

Shelbyville Farmer's Market

2017 Participant's Rules & Regulations

1. **Market Schedule** - The Market will be held from 3:00p.m. to 5:30 p.m. every Tuesday from May 23rd through August.
2. **Setup** - Vendors are expected to arrive no earlier than 2:00 p.m. and no later than 3:00 p.m. Spaces for vendors are allotted on a first come first serve basis and any vendor who does not arrive by 2:00 p.m. may be refused entry at the discretion of the Farmer's Market Representative. **Products will not be sold before the "Opening Announcement" at or around 2:00pm.**
3. **Sale Times** - Sales will be limited to the hours the Market is in operation. To allow adequate setup time and to ensure that all customers and vendors adhere to fair sales practices, all vendors are required to respect the opening time (2:00 p.m.) and refrain from early sales.
4. **Tear-Down**- **All items must be cleared by 6:00 p.m. with the single exception of any community organization food booth(s) that are remaining open past the close of the market.**
5. **Obligations of the Farmer's Market** - **The Farmer's Market will be** promoted through local media advertising, posters, banners, and press releases. Note that promotions are limited to the amount of funds the Market has at its disposal. A representative will be available to open and close the Market and to address any vendor or customer concerns. Concerns may also be addressed to the Shelbyville Farmer's Market at the address or phone number indicated below.
6. **Specific Terms and Conditions**- **Vendor agrees to the following terms and conditions to participate in the market**
 - a. All baked goods sold shall adhere to all County and State regulations and be prepared in a "certified kitchen" as determined by the Moultrie County Health Department.
 - b. All prepared goods sold shall be individually wrapped and the name, address, and phone number of Vendor shall be affixed to each item.
 - c. Any Vendor who sells meat (or poultry) at the Market shall have a valid state license and shall provide a copy of such license to the Shelbyville Farmer's Market Representative and present said license to consumers at market booth. The meat (and/or poultry) sold at the Market by the Vendor shall come from animals owned and raised by Vendor.
 - d. Vendor shall not sell any live farm animals, "home" canned foods, or "home" prepared sandwiches at the Market.
 - e. Vendor shall not sell eggs at the Market unless Vendor complies with the Illinois Egg Law requirements, provides the Shelbyville Farmer's Market with appropriate documentation thereof, and presents state-issued license to consumers at market booth.
 - f. Vendor shall use only scales approved by the Illinois Department of Agriculture, Weights and Measures Department, at the Market.
 - g. Upon request, Vendor shall provide the Shelbyville Farmer's Market proof of
 - h. vehicle insurance if Vendor's vehicle is going to be part of Vendor's display (only allowed if vehicle is an integral part of display or is used to hold significant amounts of inventory).
 - i. All questionable food items for sale at Shelbyville Farmer's Market may be referred to the Moultrie County Health Department for inspection.

7. Products to be Sold – All vendors must complete a registration form each year, describing products

the vendor is planning to sell during the season. There will be no alcohol sales allowed at the Shelbyville Farmer's Market.

- a. **Agricultural Products:** Fresh, high-quality fruits, vegetables, herbs, vinegars, cut flowers, bedding plants, potted plants, meats, eggs, dairy products, and other agricultural products may be sold at the Market. Value-added food products (e.g. honey, jams, salsas, syrups, etc.) will be admitted, if the raw ingredients meet the guidelines set forth under "Producer Criteria." Seasonings and certain other incidental ingredients may be exempt from the producer requirement. The Shelbyville Farmer's Market Representatives will make the final decision regarding the eligibility of any products to be sold at the Market. Vendors must remove ineligible products, if requested by a Market representative to do so.
- b. **Arts & Crafts:** High-quality arts and crafts may be sold if the vendor actively participated in their production or in production of the raw ingredients used in the finished item. Products made must be represented or sold by originator or direct partner, employee, or relative of the originator.

8. Commitment to Market – Vendors are encouraged to honor the submitted signed participation schedule and participate on a regular basis. A schedule will be developed prior to the start of the market season documenting when each vendor is planning to participate in the Market. If the vendor is unable to meet the agreed schedule, Market management should be notified at least one week in advance. If prepaid, no refunds will be made for dates the vendor is unable to attend.

9. Producer Criteria – The Shelbyville Farmer's Market is a "producer-only" market. Sale of items not grown or produced by the vendor is strictly prohibited. The following are criteria for determining whether a prospective vendor is qualified to sell at the Market. These criteria will be used by the Shelbyville farmer's market to determine whether a vendor is in compliance with this requirement. The decision of the "Association" will be final.

- a. The vendor must own, lease, or rent the land on which the products sold at the market are raised. Any other arrangements must be reviewed and endorsed by the Shelbyville Farmer's Market Association before the application can be approved.
- b. The vendor must produce any and all products sold at the Market.
 - i. Crops must be planted, maintained, and harvested by the vendor. In the case of crops that are not replanted each year (e.g., trees, vines, bushes, etc.), the requirement is to maintain and harvest only.
 - ii. Vendors who sell floral products or potted plants must maintain any purchased plants on their premises for at least 45 days before selling them as potted or cut products; if potted, the plants must be repotted into new containers prior to offering them for sale at the Market
 - iii. Farmers raising poultry, fowl, sheep, hogs, cattle, fish, or other live animals must have owned and raised them for at least 45 days prior to offering the meat or other products (milk, honey, eggs, wool, etc.) for sale at the Market.
 - iv. Artisan and craft vendors, selling art items, crafts, paintings or photos at the Market, must have been significant participants in the creation of the item(s) held for sale.

10. Persons Allowed to Sell at the Market -- Persons selling a vendor's products at the Market must be a partner of the vendor or member of the vendor's family or a paid employee who participates in the production of products sold at the market. Persons selling at the Market must be able to accurately answer questions about how products were grown and harvested. Persons selling a vendor's products must be at least 18 years of age, or accompanied by a person at least 18 years of age.
11. Inspection Requirements – All vendors must agree to allow inspection of their farm\workshop by authorized representatives of the Farmer's Market at any time for any reason. Vendors will be contacted in advance to schedule an appointment for the inspection. If a vendor refuses to allow an inspection or does not fully cooperate with the inspection, participation of the vendor will be terminated without any refund of fees
12. All Farm\Workshop inspections, that are completed, will be conducted by an appointed representative of the Shelbyville Farmer's Market. The inspection may verify current plantings and note other observations they consider pertinent to the vendor's participation in the Market.

If an inspection determines that a vendor is in violation of these provisions, their participation in the Market will be terminated without any refund of fees. Appeals may be made to the Shelbyville Farmer's Market who will have the final authority to determine if a vendor is non-compliant and subject to dismissal from the Market.

13. Approval of Vendor Applications: The Shelbyville Farmer's Market Association retains the sole authority to accept or reject the Vendor Applications. Factors to be considered include the completeness and accuracy of the application materials submitted by the vendor, and the needs of the Market, including product mix. After initial approval, vendor applications may be subject to Market space available and will be subject to compliance with fee payment requirements.
14. Noncompliance – The Market reserves the right to refuse acceptance of any vendor or product that is not in keeping with the rules or quality standards of the Market or to terminate the participation of a vendor who does not comply with these requirements. Fees will not be refunded if vendors are terminated for noncompliance.

A vendor may file a complaint about other vendors with an appointed Representative of the Shelbyville Farmer's Market . The identity of any individual filing a complaint will be kept confidential. Further investigation of complaints will be conducted at the discretion of the "Association". If a vendor is determined not to be in compliance with the Market's rules and regulations, the Shelbyville Farmer's Market will determine the appropriate response, depending on the nature of the violation and any pertinent Market rules and regulations.

The Shelbyville Farmer's Market has final authority to make decisions in compliance disputes. Vendors may bring concerns to the Shelbyville Farmer's Market at the address or phone number indicated below.

15. Booth Space – A standard booth consists of one space generally being the length (North-South) between 2 adjacent posts and depth (East-West) from post to exterior wall of building. The aisle for customers runs roughly North-South. For a more detailed description of a booth space, please contact a Market Representative. A vehicle is permitted behind the market booth. In no case is more than one vehicle permitted per booth; all other vehicles must be parked outside of Market area. Vendors that meet the requirements to have a vehicle present at their booth will be required to setup their booth on either the East row of the Market. No vehicle is permitted in the middle row of the Market. All set up items (tents, chairs, tables, display boards, etc.) are the responsibility of the vendor. Gas generators are not permitted.
16. Booth Assignment - **All booths are assigned on a first come first serve basis except as stipulated in items #18 (Full-Season Vendors) and #19 (Community Organization Booths).**

17. **Full-Season Vendor Booths**— The Shelbyville Farmer's Market will assign permanent booth spaces to Vendors who pay the Full-Season Fee. All other booths will continue to be filled on a first-come, first-served basis. Full-Season Vendors shall notify a Market Representative as early as possible if they will be absent on any given market-day in order to allow their booth space to be reassigned.
18. **Community Organization Booth Assignment**— The Shelbyville Farmer's Market reserves the right to stipulate the booth assignment of community organization booths. This assignment would nullify any right that regular vendors have to that same booth space.
19. **Vendor Parking**- Any vendor vehicle that is not a part of the display area of the vendor booth (per the requirements for vehicles set forth in item #16), will be parked in a manner to not interfere with customer parking at the Market.
20. **Sales of Ready Prepared Food and Drink** - Sales of items meant for immediate consumption (such as hamburgers, sausage sandwiches, and soda) will be limited to designated vendors at the market subject to health department regulations and prior approval of the Market. The intent of the Shelbyville Farmer's Market Association is to have these 'meal type' vendors be community non-profit organizations. This in no way limits other vendors from selling baked goods such as pies, rolls, donuts, cakes or other items that are not provided as part of a 'meal offering' or from selling vegetables and fruit that might otherwise be construed as available to eat (such as apples). However, the Shelbyville Farmer's Market has final authority to make decisions on whether a vendor is attempting to directly compete with a community organization's food sales and require the vendor to desist from selling competing products, if requested by a Market representative to do so.
21. **Community Organization Booths**- The Shelbyville Farmer's Market reserves the right to have several community organization booths at any one Market. These booths may be selling food and drink as stipulated in item #20 but may also be selling art, craft, produce, or other items that are in direct competition with other regular vendor booths. In addition, the Community Organization Booths are not restricted to the same rules that regular vendors are restricted to but may engage in the selling of such items as raffle tickets, fund raising meal tickets, or other items that would not be allowed under normal vendor rules. However, in no circumstance does the special rules for Community Organizations exempt them from following health, safety, or any other legal requirements stipulated by law.
22. **Sales of Live Animals** - Not Allowed
23. **Resellers** - Not Allowed - Producer Only Market.
24. **Entertainment** - Entertainment may be provided but is not guaranteed. The entertainment may encompass but is not limited to: singing groups; bands; clowns; magicians; variety show entertainment.
25. **Legal Compliance** - Vendors are expected to familiarize themselves with local and state laws related to their business and are responsible for compliance. Examples include laws related to health regulations, weights and measures (scales), sales taxes, and insurance. Health Department and other officials may visit the Market to assure compliance with regulations.

26. **Fees** - The cost to rent a single booth is \$10 for the entire season.

Booth reservations are valid only for the vendor who submitted the original application and cannot be assigned or sub-let to another party. All prospective vendors must go through the application process.

27. **Signage** - Signs identifying the name and location of the vendor's business must be posted before sales begin. Signs, boards, tags, or labels listing prices of all products for sale must be posted prior to the beginning of sales.

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28. **Sales Practices** - Products should be priced fairly, and radical price-cutting of top-quality products should be avoided. No crying out, "hawking," or other aggressive sales techniques are allowed. Market management will make the final determination as to whether a particular sales practice falls within this provision. Vendors must agree to follow the direction of the Market representative in regard to these practices.

29. **Code of Conduct** - Vendor behavior, personal appearance, and maintenance of their sales area should reflect positively on the Market's overall appearance, quality, and reputation. To support this obligation, vendors are expected to:
- a. Maintain safe, clean conditions in and around the sales area

