

# **MAINSTREET LIBERTYVILLE FARMERS MARKET**

## **RULES OF OPERATION**

### **2019**

#### LOCATION OF MARKET

The 2019 Farmers Market is located within Cook Park on Milwaukee Ave between Church Street and Cook Ave and on the east end of Church Street next to Cook Park. Church Street will be open from the parking lot drive at the middle of Church Street west to Brainerd Ave. By leaving half of Church Street open, it will allow vehicle access to the parking garage, the Civic Center, Cook Memorial Library, and the pre-school in St Lawrence Episcopal Church.

#### PRODUCER DEFINITION

A grower or producer is a person offering for sale articles for consumption, such as fruit, vegetables, edible grains, nuts and berries, apiary products, maple sugars, syrups, baked goods, food ready for consumption, and nonedible articles, such as cut or potted flowers, which articles have been raised, prepared or processed by the grower or producer, members of his family or by persons in his employ and subject to committee approval. It does not include any non-food related articles for sale as we are a traditional market. **The participant must receive approval for all products being brought into the MainStreet Libertyville Farmers Market for sale.** If this rule is violated and substantiated, the participant will be asked to leave and forfeit any fee paid. No additional items for sale will be added during the market without pre-approval by the Farmers Market Management.

#### SERVICE ORGANIZATIONS

Libertyville not-for-profit service organizations are invited to participate in the MainStreet Libertyville Farmers Market on a once a month basis subject to demand and availability. One or more service organization(s) will be allowed to participate at each Farmers Market. The group may not sell items that compete with those of the participating producers. The group is subject to the same display and sales restrictions as the producers. The service organizations must submit a written application (available in the MainStreet office) by Friday, May 10. Applications received after this date will be put on a waiting list subject to availability. Permission to participate in the Libertyville Farmers Market is granted by the Farmers Market Management. The applying organization will be notified in a timely manner as to their date/dates of participation and setup location.

#### SERVICE ORGANIZATION GRANDFATHER CLAUSE

Due to the length of time the Farmers Market has been in existence and past policy, the Libertyville Farmers Market reserves the right to grandfather in certain not-for-profit groups which may participate in every Farmers Market. Currently these groups are:

- The Episcopal Churchwomen of St. Lawrence Church, 125 W. Church Street, Libertyville. They have participated in the Market for the past thirteen years by selling coffee and donuts to marketgoers.
- MainStreet Libertyville, Inc., 158 E. Cook Ave., Libertyville. The sponsoring group of the MainStreet Libertyville Farmers Market (a subcommittee of the Promotions Committee which organizes events to attract people to the downtown retail area), MainStreet Libertyville, Inc., is permitted to hand out educational information about its program, solicit members and volunteers, and sell items that promote MainStreet Libertyville, Inc. Sponsors of Farmers Market will occasionally also hand out information from the MainStreet table.

#### ENFORCEMENT OF RULES

Participants of the Market (producers and not-for-profit organizations) must at all times conform to Market rules. The Market Manager has full authority to enforce all rules. Any participant failing to comply therewith will lose their space at the discretion of MainStreet Libertyville, Inc. The Market's rules supplement Village code and provisions.

### TIMES AND HOURS OF THE MARKET

The MainStreet Libertyville Farmers Market will operate on Thursday from May 30<sup>th</sup> through October 17<sup>th</sup> with no market on June 13<sup>th</sup> due to Libertyville Days Festival. Hours will be 7:00 AM to 1:00 PM. Producers are requested to have their vehicles in place by 6:15 AM. With the Market located within the park and on Church Street, it will be difficult to set up if you are late! **By 1:30 each Thursday, Cook Park should be vacated. Since a large number of vendors will need to unload, and then park their vehicles, we are requesting vendor parking spaces on the top floor of both parking garages. PLEASE MINIMIZE THE TIME BLOCKING TRAFFIC when unloading or loading! If you do not have a designated parking space within the market, do not park on the street where customers need to park. A violation of this rule could result in expulsion from the market with no refund of vendor fee.**

### DISPLAYING AND SELLING GOODS

Goods may not be sold directly from the trucks. You are encouraged to use your trucks for storage of extra produce and refrigerated goods. Participants must furnish their own tables, chairs, or other display items. If you are located in the park, you should provide a dolly or cart if needed to transport your products and your setup goods. Participants may not erect signs of any kind other than placards on their products or tent. All items must be clearly marked showing prices in full view of customers. In case of rain, you must provide your own protection as the Farmers Market is in Cook Park and on Church Street with no shelter provided. Some vehicles will be parked on Church Street on the south side of the street and on the west side of Milwaukee Ave in available spaces. A map will be provided to you to show you where your parking space will be, or to show you where to park if there is not a space for your vehicle at the curb. For all vendors without a designated parking space, vehicles must be parked on the top floor of either parking garage. Failure to park on the top floor may result in a parking violation ticket written by the Village. If a vehicle is too large to drive into the parking garage, discuss parking arrangements with the Market Managers.

### PRODUCER CONDUCT

Producers at the Market, as well as their employees, shall at all times conduct themselves in a pleasant and courteous manner. Producers and their employees shall avoid using all unduly loud, vulgar, profane or otherwise disagreeable language. They shall avoid any belligerent action or actions, which lead to or promote disputes, disagreements, or altercations with other producers, prospective customers, visitors or any other persons on the Market premises. In the event other persons, other than a producer or his employees, cause or promote an altercation or dispute with a producer, the producer shall seek the advice and assistance of the Market Manager.

### GENERAL REGULATIONS: NO PRODUCER SHALL

- Sell apiary products, maple sugars or syrup and processed food unless properly labeled in accordance with State Standards for labeling.
- Sell or offer any article according to weight except in accordance with the established standards for weight in the State of Illinois.
- Sell or offer any article for sale, which is not theirs, or that of their family or persons in their employ.
- Sell or offer any unwholesome or spoiled articles; attract attention to their goods by hawking or crying out.
- Sell or offer any article without obtaining an Illinois State Tax License for the current year and have it in their possession.
- Transport or display food without adequate protection against contamination. Delivery trucks and other equipment used for transportation and display shall be kept clean at all times.
- Allow any waste, garbage or any other refuse to remain in or near his space after the closing hour of any Market day. The producer is responsible for removal of all such waste from the Market grounds.
- Park on the street in spaces intended for our customers.
- LEAVE THE MARKET BEFORE 1:00 PM. SEE THE MARKET MANAGERS IF YOU HAVE AN EMERGENCY REASON TO LEAVE EARLIER.

ORGANIC PRODUCE

A participating farmer may bring in organically grown produce. They must be able to certify that the produce is organically grown and must forward to the MainStreet Libertyville Farmers Market committee appropriate documents substantiating that they are organic growers.

LIABILITY AND INSURANCE

MainStreet Libertyville will not be responsible for theft or damage of property or equipment from the stalls, or elsewhere on the Market premises. MainStreet Libertyville and the Village of Libertyville demand that all producer participants of the MainStreet Libertyville Farmers Market carry Liability insurance and have proof of said insurance with them at all times when present at the Market, as well as on file at the MainStreet Libertyville Office. The minimum liability level of insurance is \$1,000,000. **Proof of insurance must be submitted before the first day of Market. The certificate of insurance must list MainStreet Libertyville, 158 E Cook Ave, Libertyville, IL 60048.**

LAKE COUNTY HEALTH DEPARTMENT CERTIFICATE:

All vendors at farmers markets handling, selling, or sampling any ready to eat food product must have a valid Lake County Health Department, or meet their requirements. You must have this certificate with you at your booth at all times. Representatives of the Lake County Health Department will make periodic inspections.

QUESTION OF PRODUCE LEGITIMACY

The following procedure will be used if a farmer's produce is questioned regarding its origin on his farmland:

- The person challenging a farmer's product legitimacy should first discuss the complaint with the Market Manager.
- Should the matter not be resolved in this manner, then a signed complaint should be put in writing and given to the Market Manager.
- The challenged farmer will be told by the Market Manager of the complaint and informed that if the questioned goods are not produced by him, he should cease to bring them to the Market.
- If the farmer in question continues to bring the challenged produce and a second complaint is entered, the farmer is notified that an inspection will be made of the specific location listed on the Farmers Market application as to where such items are reportedly grown.
- If the complaints are such and the amount is sufficient, it is the discretion of the Market Manager to make the recommendation that the farmer be removed from the Market.
- No portion of the Market fee will be refunded.

PRODUCER SPACE RENTAL FEE AND SALES TAX INFORMATION

The basic fee for the 2018 season is \$360.00 for a vendor with a 10' x 10' tent. Each additional tent will cost \$50 more.

<u>Stall Size</u>	<u>Fee</u>
10x10	\$360
10x20	\$410
10x30	\$460
10x40	\$510

Please let us know what stall size you will need as soon as you commit to our market so that we can plan the layout for all of our vendors.

**A \$120.00 (non-refundable deposit) is due no later than April 5, 2019.** A \$120.00 second installment is due on May 3, 2019, with the remaining balance due on opening day, May 30, 2019, or the first day that the vendor comes to the Market. Failure to comply may mean forfeiture of your space and no refund will be made on fees already paid.