

# **Downtown Neighborhood Association of Elgin 2018 Farmers Market Vendor Rules and Regulations**

The Downtown Neighborhood Association (DNA) of Elgin, IL is a non-profit organization that represents the interests of the Downtown Elgin Central Business District. Our purpose is to create a thriving Downtown and ensure economic stability for the heart of Elgin.

## **Farmers Market Goals**

- To provide a weekly ritual in Downtown Elgin for residents and visitors to enjoy
- To promote the sale of locally grown or produced products
- To provide an educational forum for patrons and learn the uses and benefits of quality, locally grown, or prepared food products
- To make locally grown and produced food and other goods accessible to the community

**Location:** S. Grove Ave (Between DuPage Court and Fulton St)

**Time:** Friday evenings, June through October, 3:00pm-7:00pm.

The Downtown Neighborhood Association of Elgin's Farmers Market will not be bound to apply a particular set of selection criteria in every instance and reserves unconditional discretion to accept or refuse anyone as a vendor and will consider many factors when evaluating vendor applications. Please note, the DNA Staff has full authority to modify and enforce these market rules to ensure a successful market.

## **Vendors Selection Guidelines and Goods Offered for Sale**

Vendors are selected through the DNA staff and Farmers Market committee approval process.

Priority will be given to:

- Local farmers and producers who bring product to the market that is 100% grown and harvested on farmland they own, lease, and/or operate
- Vendors who create high quality, unique or unusual items not already well represented at the Market.
- Businesses with potential for growth into storefronts in local commercial districts, or products with the potential for commercialization.
- Prepared food vendors with limited menus that meet one or more of these criteria: 1. Start-up with potential for incubation; 2. Does Not Compete Directly with Existing Downtown Business; 3. Offers Unique or ethnic food.
- Vendor priority will be given to full season applicants first, then returning applicants, and then based on product for any additional spaces.
- Franchises and third-party sellers including direct/party sales consultants and distributors **will not be considered**. Vendors selling services will also not be considered

## **Goods for Sale**

Vendors criteria will fall under several categories.

Producers may sell plants, farm produce, flowers and other products that were grown or produced by the producer, or value added specialty products as determined by the DNA Staff and Farmers Market Committee. **Obvious out-of-season products will be excluded from the market.** Vegetables are to be raised from “seed to table”. No flea market or garage sale-type items will be permitted.

**If a vendor wishes to add a new item at the beginning or any time during the season, the addition must be approved by DNA Staff and the Farmers Market Committee.**

(A) Plants may be grown from plugs to a saleable size; however, plants may not be purchased at finished-size and offered for sale. This also applies to nursery stock and trees.

(B) Meats. Vendors must have an Illinois permit to sell meat at the market. Animals not raised from birth must have been raised for 50% of its life span on the farm (or leased) land of the vendor.

(C) Eggs. Vendors must comply with State regulations for egg production and selling including packaging and labeling requirements, candling requirements, and licensing. Eggs must be held at 40 degrees Fahrenheit after harvesting, during transportation, and at market.

(D) Baked Goods. Bakers must bake in a licensed kitchen and have their certified food handlers license. It is strictly forbidden for Vendors to purchase ready-made or frozen baked goods with the intent to resell them.

(E) Crafts. Any producer selling crafts along with their regular products can have no more than 20% of the total items as crafts. Vendors offering only crafts must submit photos for acceptance.

(F) Those vendors selling “organic” products must provide Certification information.

A more detailed list of Farmer Market Requirements from the City of Elgin’s can be viewed [here](#).

## **Inspections**

The DNA staff reserves the right to make a farm visit should questions arise concerning the producer’s items.

## **Pricing**

All pricing is to the discretion to the individual producer/vendor

- If goods are offered for sale by weight, the producer's scales must be in accordance with the local county requirements and with those established standards as set by the State of Illinois.

## **Hours of Operation**

The Elgin Farmers Market will run every Friday, from June 1, 2018 through October 5, 2018 for a run of 19 weeks. The Market is open to the public at 3:00 pm and closes at 7:00 pm, rain or shine.

## **Set up and Tear Down**

Set up will take place one (1) hour prior to the market opening. In consideration of local businesses, no vendors are allowed on the grounds before 1:00pm. Set up should be completed by the beginning of the market at 3:00pm.

Failure to be on time may result in re-assignment for the day, multiple late arrivals, may result in denied participation on that market day, future market dates, and/or seasons. If running late, call the market phone as soon as possible

Tear down will begin at 7:00pm. No early tear down is allowed. Vendors are required to stay until the end of the event. Vendors may leave the market site only after the Market is closed and when a safe exit can be made.

Vendors who sell out early must keep their booth set up and post a sign letting customers know they have sold-out.

## **Cleanup and Garbage**

Vendors are responsible for the removal of any trash or garbage that is generated in or around their booth and sweeping up any product debris left on the ground.

## **Insurance, Permits and SNAP requirements**

### **Certificate of Liability Insurance**

All vendors must provide a current certificate of liability insurance with Downtown Neighborhood Association of Elgin listed as an additional insured. No homeowners policies will be accepted.

### **Food Permits**

All vendors selling food products must submit all applicable permits and licenses required by the health department, city, and state for legal sale of good offered by the vendor at the market. Any other necessary food permits may be obtaining by contacting the City of Elgin Health Division.

The Health Division will schedule an inspection of your food booth and accept payment for your permit upon approval of your application. Food vendors with a valid 2018 Kane County permit must also pass inspection, but will not be charged an additional fee for the City of Elgin permit.

### **Samples**

Vendors are encouraged to offer samples of their products. When offering samples, Vendors should adhere to these guidelines:

- Keep samples in clean, covered containers;
- Use toothpicks or biodegradable utensils to distribute samples;
- Use clean, disposable gloves when handling samples;

- Use cutting boards that are smooth, non-absorbent, and easily cleaned;
- Provide a waste container at the sampling area for public use

## **Requirements for Prepared Food Vendors**

Per the City of Elgin, anyone who wishes to sell or prepare food that requires refrigeration for the public must obtain a food handling permit from the City of Elgin Health Department.

A seasonal food handling permit is required of anyone who wishes to sell food that requires preparation or refrigeration for more than two weeks and less than six months at a temporary location (such as a farmers market).

More information regarding food handling permits can be found online [here](#).

## **Eligible Vendors and SNAP/LINK Benefits**

The Downtown Elgin Farmers Market offers shoppers the ability to use funds from their LINK cards in payment for eligible food items under the USDA's Supplemental Nutrition Assistance Program (SNAP).

This program also enables the Farmers Market to accept credit cards (or debit cards used as credit cards) from customers as payment for any items sold at the Farmers Market, including concession items and non-edible items.

One goal of the Farmers Market is to provide a value-added revenue source for vendors and to provide customers with alternative methods of purchasing fresh, locally produced foods. We anticipate this program will continue to contribute to an increase in overall vendor revenues.

ALL vendors who have products that are SNAP eligible will be required to participate. There is no fee to our vendors to participate in this program.

The market staffs a booth where customers purchase tokens and then spend them at eligible vendors. Vendors are responsible for turning in their tokens to the booth and getting a receipt. Market management will reimburse on a bi-weekly basis.

## **Booth Requirements and Attendance Fees**

Each vendor is responsible for their own tent, tent weights, necessary equipment and supplies to conduct business at their booth. Booth space will be 14' wide by 18' deep – the equivalent of 1.5 parking space or one (1) 10' x 10' tent size space.

- Vehicles may park behind booth spaces.
- Vendors will be charged for multiple spaces if vendor space needs exceed 10' x 10'
- Subletting any stall space is prohibited.
- Four (4) tent weights must be attached regardless of weather.
- Payment is due prior to each market date. (No day of payments will be accepted).

## **Booth Assignments**

Booth assignments will be made by market manager based on the following criteria:

- Available space
- Number of spaces needed
- Electrical needs
- Complementary products placed near each other
- Vendor absences

The manager will make every attempt to keep booth assignments consistent throughout the season. However, some crops are seasonal and not all vendors may participate for the full season. Market space assignments may be adjusted weekly as needed. **There is no guarantee of a specific location from week to week.**

## **Attendance Fees**

All Elgin Farmers Market vendors are subject to an application fee that help cover the cost of running the market. All application materials (including fees, proof of insurance, supporting materials, etc.) must be submitted prior to the start of the market. Any applications that are incomplete or not received by this deadline will not be allowed to participate in the market.

Please note, that applications from vendors with outstanding balances owed to the Downtown Neighborhood Association of Elgin will not be considered until payment owed is received in full.

**Full Season Payment (Single Booth Space):** Due upon approval into the Elgin Farmers Market, or a week prior to the Market start date. Payment can be made directly to the Downtown Neighborhood Association via check or an electronic invoice will be sent. Excessive cancellations of scheduled dates and/or non-payment may result in removal from the Market. Payment day of the Market will not be accepted.

**Full Season Payment (Double Booth Space):** Due upon approval into the Elgin Farmers Market, or a week prior to the Market start date. Payment can be made directly to the Downtown Neighborhood Association via check or an electronic invoice will be sent. Excessive cancellations of scheduled dates and/or non-payment may result in removal from the Market. Payment day of the Market will not be accepted.

**Pay-As-You-Go Vendors (Single Booth Space):** Due (2) two weeks prior to scheduled Market date. Payment can be made directly to the Downtown Neighborhood Association via check or an electronic invoice will be sent. Excessive cancellations of scheduled dates and/or non-payment may result in removal from the Market. Payment day of the Market will not be accepted.

**Pay-As-You-Go Vendors (Double Booth Space):** Due (2) two weeks prior to scheduled Market date. Payment can be made directly to the Downtown Neighborhood Association via check or an electronic invoice will be sent. Excessive cancellations of scheduled dates

and/or non-payment may result in removal from the Market. Payment day of the Market will not be accepted.

**Food Truck Season Payment (Double Booth Space):** Due upon approval into the Elgin Farmers Market, or a week prior to the Market start date. Payment can be made directly to the Downtown Neighborhood Association via check or an electronic invoice will be sent. Excessive cancellations of scheduled dates and/or non-payment may result in removal from the Market. Payment day of the Market will not be accepted.

**Food Truck Single-Date Payment (Double Booth Space):** Due (2) two weeks prior to scheduled Market date. Payment can be made directly to the Downtown Neighborhood Association via check or an electronic invoice will be sent. Excessive cancellations of scheduled dates and/or non-payment may result in removal from the Market. Payment day of the Market will not be accepted.

### FEE STRUCTURE

Vendor Type	Full Season (Single Booth Space)	Full Season (Double Booth Space)	Pay-As-You Go/Occasional Vendor (Single Booth Space)	Pay-As-You Go/Occasional Vendor (Double Booth Space)
<b>Farmer/Producer</b>	\$300	\$500	\$30	\$50
<b>Non-Food (Arts, Crafts)</b>	\$300	\$500	\$30	\$50
<b>Prepared Food (Non-Food Truck)</b>	\$300	\$500	\$30	\$50
<b>Food Truck</b>	NA	\$100 (4 dates max)	N/A	\$30

### **Electricity**

Will be provided at no cost to the vendors, but vendors are designated spots based on their electric needs.

Vendors must provide their own 12-gauge heavy duty outdoor extension cords.

### **Food Trucks**

Food trucks will be given the opportunity to participate in the Elgin Farmers Market under the following criteria:

- 1) Does Not Compete Directly with Existing Downtown Business
- 2) They offer unique or ethnic food

Food trucks will be given a double-space booth at the market. Food trucks will be at the market on a rotating scheduling (limited to four (4) dates a Market Season). Food trucks must submit menus must prior to their market date.

All food trucks must have proper licensing as well as a Kane County Food Permit.

## **Vendor Denial**

Submission of an application to the Elgin Farmers Market will be reviewed by the Farmers Market Committee. Denial of an application may fall under the following instances:

- 1) A vendor's product does not reflect the goals of the Elgin Farmers Market
- 2) A vendor is a franchisee or third-party sellers including direct/party sales consultants and distributors.
- 3) A vendor has an outstanding balance owed to the Downtown Neighborhood Association of Elgin

## **Signage**

Vendors are welcome to post signage identifying their business or farm. **All goods for sale should be clearly marked with their prices either individually or on a larger sign that is easy to read.** If a vendor brings meat or produce that was not raised on their farm a sign should be in place that says the city and farm that the product came from.

## **Courtesy and Conduct**

Vendors and their representatives are expected to conduct themselves in a respectful, safe, and courteous manner with patrons, market staff and other vendors.

In the interest of fair trade, producers disparaging other producers' goods or the Farmers Market, risk disciplinary actions, at the discretion of the Market Staff and Committee. Concerns about other producer's products should be kept confidential and directed to the DNA Staff.

## **Absences and Inclement Weather Policies**

The Farmers Market is a "rain or shine" market. In the case of severe or threatening weather or other emergency the market management may choose to cancel or close the market.

If the market is cancelled before or during setup there will be an email sent out to all vendors alerting them of closure.

### **Absence Policy**

Vendors are expected to attend each Farmers Market date they have signed up for.

Vendors must let the market manager know by 10:00pm via email, phone call, or text on the Wednesday before the market date if they will be absent that week. This allows the manager time to fill any gaps.

### **Refund for Absences**

Vendors who select to participate for an entire market season, will not be issued a refund if a date is missed. Refunds will only be given to those who have selected to participate in the market on a singular date basis.

Vendors that give **more than a two week** notice that they will not be attending a market date, will be issued a refund for that date.

Vendors who cannot make the market date due to illness, and let the market manager know by 10:00pm via email, phone call, or text by the **night before** the market will be issued a refund. (Up to two (2) illness related missed dates will be refunded).

Vendors who “no call, no show” for any market date, will forfeit their right to a refund.

## **COMPLIANCE POLICY**

All vendors are expected to comply with the Market Rules and Guidelines. If vendors do not comply, DNA staff reserves the right to cancel the Vendor's participation in the Market for the remainder of the season, or permanently.

**Updated: Friday April 27, 2018**



## VENDOR CONTRACT

I \_\_\_\_\_ warrant, and agree that I have read the updated rules and regulations of the Downtown Elgin Farmer Market, and agree to be bound by these rules, including all provisions regarding insurance, waiver of liability and indemnification as if those rules were set forth fully in this affidavit.

I understand that by issuing a permit, the Downtown Elgin Farmers Market is relying upon my representation and agreement to comply with each and every provision contained in those rules and regulations. I further declare that I will abide by the decisions and directions of the Market Manager and any other elected or appointed official or officer of the Downtown Neighborhood Association of Elgin having authority or jurisdiction regarding the Downtown Elgin Farmers Market.

I further declare that any and all products that I shall submit for sale are and shall be fit for human consumption/use. I understand and accept that I shall be solely and fully responsible for any and all activities conducted by me and by my workers and employees.

***I understand that I will not be permitted to sell any products until I produce evidence of proper insurance coverage to the Downtown Neighborhood Association.***

I understand and agree that any violation or falsification will result in the loss of the permit to sell my products at the Downtown Elgin Farmers Market. I certify that the statements contained on my application and this affidavit, are true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date