dept. | 764-494-8256