



**Mundelein Farmers Market
2018 Vendor Rules of Operation**

Market Management:

Mundelein Community Connection
469 N. Seymour Ave. – Lower Level
Mundelein, IL 60060
Office: 847-970-9235
Email: mundeleincc@tds.com

Location, Dates and Times of Market:

The Mundelein Farmers Market is located on the north half of the Santa Maria Church parking lot on highway 45 between Crystal and Courtland.

Dates and Times: Every Tuesday from June 12 through October 16, 2018. Time: 3:00 PM to 7:00 PM, June 12 – September 18. Time: 3:00 PM – 6:00 PM, September 25 – October 16

Vendor Setup: Setup begins at 1:30 pm and must be completed by 3 pm. All vendors must stay open until 7 pm. Breakdown begins at 7 pm and must be completed, and stalls vacated by 7:30 pm. Vendors are responsible for removing all garbage from their stall space area. Stall spaces are to be left in the same condition as when started.

Vendors are asked to provide 24-hour notice to the market Manager if they plan to be absent. If a vendor does not give notice a total of 3 dates, they will not be permitted to return to the market. There will be no refunds given.

Producer /Vendor Space Rental Fee:

A single producer/vendor space two parking spaces which is approximately 18 ft. wide X 17 ft. deep.

No refunds after June 1, 2018.

Seasonal Fee (all dates)	\$250.00*
Daily Fee (selected dates)	\$ 25.00 per date

Producers /Vendors must keep produce, displays and employees within the marked space for selling purposes. The Market Manager reserves the right at any time during the market season to relocate vendors depending on space availability. If a vendor requires more than a 15' x 15' additional space can be negotiated with the market manager for an additional fee.

Electricity:

Electricity is not available at this location. Small gasoline generators are available at a first come basis. Please check with the market manager for rental rate and availability.

Payment of Fees:

Make checks payable to Mundelein Farmers Market. Mail payments to:

Terry Skriba
Mundelein Community Connection
469 Seymour Ave. – Lower Level
Mundelein, IL 60060

Subleasing:

Vendors may not sublease space to another vendor. All vendors must be registered with Mundelein Community Connection.

Farmers/Prepared Food Purveyors:

A grower, producer or participant is a person offering for sale articles for human consumption, such as fruits, edibles grains, nuts and berries, apiary products, herbs, maple sugars, cheese, ciders, syrups, honey, or prepared foods; and non-edible articles such as cut or potted flowers, dried flowers, and plant materials, which articles have been raised and/or grown by the producers, members of their families, or by persons in their employ.

- Participants may not bring in products not grown or prepared locally or personally. Some leeway may be allowed during the first month only if for example a vendor is selling corn per the first sentence may bring in corn prior to his maturing.
- Products purchased for resale are not permitted at the Farmers Market except for the sentence above during the first month.
- Participants may not bring in products which are not specifically listed on his/her application. If this rule is violated and substantiated, the producer will be asked to leave the market and forfeit any fee paid.
- Other market value added items may be offered for sale at the discretion of the market manager.

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 Manager.
- Should the matter not be resolved in this manner, then a signed complaint should be put in writing and given to the Market Manager.
- The challenged farmer will be told by the Market Manager of the complaint and informed that if the questionable goods are not produced by him/her, he/she 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.
- It is the discretion of the Market Manager to make the recommendation that the farmer be removed from the Market.
- No portion of the Market fee will be refunded.

Organic Produce:

Participating producers may sell organically grown produce provided they certify that the produce is organically grown. Producers must forward to the Farmers Market Committee an affidavit that they are selling organically grown products.

Gluten Free Products:

Please refer to the FDA guidelines for labeling product gluten free. There are very specific guidelines for this labeling and must be adhered to according to FDA regulations. Not following these guidelines can harm consumers and result in severe health injuries, or death. The vendor will be liable for any injuries.

General Regulations:

No producer/vendor shall:

- Sell apiary products; maple sugars or syrup; honey; 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 his, or that of his family or persons in his employ.
- Sell or offer any unwholesome or spoiled articles; attract attention to his 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 his/her 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/her space after the closing hour of any Market day. The producer is responsible for removal of all such waste from Market grounds.

Exclusivity / Redundancy:

The Mundelein Farmers Market does not offer or guarantee any exclusivity to any vendor for any product at any time. In our efforts to provide a wide mix of product offerings, we will limit the number of vendors with redundant products. We do allow for duplicate products as space allows.

Crafters/Artists:

All arts and crafts must be created by the participating artist/crafter. All items are “juried” ahead of time. As a part of your application you are required to either mail or email pictures of your work to the market manager for review and evaluation.

Notification of Absence:

If you are not able to attend a market, please immediately contact the Market Manager at 847-867-6628. The market will be held on each day of a market season as designated in the application. The market operates in all weather conditions. In the event of severe weather conditions the market manager may elect to close the market to insure the safety of all vendors and shoppers alike, i.e. tornado warnings, severe lighting, sub-zero temperatures. Refunds will not be given for dates cancelled due to weather precautions. It is the vendor’s responsibility to check for email updates from the market manager. You are scheduled for all dates of the market you signed up for. Failure to attend the market more than 3 scheduled times without prior approval of the market manager will result in forfeiture of your space and any fees already paid. It is our effort to have a consistent and fully filled market. Gaps in the market make for choppy shopping flow and negatively impact your fellow vendors.

Enforcement of Rules:

Participants of the Farmers Market – producers, featured businesses, not-for-profit organizations must conform to Market rules at all times. The Market Manager has full authority to enforce all rules. Any participant failing to comply with the Market rules will lose their space at the discretion of the Farmers Market Committee. The Market rules supplement Village Code and other provisions.

Parking:

Only vehicles necessary for display or sale of products are permitted in the Market. Vehicles must fit in the space assigned. The decision of the Market Manager is final. No vehicles will be permitted to enter the Market after 2:30 pm. Vendor vehicles must be parked in the designated vendor parking area outside the Market.

Displaying and Selling Goods:

Participants must furnish their own tents, tables, chairs, or other display items. In case of rain, participants must provide their own protection as there is no shelter provided. Vendors may not erect signs of any kind other than pricing and identification information on their produce. All items must be clearly marked showing prices in full view of customers. Sellers must display their full business name and address. Hawking is not permitted.

Producer/Vendor Conduct:

Producers/vendors 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 unduly loud, vulgar, profane, or otherwise offensive language. They shall further avoid any belligerent action(s) 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 Manager.

Lake County Health Department Certificate:

All Farmers Market Vendors who will be cooking, serving, or offering food samples will be required to obtain a temporary food vendor's permit from the Lake County Health Department. If a permit is necessary, a copy must be on file at the Mundelein Community Connection office. You must also have your Health Department certificate with you at your booth at all times. Representatives of the Lake County Health Department will make periodic inspections. Please contact the Lake County Health Department at 847-377-8040 for information or to request an application.

Liability and Insurance:

1. The Mundelein Farmers Market requires that all producer participants carry liability and vehicle insurance and provide a certificate of insurance to Mundelein Community Connection naming **Mundelein Community Connection, Village of Mundelein, The Catholic Bishop of Chicago, a sole corporation, and Santa Maria del Popolo as additional insurers** with respect to the use of the Premises for the permitted uses.

Nothing in this Agreement shall subject MCC to liability for claims arising from activities occurring on the Premises other than those associated with the permitted uses provided for herein.

Inclement Weather:

In the case of inclement weather, all farmer's market participants will be notified via email and/or text message by noon the day of the market if the market is cancelled for that day. If a participant decides not to attend a market date due to inclement weather, please contact Market Manager by noon of that market date. Safety is a priority for all farmer's market participants.

Children at the Market:

Children of vendors are always welcome at the market. However, please do not let them walk around or play at the market during set up or tear down. This rule will be enforced for the safety of all participants and attendees of the Mundelein Farmers Market.

Marketing:

The Mundelein Farmers Market will be happy to post on our Facebook Page any specials you have each week. It is the responsibility of each vendor to provide the market manager with any specials, notices, etc. Please contact the market manager at ggunther@sbcglobal.net. We encourage all vendors to have a business Facebook page and to "like" the Mundelein Farmers Market. This does increase traffic in to the Market and your business. When completing your application to the Market, be sure to list as much detail about your company as possible for your vendor bio. This information is visible to the general public via our Mundelein Farmer's Market web page.

Soliciting:

No political soliciting allowed. Soliciting for money; handing out flyers, etc. is prohibited at the Market unless approved by the Farmers Market Committee.

No Smoking:

Smoking is not permitted anywhere within the Farmers Market area. Any person smoking will be asked to leave the market.

General:

The Market is not responsible for damage to tents, products, supplies or injuries as a result of damage which is out of human control such as extreme weather events. The Market takes every precaution to monitor weather conditions. Vendors are required to clean/sweep and remove all waste or refuse. Vendors must bring their own brooms and waste receptacles for removing trash from the market area. Fines of \$25.00 per incident will be levied on all vendors not cleaning up their areas. Repeat offenses will result in vendors being banned from participating in future market days.

Market rules are subject to change at the discretion of the Mundelein Farmers Market Committee.