



Cornucopia Community Development of NW Illinois Lanark Farmers Market

114 South Broad St
Corner of Broad St & Franklin St
Lanark, IL 61046
Wednesdays 3:00 – 6:00 pm May - October

LanarkFarmersMarket@gmail.com
LanarkFarmersMarket.com
Lee Reese 815-275-4395

Lanark Farmers Market – Vendor Agreement

CONTACT INFORMATION (please print legibly):

Business Name: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Mobile: _____

Email: _____

Website: _____

Social Media
Facebook: _____

Twitter: _____

Instagram: _____

Other: _____

Emergency Contact: _____

Relationship: _____ Phone: _____

Add any Special Considerations on a separate page.

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>

WHAT PRODUCTS DO YOU SELL:

Please describe the products you intend to sell, anything that is unique to your products, and how they are prepared. (Attach additional paper or files, to describe your products.)

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** and provide 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:

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. 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 a check.

WATER and ELECTRICITY:

Limited water and electricity is available at the market.

MARKET LOCATION & LAYOUT:

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

BOOTH SIZE NEEDED:

10'x10' _____ 10'x20' _____ Other _____

TRAILER:

Do you require a vehicle / trailer / food truck at your booth? No ____ Yes ____

Specify: Do you sell from the trailer / food truck? _____

What side(s) open to the public? _____

GENERAL LIABILITY INSURANCE:

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

All Vendors must have Liability Insurance.

Provide a copy of your insurance naming the Lanark Farmers Market as a Certificate Holder or Additional Insured. Being a Certificate Holder is not the same as Additional Insured. LFM only requires Certificate Holder Insurance. **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.

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 or \$50 per season. The payment should be given to the Market Manager. Payment information will be entered in the finance book.

HOURS OF OPERATION:

Wednesdays 3:00 pm – 6:00 pm, May (weather permitting) – October.

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>.

After 3 absences without notification or excessive absences even with notification we will assume you have ceased to participate, and your usual space may be forfeited.

ARRIVAL, SET-UP & TEAR DOWN:

Vendors are asked to arrive & check in with Market Staff between 2 pm & 2:30 pm.

Vendors arriving after the thirty (30) minute time frame will not be permitted to enter the market with their vehicle but may park and walk their booth materials into the market.

Vehicular traffic through the market during Market Hours is strictly prohibited. To reduce congestion during set-up vendors should unload supplies, park their vehicle and return to set-up. No early tear-downs! Tear-down cannot begin until 6:00 pm to ensure the safety of patrons, market staff and other vendors.

OPERATIONS:

Vendors are responsible for providing their own tents, tables & chairs unless the LFM has made arrangements to supply any or all of those items. 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 only permitted in certain areas. The sale or use of alcohol is strictly prohibited in the market area. Restrooms are located at the Lanark Library.

TENT WEIGHTS REQUIRED:

All tents are required to be weighted down at each leg. Even canopies secured with enough weight can be broken and cause damage and injury. Refer to the Tent Safety Handout.

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:

Only pre-approved authorized vehicles will be allowed in the Market area adjacent to a vendor's booth. All vendor and staff vehicles must park in the area designated by the Market Manager or on the street.

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.

VENDOR CATEGORIES:

(to be determined, information expanded and encourage info on another page)

Please select the category that best matches your products.

- ☐ Growers:
- ☐ Educational:
- ☐ Specialty Products:
- ☐ Cottage Food:
- ☐ Micro-Producers:
- ☐ Arts, Crafts, Artisans, Artists:
- ☐ Concessionaire:
- ☐ School & Youth Groups:
- ☐ Community & Civic Groups:
- ☐ Promotions:
- ☐ Entertainment:

REFERENCE INFORMATION and FARMERS MARKET REQUIREMENTS:

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](#)
-  [Common Farmers Market Food Items and Who Regulates Them](#)
-  [State Public Health Role in Food Safety Inspections](#)
-  [IDPH - Technical Information Bulletin / Food #30](#)
-  [Weights and Measures Regulations](#)
-  [IDOA General Standards for Eggs](#)
-  [IDOA Application for Egg License](#)

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>)

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 and the Lanark Farmers Market; 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 employees of the Farmers Market acting within the scope of their employment.

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 and the Lanark Farmers Market 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 employees of the Farmers Market Staff acting within the scope of their employment.

Further, the applicant agrees to indemnify the Cornucopia Community Development of NW Illinois and the Lanark Farmers Market, and 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:

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 complete and return the form to Lee Reese. It may be emailed to the LanarkFarmersMarket@gmail.com.

Call Lee Reese at 815-275-4395 for more information.

NAME & BUSINESS OF VENDOR

AGREEMENT CHECKLIST:
(name the licenses & certifications, etc)

- Vendor Agreement
- Liability Insurance with current Named Certificate
- Licenses with date

CHECK SHEET IF RECEIVED THE ABOVE INFORMATION