

**Cornucopia Community Development of NW Illinois**

**Lanark Farmers Market**

**2022 – 2023 WINTER MARKETS**

Third Saturday of the month. November – April, 9am - noon

Lanark United Methodist Church

405 East Locust, Lanark, IL 61046

LanarkFarmersMarket@gmail.com

LanarkFarmersMarket.com

Lee Reese 815-275-4395

Facebook: https://www.facebook.com/LanarkFarmersMarket

**Lanark Farmers Market – Vendor Agreement**

**CONTACT INFORMATION (please print legibly):**

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media

Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add any Special Considerations (such as physical handicap needs) on a separate page.

Please check which Saturday market days you would like to participate:

\_\_\_\_\_ November 19 \_\_\_\_\_ December 17 \_\_\_\_\_ January 21

\_\_\_\_\_ February 18 \_\_\_\_\_ March 18 \_\_\_\_\_ April 15

**WHAT PRODUCTS DO YOU SELL:**  Please describe the products you intend to sell and anything that is unique to your products.

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**VENDOR CATEGORIES:**

Please select the category that best matches your products.

☐ Growers: ☐ Educational: ☐ Specialty Products: ☐ Cottage Food:

☐ Micro-Producers: ☐ Arts, Crafts, Artisans, Artists: ☐ Concessionaire (such as hot food):

☐ School & Youth Groups: ☐ Community & Civic Groups: ☐ Promotions or Business :

☐ Entertainment: ☐ Other:

**GENERAL LIABILITY INSURANCE:**

Do you have a certificate of comprehensive general liability insurance? No \_\_\_ Yes \_\_\_

All Vendors must have Liability Insurance to protect themselves, the market, & the church from liability.

Provide a copy of your insurance naming the Lanark Farmers Market **and** the Lanark United Methodist Church as a Certificate Holder or Additional Insured. Being a Certificate Holder is not the same as Additional Insured. LFM **ONLY** requires Certificate Holder Insurance through your homeowners or rental insurance policy. **You can add it to your homeowners insurance policy for very reasonable rates or even no added charge. Contact your insurance agency.**

Vendors who are selling or providing information through non-profit organizations such as schools, government agencies, churches, hospitals, etc are covered under those organizations’ policies need not have a separate policy. Volunteers need no insurance.

**LIABILITY WAIVER:**

The applicant agrees for itself and or its employees, agents, or volunteers associated or to be associated with the Farmers Market for which the permit is being sought to waive and relinquish all claims that may result in any manner against Cornucopia Community Development of NW Illinois, the Lanark Farmers Market and the Lanark United Methodist Church; any of its agents, public officers, officials or employees and authorized volunteers from the said applicant, except for acts caused by the willful and wanton misconduct by representatives of the Farmers Market acting within the scope of their duties.

**INDEMNIFICATION and HOLD HARMLESS:**

The applicant agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the Farmers Market(s) for which the permit is being sought to indemnify and hold harmless the Cornucopia Community Development of NW Illinois, the Lanark Farmers Market, and the Lanark United Methodist Church and its agents, public officials, officers, employees, and authorized volunteers, from and against any and all legal actions, claims, damages, losses or expenses arising out of the permitted activity or any activity associated with the conduct of the applicant's operations, including but not limited to claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by representatives of the Farmers Market Staff acting within the scope of their duties.

Further, the applicant agrees to indemnify the Cornucopia Community Development of NW Illinois, the Lanark Farmers Market, and the Lanark United Methodist Church any of its agents, public officers, officials or employees and authorized vendors for any attorney fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the applicant's use of public property as set forth in this application.

**PUBLIC HEALTH:**

I agree to follow the market COVID-19 and any other Public Health guidelines as outlined. I understand requirements are subject to change based on federal, state, and local regulations.

**NON-DISCRIMINATION STATEMENT and POLICY:**

Cornucopia Community Development of NW Illinois and the Lanark Farmers Market does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, immigration status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, patrons, volunteers, subcontractors, and vendors.

**TRANSPARENCY PLEDGE FOR PRODUCE GROWERS:**

To be honest with my customers and fully transparent to Cornucopia Community Development of NW Illinois and the Lanark Farmers Market, I promise to sell only those products which I produce myself, or which my cooperative produces and will clearly list the city and state where each item is grown or produced. I also agree to be honest about my production practices with both market management and my customers. I understand that by breaking this pledge, possible removal from this Farmers Market and future markets may result.

**AGREEMENT:**

I have read and understand the above liability waiver and hold it harmless. I have also read and understand the Vendor Agreement and Rules of Operation as set down herein. I agree to abide by said Vendor Agreement and Rules of Operation, and any violation could cause expulsion from the site and loss of all fees.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**PLEASE SEND A COPY OF PAGES 1-3 TO THE**

**LANARK FARMERS MARKET & SAVE A COPY FOR YOURSELF!**

Email: LanarkFarmersMarket@gmail.com

Text: Lee Reese at 815-275-4395

Mail: Lee Reese, 401 N Rochester St., Lanark, IL 61046

Call or text Lee Reese at 815-275-4395 if you need more information.



**Cornucopia Community Development of NW Illinois**

**Lanark Farmers Market**

**2022 – 2023 WINTER MARKET**

**PRODUCT INFORMATION FOR SELLING PRODUCE:**

ORIGIN OF ALL PRODUCTS MUST BE LISTED ON ALL SIGNAGE.

The Illinois General Assembly enacted HB5657-Smarter Rules for Farmers Markets in 2014. This new law made reforms to support consistency, transparency and economic opportunity for farmers market produce vendors. Consumers may assume that products sold at markets are locally grown. However, some produce is purchased and resold like typical grocery stores. HB5657 requires farmers market vendors selling unprocessed produce to have a sign and/or label listing the address/city/state where each of their products were physically grown. If the vendor can’t disclose that, the vendor must list where it was purchased. For more details on this visit: <https://legiscan.com/IL/text/HB5657/2013>

**PERMITS, LICENSES & CERTIFICATIONS:**

Vendors must know and comply with federal, state and local laws or regulations to sell products at the market. Copies of permits, licenses & certifications must be given to the Market Manager each year.

**COTTAGE FOOD - Home-to-Market Act (SB2007):**

All vendors must comply with federal, state and local laws or regulations concerning the type of products that can be sold. All Vendors selling prepared foods covered by the Home-to-Market Act (SB2007) (https://extension.illinois.edu/cottage-food/regulations) must provide a copy of their current **Food Protection Manager Certification** and register with the Carroll County Public Health Department or the Illinois County in which they reside. Registration information must be provided to the Lanark Farmers Market.

**LABELING OF FOOD PRODUCTS:**

Product origin must be included on signage. All prepared foods must be labeled in accordance with federal, state and local laws and regulations. All vendors must comply with federal, state and local laws or regulations concerning the type of products that can be sold. <https://extension.illinois.edu/cottage-food/labeling>

**FOOD SAMPLING:**

All Vendors who want to provide samples of food must obtain an **Illinois** **Farmers Market Food Sampling Handler’s Certificate** andprovide a current copy of the certificate to the Lanark Farmers Market Manager. All federal, state and local laws and regulations must be followed. <https://www.ilstewards.org/policy-work/product-sampling-certificate-and-pol/>.

**SNAP and INCENTIVE PROGRAMS:**

This applies only to those who sell SNAP allowable foods.

LINK is the name of the Illinois and SNAP are acronyms for the Federal Government Supplemental Nutrition Assistance Program (SNAP). The Lanark Farmers Market provides an EBT (Electronic Benefit Transfer) for SNAP. Patrons with LINK cards should be directed to the Market Manager’s booth to purchase tokens. Tokens can be used only at the Lanark Farmers Market. LINK Match Tokens will be given to the patron as well. Those tokens can ONLY be used to purchase produce. For the 2022-2023 WINTER Market we will also All Vendors who sell food items must agree to accept the LINK & LINK Match and must adhere to federal laws regarding the program.

Tokens will be redeemed at the end of each market by the Market Manager by issuing you a check.

**ELECTRICITY:**

Limited electricity is available at the church. The Market Manager must be contacted if you need

electricity.

**MARKET LOCATION & LAYOUT:**

The Market Manager will inform you of where your booth is located.

**GENERAL INFORMATION:**

Vendors/participants are selected by the Cornucopia Community Development of NW Illinois and the Lanark Farmers Market committee in keeping with the market mission of providing a place where local food growers, producers and entrepreneurs can sell directly to the consumer. The committee reserves the right to approve or deny all applications and at any time to cancel a vendor’s permit to sell or prohibit sale of specific items as deemed necessary.

**VENDOR FEES**:

Vendors will pay $3 per market. The payment should be given to the Market Manager.

**HOURS OF OPERATION**:

The third Saturday of each month from November – April, 9am – noon.

The Lanark Farmers Market is a rain or shine event and vendors are expected to remain open during all market hours. In the case of severe weather or other unforeseen event, the Market Manager will notify vendors of any exceptions to this policy.

**ATTENDANCE**:

Vendors must inform the Market Manager in advance when they will NOT be present, regardless of the reason. We understand life happens, however inconsistent attendance derails the market’s expectations as well as those of other vendors, volunteers, and patrons. It negatively impacts the market’s integrity.

Please call or text Lee Reese anytime at 815-275-4395, email the LanarkFarmersMarket@gmail.com, or send a Facebook message to https://www.facebook.com/LanarkFarmersMarket.

**ARRIVAL, SET-UP & TEAR DOWN**:

Vendors are asked to arrive & check in with Market Staff between 7am – 8am.

There is a handicap entrance on the back side of the church.

**OPERATIONS:**

Vendors will be provided a table & chairs. Displays, signs and any items necessary to conduct business, including staff, monies and equipment are the responsibility of the vendors. Vendors must clean up their areas and dispose of all refuse at the close of each market. Smoking is not permitted. The sale or use of alcohol is strictly prohibited in the market area. Restrooms are located in the church.

**MARKET ETIQUETTE**:

Proper vendor conduct toward patrons, fellow vendors, market staff, and volunteers is required. Every person at the market is expected to always act in a professional and courteous manner. Market day is for market business only and any unauthorized business, distribution of flyers, soliciting for votes, money, etc. is prohibited unless otherwise permitted by the Market Manager. Vendor disputes should be directed to the Market Manager.

**PARKING:**

After unloading your product, please park in an area so as to allow parking for patrons.

**COMMUNICATIONS**:

A contact list will be provided to each Vendor.

**MARKETING & ADVERTISING:**

The Lanark Farmers Market encourages each Vendor to help promote the market by posting & sharing on their social media pages.

**MARKET NEEDS, NEW VENDORS & VENDOR EDUCATION MEETINGS:**

Meetings will be announced by the Lanark Farmers Market Manager.

**FYI: REFERENCE INFORMATION and FARMERS MARKET REQUIREMENTS:**

Some information may be specific to outdoor areas. Newer information will supersede any listed links.

Home-to-Market Act (SB2007)

<https://extension.illinois.edu/cottage-food>

Illinois Department of Agriculture - Farmers Markets – Rules and Regulations <https://www2.illinois.gov/sites/agr/Consumers/FarmersMarkets/Pages/Rules-and-Regulations.aspx>

* [A Guide to Illinois Laws Governing Direct Farm Marketing](http://www.ilstewards.org/wp-content/uploads/2013/09/ISA-LegalGuide-web-1.pdf)
* [Common Farmers Market Food Items and Who Regulates Them](https://www2.illinois.gov/sites/agr/Consumers/FarmersMarkets/Documents/CommonFoodRegsContacts.pdf)
* [State Public Health Role in Food Safety Inspections](https://www2.illinois.gov/sites/agr/Consumers/FarmersMarkets/Documents/IDPHFarmFoodRules.pdf)
* [IDPH - Technical Information Bulletin / Food #30](https://www2.illinois.gov/sites/agr/Consumers/FarmersMarkets/Documents/IDPH_TIBF30.pdf)
* [Weights and Measures Regulations](https://www2.illinois.gov/sites/agr/Consumers/FarmersMarkets/Documents/regulations.pdf)
* [IDOA General Standards for Eggs](https://www2.illinois.gov/sites/agr/Consumers/FarmersMarkets/Documents/generalstandardsforeggs.pdf)
* [IDOA Application for Egg License](https://www2.illinois.gov/sites/agr/Consumers/FarmersMarkets/Documents/egglicense.pdf)

All vendors who sell prepared foods must be:

* Licensed with Carroll County Illinois Health Department:

<http://www.ccphd.org/index.php?option=com_content&view=article&id=191:food-markets-and-sales&catid=51:food-establishments&Itemid=123>

* Be acquainted with all current Cottage Food Laws: <https://extension.illinois.edu/cottage-food>

Note: Changes were enacted in 2022. Always make sure you know all current laws.

* Pass the Illinois Food Manager’s Course and obtain a Certification (<https://dph.illinois.gov/topics-services/food-safety/cfpm-fssmc.html>)
* A Farmers Market Food Product Sampling Handler Certificate is required to sample your food product at a Farmers Market (<https://dph.illinois.gov/topics-services/food-safety/farmers-markets.html>)