

Three Oaks Christian School

Christmas Market

2024 Vendor Handbook

I. Mission

Three Oaks Christian School Christmas Market exists to serve the community of both the school and the public by offering an opportunity to support local artisans, gather as a community, and bring awareness to the school.

II. Date & Time

Saturday, December 7, 2024 from 9:00 AM to 1:00 PM

III. 2024 Rental Fees

- A. There are two options for stall space. A 6' x 10' stall space will have a charge of \$25 and a 10' x 10' stall space will have a charge of \$35. Vendors needing a larger or double space will be charged an additional \$25 or \$35 depending on the size requested.
- B. Electric Stall Space: Most spaces have access to electricity. If you are needing electricity, please make note of that on your application and reserve your space early.
- C. Tables will not be provided and vendors will need to bring their own table(s).
- D. One chair will be provided for each stall space.
- E. Vendors will be notified of their designated stall location after receipt of their signed contract and payment.

IV. Market Day Schedule

- 7:00 AM Volunteers arrive & begin market setup
- 7:30 AM Vendors may begin setting up
- 9:00 AM Market & Concessions Open – sales may begin
- 1:00 PM Concessions Close and Closing of the market – vendors may pack up
- 2:00 PM All stalls should be cleared & cleaned

V. Market Initiative

The Christmas Market event has been developed to benefit the Secondary students at Three Oaks Christian School by offering an avenue for the students to serve in order to earn money to finance the annual summer canoe trip, field trips, and other school-related events.

VI. Market Committee

- A. The Market Committee determines Vendor Handbook policies, with guidance and direction from the community and vendors. All vendors will be provided with a vendor handbook. By applying to be a vendor at the Market, a vendor agrees to follow the rules set forth in the Vendor Handbook.
- B. The Market Committee also performs the following:
 - Interprets and institutes the handbook
 - Advertises the market
 - Designates stall layout
 - Obtain needed supplies (e.g., trash bags, tables, dolly, shovel, broom, etc.)
 - Answers questions from vendors during the week

C. Market Committee:

Volunteer Coordinator: Lindsay Seder

Vendor Coordinator: Lyndsay Fischer

Concessions Coordinator: Janelle Ruble

Promotions Coordinator: Kassie Biberstine

Market Master: Kristi Gerber

Market Assistant: Rachael Haas

The Market Committee will appoint a Market Master to oversee the Market, vendors, and volunteers on the day of the market. The Market Master has the authority to carry out the rules in the Vendor Handbook. The Market Master will be responsible for the following:

- Direct volunteers
- Direct vendors to assigned positions and interact with vendors
- Lead the Opening Meeting and declare the Market open
- Direct teardown at the close of Market and store items owned by the Market
- Inspect randomly products offered & request Bills of Sale or proof of local purchase at any time
- Monitor fair pricing practices
- Conduct an ongoing inspection of all vendor products to maintain quality
- Resolve any vendor requests or disputes during a Market
- Seek and share input from vendors and customers with the Market Committee regularly.

If the Market Committee and/or the Market Master believe that a vendor is not operating “in the spirit of the market” the Market Master reserves the right to ask a vendor to leave immediately.

VII. Raffle

The raffle was a huge success last year as we ask you to please consider donating an item along with your business card to our raffle basket. As with the rest of the Market, this raffle benefits the secondary students' field trips and activities. We appreciate the extra support you are offering with this donation

VIII. Marketing

- A. Vendor Feature – Please send a product image(s) and a brief description of your store/product to kgerber@threeoakscs.org. We will create an ad/image featuring your store and promote this on our social media (Instagram, Facebook, etc.) the weeks before the event.
- B. Social Media – We will create an image advertising the Christmas Market to promote on your social media and with your customers. We will share this with you via email and/or IG.

IX. Stall Number

Each vendor will be assigned a stall designated by a number. Stalls will be assigned on a first-come, first-served basis when completed forms and payment are received.

X. General Vendor Responsibilities

- All vendors must have a current signed “Vendor Application” and “Liability Release” form on file and pay rental fees before setting up for Market.
- Vendors are encouraged to park their vehicles on the South side of the school during market hours to allow more parking for shoppers.
- Each vendor is expected to fairly price their goods. Undercutting of prices and “dumping” of product is prohibited. Complaints by other vendors will result in review by the Market Master.
- Vendors will supply their own displays and signage for their stalls. Signage information should include vendor name, prices, and vendor’s address.
- All displays and signage must be kept within the designated area and should be tastefully displayed.
- No crying out or “hawking” of products will be allowed.
- Vendors will in no way cause detriment to other vendors. Vendors should always be courteous to other vendors and to the public. Vendors and their agents, employees and representatives should maintain a neat and clean personal appearance.

XI. Vendor Specific Guidelines

Vendors are responsible for following all State and County Health Department sanitation and health guidelines and must follow all laws of the state and county in which the Market is held. Home based food vendors (HBV) must have a Safe Food Handlers Certificate on file. The following are guidelines with respect to specific types of vendors or displays relating to the above vendor product mix category.

A. Locally Grown – from the Field

1. Fruits and vegetables sold should be in season and grown in Adams and surrounding counties. Growers outside this radius will be considered on a case-by-case basis. If a vendor is selling items they have not grown personally, they must provide a local sale of receipt upon request.
2. Special request to vendors: Please do not apply insecticides or pesticides the 3 days prior to or after harvesting your produce for market.
3. Acceptable Locally Grown Products: Fruit, Nuts*, Herbs, Trees, Vegetables, Firewood*, Honey, Shrubs, Plants, Eggs**, Flowers (cut or dried)

*Must be local and infestation free

** Eggs must present certification from the local Egg Board

The sale of live animals is not permitted

B. Locally Prepared Food Products – from the Kitchen

1. NOTE: Vendors should direct specific food product, production, or preparation questions to the Adams County Health Dept. - Tara Malone, Food Inspector. They are located at 313 Jefferson St. Room 314 Decatur, IN 46733. Phone 260-724-5326
2. Vendors selling prepared foods at their stall may only do so after approval by the Market Master or the Market Committee.
3. Vendor Status Commercial or Home-Based Vendor?
 - a. Commercial vendor – has acquired the proper inspections and license from their local health department and is required to always display this license in a highly visible manner.

- b. Home Based Vendor – is only selling at a roadside stand and/or farmers market and is exempt from acquiring a license. You have read and fully understand the details of this vendor's status as defined by the State of Indiana and agree to comply with all the regulations. Signs and labeling must be appropriately marked as a non-inspected facility vendor as required by the State of Indiana in a highly visible manner. You are also responsible for understanding the limitation of this status.
- i. Acceptable Locally Prepared Products: jams^{***}, dried foods, cereals, jellies^{***}, baked goods, granola, preserves^{***}, desserts, muesli, cider, molasses. ^{***}Canned foods must be prepared using boiling water or pressure canned process. “Cream” baked goods are not permitted.
 - ii. The Market Committee is working hard to ensure the items available at the Market are of the highest quality. We ask that you consider this when preparing for the Market. Items should be of higher quality, wholesome, a value and unique in comparison to what is readily available. Packaging of items will also be a consideration. We ask that you put forth an effort to provide appealing packaging with appropriate labeling.
 - iii. All prepared foods should be prepared by the Vendor. No reselling is allowed. Vendors should follow all Indiana State and Adams County sanitation guidelines for food preparation, storage, and sales. The Market Committee will be allowed to question the processes followed and may disallow any food product, for any reason, at any time. Additionally, all Market Master inspection requests must be honored in a timely fashion.
 - iv. Ingredients (grains, fruit, vegetable, honey, etc.) in prepared food products should be locally grown when the season permits.

C. Artists & Craftsmen – from the Studio

1. Artisans selling products may only do so with approval by the Market Committee. Artisans may be commercial or noncommercial, but the artisan should be present on market day. On the rare occasion that the artist is not available a knowledgeable representative may be accepted
2. All arts and crafts products must be produced by the vendor. No resale of products is allowed. “Heritage” or “primitive” arts are also encouraged. “Country crafts,” “kit” crafts and other “assembly line” craft product sales which are of questionable artistic merit are discouraged.
3. Acceptable Art Products include weaving, woodwork, pottery, painting, sculptures, carvings, fine metal work, paper arts, drawings and other forms of illustration, floral arrangements (e.g., grapevine wreath and dried flowers), all components grown by the vendor. Displays should be original and respectful of the “spirit of the market.”

D. Community Tables

1. To set up at the community tables, the vendor must be a non-profit organization or a non-profit activity of a for-profit group (e.g., providing educational information free to the public.)
2. Table displays must be provided by the participating organization. Displays should include information regarding the group’s name, mission, and purpose of the table.
3. Events run by a participating organization taking place away from the table require special permission and review by the Market Committee. Permission will be granted on a case-by-case basis.

XII. Vendor Checklist

Please submit the following documents by email to LFischer@threeoakscs.org or Three Oaks Christian School, % Lyndsay Fischer, 901 Everhart Dr., Decatur, IN 46733

- Vendor Application (page 6)
- Liability Release Form (2 pages) (pages 7 & 8)
- Copy of Safe Food Handler Certificate (if applicable) (page 9)
- Copy of business Certificate of Insurance (if applicable)
- Payment made to Three Oaks Christian School (Please mail)

Christmas Market

2024 Vendor Application

Vendor Name: _____

Doing Business As: _____

Mailing Address: _____

Email Address: _____

Primary Phone: _____ Alternate Phone: _____

I would like to reserve _____ (qty) of large 10' x 10' stall space(s)

and _____ (qty) of medium 6' x 10' stall space(s)

Select one: _____ without electricity _____ with electricity

My total cost is _____ (# Large x \$35 + # Medium x \$25).

My preferred location is:

_____ Gym _____ Cafeteria _____ Library (Overflow)

Please check all that apply (please refer to the market handbook for specific details on vendor guidelines):

- From the **FIELD** (locally grown)
- From the **KITCHEN** (locally prepared)
- From the **STUDIO** (quality workmanship, locally made)

Quality of studio work has been market approved _____ (initialed by committee member)

- From the **COMMUNITY** (local non-profit organization)

Validity of mission has been market approved _____ (initialed by committee member)

The Market Committee determines the handbook policies with guidance from the community and vendors. All vendors will be provided with a handbook. By applying to be a vendor at the market, vendors agree to follow rules set forth in the handbook. The Market Committee will oversee the market, vendors, and volunteers. The Market Committee has the authority to carry out the rules in the handbook.

I received, understood, and agreed to the handbook.

Signed: _____

Date: _____

For office use only: Date received: _____ Cash: _____ Check # _____

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2024 Liability Release

Please print clearly

Date: _____

Vendor Contact Information

Name: _____ (hereinafter "Vendor" or "the Vendor")

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Alternate Phone: _____

Release

Please read the following information carefully before signing below.

This release and waiver of liability is in favor of, and shall insure to the benefit of, Three Oaks Christian School (hereinafter "TOCS") and its directors, officers, employees, representative, agents, successors, assigns, and any and all persons or entities on TOCS's behalf who may be liable (collectively, its "representatives") and, further, shall be binding upon the undersigned and his/her heirs, personal representatives, successors, and assigns. The Vendor desires to engage in all activities related to being a vendor at the Three Oaks Christian School Christmas Market (hereinafter "the Market") on the premises of TOCS. Such activities may include but not be limited to: travel to and from the school; loading and unloading goods and materials to be sold or offered and the Market; set-up and tear-down of booths, tables, and chairs; working in close proximity to motor vehicles; and interacting with the general public and individuals who may not be associated with TOCS. The Vendor understands his/her engaging in the Vendor's activities may expose the Vendor to dangers from both known and unexpected risks.

Release, Waiver, and Assumption of Risk. Acknowledging that such risks exist, and for and in consideration of the permission granted by TOCS to the Vendor to engage in the Vendor's activities, the Vendor does hereby FULLY and FINALLY RELEASE and DISCHARGE TOCS and its representatives from and INDEMNIFY and HOLD HARMLESS TOCS and its representatives from and against any and all claims, demands, actions, causes of action, suits (whether at law or equity, or otherwise), and/or liability of whatsoever kind or nature on in connection therewith (including without limitation attorney's fees and court costs that that may be incurred by TOCS) arising or resulting from, or in any manner related to, the Vendor's engaging in the Volunteer's activities including (but not limited to) personal injury (including death) and/or loss of or damage to property caused in whole or in part by the negligence of TOCS or its Representative or otherwise. The Vendor recognizes, therefore, that if he/she is hurt and/or his/her property is lost, damaged, or stolen while engaged in the Vendor's activities, the Vendor will have no right, and hereby waives the right to make a claim or file a lawsuit against TOCS or any of its Representatives, even if TOCS or any of its Representatives caused the injury or property damage or loss.

The Vendor hereby understands the Vendor's activities may include work that may be hazardous to the Vendor and/or the Vendor's property, including, without limitation, loading and unloading, set-up and tear-down of booths, operating power tools and equipment, theft, vandalism, and transportation to and from the Market.

The Vendor hereby expressly and specifically assumes the risk of injury or harm to his/her person, including death and the risk of damage or loss of personal property during the Vendor's activities and hereby releases TOCS and its Representatives from any duty or obligation owed the Vendor. The Vendor understands and fully recognizes this release discharges TOCS and its Representatives from any liability or claim the Vendor may have against TOCS with respect to any bodily or personal injury, including death, or property damage or loss that may result from or arise out of Vendor's activities with the Market, whether caused by TOCS's negligence or otherwise. The Vendor hereby releases and forever discharges TOCS and any of its Representatives from any claim whatsoever which may arise or result from any first aid treatment or medical service rendered in connection with Vendor's activities.

Other. The Vendor expressly agrees this release is intended to be as broad and inclusive as permitted by Indiana law and this release shall be governed by and interpreted in accordance with Indiana law. Vendor agrees that in the event any clause or provision of this release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this release, which shall continue to be enforceable.

In witness whereof Vendor, the undersigned, has executed this release in Decatur, Indiana, on the date written above.

Vendor Signature (or parent if Vendor is a minor): _____

Vendor Printed Name: _____

Vendor Business Name: _____

2024 Safe Food Handler Certificate

Name on Certificate: _____

Date Issued: _____

Certificate Number: _____

Expiration Date: _____

Please select one of the following:

I have recorded this certificate with the Adams County Health Department

I have NOT recorded this certificate with the Adams County Health Department

I have scheduled to take the class with the test for this certificate on _____ located at _____.

Please display your Safe Food Handler certificate at your vendor table.