

# Vernon Hills Park District Farmers Market Rules of Operation 2020

## **Location of Market**

The Farmer's Market is located at the south end of Century Park at the corner of Lakeview Parkway and Hawthorn Parkway. Producer will set up in the parking lot and patrons will park in the Rust-Oleum Development Center parking lot.

## **Market Management**

Jack Scherer, 847-996-6935

## **Enforcement of Rules**

Producers of the Market must at all times conform to Market rules. Market Management has full authority to enforce all rules. Any participant failing to comply therewith will lose their space at the discretion of the Park District.

## **Dates and Times**

The Vernon Hills Park District Farmers Market is open on Thursdays from 3 pm-7 pm. The Market season will run June 11 through September 24. Producers are asked to be on site by 2:30 pm at the very latest.

## **Displaying and Selling Goods**

Producers will be provided approx. 18 ft. x 18 ft. space for display of items. Vendors must provide their own tables, tent, chairs, and other displays. All tents and canopies must be weighed down by 50lbs at each grounding point. Please bring your own cart or dolly to transport your goods and equipment. All goods being sold must be approved by the Farmers Market prior to putting them on display. Submit for approval using Application Form B. You can update your list as often as you like.

## **Producer Definition**

A grower or producer is a person offering for sale articles for consumption, such as fruit, vegetables, edible grains, nuts and berries, baked goods, and non-edible articles, such as cut or potted flowers, which articles have been raised, prepared or processed by the grower or producer, members of the family or by persons on their staff and subject to committee approval. It does not include any non-food related articles for sale as we are a traditional Market. The producer must receive approval for all products being brought into the Vernon Hills Park District Farmers Market for sale. No additional items for sale will be added during Market season without pre-approval by the Farmers Market Management using Form B.

## **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 Management.

### **General Rules: 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.
- Leave the Market before 7 pm. If you need to leave early, please let the Market Management know at least 1 week prior.

### **Organic Produce**

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

### **Liability and Insurance**

Vernon Hills Park District will not be responsible for the theft or damage of property or equipment from the stalls, or elsewhere on the Market premises. Vernon Hills Park District asks that all producer participants of the Farmers Market carry liability insurance and keep it on file with the Vernon Hills Park District. The minimum liability level of insurance is \$1,000,000. **Vernon Hills Park District MUST be listed as additionally insured on the certificate.**

### **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 Certificate, 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 Management.
- Should the matter not be resolved in this manner, then a signed complaint should be put in writing and given to the Market Management.
- The challenged farmer will be told by the Market Management 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 Management to make the recommendation that the farmer be removed from the Market.
- No portion of the Market fee will be refunded.

**Vernon Hills Park District  
Farmers Market  
2020 Vendor Application – Form A  
Deadline 5/1/20**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Please list produce you plan to sell on “Form B”. Any time you bring something new to Market you must update your list using “Form B” at least one week prior to display.

I would like to participate in the 2020 Vernon Hills Park District Farmers Market and hereby affirm that I have received a copy of the Market Rules and Regulations and will abide by those rules during my participation in the Farmers Market. If you miss 3 Market dates without notifying Market Management, you will not be permitted back to the Market. Enclosed is my application fee of \$225 for the 2020 Market Season.

Applicant Signature: \_\_\_\_\_

**2020 Market Dates**

June 11	June 18	June 25	July 2
July 9	July 16	July 23	July 30
August 6	August 13	August 20	August 27
September 3	September 10	September 17	September 24

No electricity will be provided.

Please provide a copy of your Certificate of Insurance. (Prior to first Market date)

Certificate of Insurance MUST name **Vernon Hills Park District** as additionally insured.

*Admission to the Market is determined by Market Management based on the best interest of the Vernon Hills Park District Farmers Market. Written confirmation of acceptance will be provided to all vendors.*

Mail completed application and payment (**checks made to Vernon Hills Park District**) to:

Jack Scherer  
Vernon Hills Park District  
635 N. Aspen Dr.  
Vernon Hills, IL 60061

Applications may be faxed to 847-996-6801 or emailed to (farmersmarket@vhparkdistrict.org) to hold reservation. Payment must be received by 5/1/20 to guarantee a spot.



**Vernon Hills Park District  
Farmers Market Checklist  
2020**

<b>Date</b>	<b>Item</b>	<b>Check Box</b>
5/1/20	Application Due	_____
	Payment Due - \$225	_____
	Certificate of Insurance	_____
	Sales Tax License	_____
	*Lake County Health Dept. Cert.	_____
6/4/20	First Day of Market	

**\*Please contact the Lake County Health Department at 847-377-8040 to make sure that you meet their requirements. They will attend the first day of Market to make sure that everyone has complied with their requirements. They will also contact the Vernon Hills Park District prior to the start of Market if there is a vendor who needs to be certified that has not yet contacted them. Failure to be certified when needed will result in your failure to sell at our Market.**