

Morton Grove Chamber of Commerce Farmers' Market

2010 Vendor Application and Rules of Operation

Instructions for Completing This Market Application

1. This application must be completed by the same entity "Grower" for which the Illinois Sales Tax Number has been issued.
2. This application covers all products sold at the market. Please complete only those sections of the application that apply to your operation. Please read this application carefully and keep a completed copy for your records.
3. When your market application is approved, only the items listed on your application are approved for sale. If you want to change or add to your products during the season, you must file a new application clearly showing the changes and those changes must be approved before you can sell the products. However, no second fee will be incurred with the new application once you have paid the fee for a full season.
4. This application must be postmarked by Friday, March 5th, 2010, to ensure space availability. To reserve a space, you must include full payment by check with this application. Vendors who apply for and are approved for a full season will have priority in space assignments. The Farmers' Market Manager is the only person who has authority to approve any application, and his/her decision regarding approval is final. No permit will be deemed approved unless signed by the Farmers' Market Manager.
5. The full-season per space fee is \$200. A single Saturday is \$15. Please make checks payable to the Morton Grove Chamber of Commerce Farmers' Market.
6. Mail application, insurance documents and fee payment to:

Morton Grove Chamber of Commerce Farmers' Market
Attn: Kristina Otte
Richard Flickinger Village Hall
6101 Capulina, Lower Level
Morton Grove, IL 60053

7. If you have any questions about this permit or the rules and regulations, please call the market manager, Kristina Otte at (847)-583-1160 or email her at k_otte@yahoo.com.

Morton Grove Chamber of Commerce Farmers' Market Rules of Operation

Enforcement of Rules

You, as a Vendor at this Market, must conform to the Market rules. The Market Manager or his/her designee has authority to enforce all these rules and Vendors failing to comply will lose the privilege to participate in the Market and will forfeit all fees and moneys previously paid to the Morton Grove Chamber of Commerce Farmers' Market. In the context of the RULES OF OPERATION, the following words will have the same meaning: vendor, grower, farmer or producer.

Who Is Eligible to Sell?

VENDORS who have applied for a permit to sell, have paid the appropriate fee and whose permit has been approved by the Farmers' Market Manager will be eligible to sell.

VENDORS are defined as people offering for sale articles for human consumption such as fruits, vegetables, edible grains, nuts and berries, baked goods, apiary products, herbs, maple syrup, cheese, cider or non-edible articles such as cut or potted flowers and plants, dried flowers and plant materials. Sales of any article proscribed by state, federal, or local regulation or by the Village of Morton Grove's Environmental Health Officer are prohibited.

When Will the Market be Held?

The Market will operate each Saturday, rain or shine, from May 29, 2010, through October 16, 2010. Hours will be 7:30 A.M. to 12:30 P.M. Vendors are required to set up prior to 7:30 A.M., discontinue sales by 12:30 P.M. and complete clean-up by 1:15 P.M.

Where Will the Market be Held?

The Market will be held at 8930 Waukegan Road in Morton Grove, in the large parking lot to the rear of the building. All vendors will set up on the southwestern perimeter of the parking lot, with vehicles parked behind vendors' stands.

What Are the Procedures for Space Rental?

1. Vendors must have an Illinois State Sales Tax number or evidence of application for one.
2. Space will be rented on receipt of appropriate fees and written application/permit approval by the Farmers' Market Manager. (The size of each Market space is two standard parking areas.) Fees are not refundable, pro-ratable, nor transferable.

- a. Seasonal permit – a permanent space on the same site at the market for the entire season. \$200
- b. Part-time permit – a part-time space on a varying site at the market on a specified date. \$15 per Saturday
3. Maximum rental spaces allowed: Two spaces may be rented by one seasonal permit holder. (\$400)

What Are the Display Arrangements?

1. Products may not be sold directly from vehicles.
2. Vendors must furnish their own tables, chairs, display arrangements and rain protection. The Market is an open area with no shelter provided.
3. Vehicles and other equipment used for transportation must be kept clean at all times with adequate protection against contamination.
4. Vendors must clearly display their full business name, full address and Illinois sales tax number anytime the market is open.
5. If vendors have a canopy, the canopy must be weighted down to ensure no damages will be incurred in case of inclement weather.

What Are the Selling Regulations?

1. Scales for products sold by weight must conform to State of Illinois Department of Agriculture regulations.
2. Prices must be displayed with each item or a list of all prices must be posted. Posting bulk prices is suggested. Prices must be visible at all times.
3. All products offered for sale must be produced by the vendor or his/her employees.
4. Cooperative selling is not permitted. Under no circumstances may products be purchased for resale at the Market.
5. All packaged food including honey and/or apple cider must be labeled with the product name and weight, ingredients and the name and address of the distributor.
6. Hawking or crying out will not be permitted.
7. Price fixing among growers is not permitted.
8. Foods that are assembled for sampling must be prepared off-site.
9. Hot foods must be kept at 140° F or above at all times.
10. Foods requiring refrigeration must be kept below 41° F at all times.

What Are the Health Regulations Applicable to the Farmers' Market?

1. Health Department regulations do not apply to the sale of non-edible items, nor do they apply to uncut fruits and vegetables and unprocessed edible grains, nuts, herbs and berries.
2. The rules of the Illinois Department of Agriculture and Illinois Department of Public Health Sanitation Guidelines for Farmers Markets, Producer Markets and

Other Outdoor Food Sales Events are applicable. Vendors who offer for sale food items other than those listed in #1 above are subject to Health Department approval, including but not limited to apiary products, maple syrup, juice, cider, cheese, breads, rolls, jams and jellies. These are examples of processed foods that are subject to Health Department approval.

3. Food processed outside the Village of Morton Grove must be prepared in a facility that is licensed and inspected by the appropriate food-regulating agency.

4. Health Department approval to sell processed food will not be given until a copy of the regulating food agency license is submitted. For more information about Morton Grove's health codes, contact the Environmental Health Officer at (847)-663-3048.

What Type of Foods are Prohibited from Sale at the Morton Grove Farmers' Market?

1. Any food that is unwholesome, adulterated or unfit for human consumption.
2. All dairy products except cheese, unless approved by the Health Authority.
3. Home-canned foods.
4. Baked goods that require refrigeration, including cream pies, meringue-topped pies, cream or custard-filled bakery products, pumpkin pies, etc.
5. Eggs, unless approved by the Health Authority.
6. Cut fruits and vegetables and sprouts of any kind.
7. Meats, unless approved by the Health Authority.
8. Any food prohibited for sale by any applicable state, federal or local regulation, or by the Village of Morton Grove's Environmental Health Officer.

What General Sanitary Regulations Are Applicable to the Sellers of Food at the Market?

Food Supplies:

1. Food sold at the Farmers' Market must be done in compliance with the Village Health Regulations.
2. Cheese, jams, jellies, apple cider and any other processed food must be prepared and packaged under conditions meeting the requirements of federal, state and local laws.
3. Apple cider and juice must be sold in the unopened bottle in which it was bottled.

Personal Hygiene:

1. Plastic disposable gloves must be worn when handling ready-to-eat foods (foods not subject to further washing or cooking before being eaten) such as bakery products and cut cheese.
2. Smoking and other use of tobacco is not permitted in the sales area.

Food Protection:

1. Processed food shall be stored and displayed a minimum of six (6) inches above the ground.
2. Packaged food shall not be stored in contact with water or undrained ice.
3. Ready-to-eat food shall be stored in a way that protects it against contamination from dust, rain, flies, other insects, consumer handling and other elements during transportation, storage and display.

Labeling:

Every food in advance of retail sale must bear the following information in English on the label:

1. The common or usual name of the product;
2. The name, address and zip code of the manufacturer, processor, packer, preparer or distributor;
3. The net weight of the package;
4. A list of ingredients in the order of predominance by weight with ingredients shown by the common or usual name; and
5. A list of any artificial color, artificial flavor or preservative used.

Farmers who sell or give away unpasteurized apple cider or juice must have either a placard on display or a statement on the label with the following statement:

WARNING: This product has not been pasteurized and, therefore, may contain harmful bacteria that can cause serious illness in children, the elderly and persons with weakened immune systems.

Reminder: Anyone who does not meet the Village's health standards must withdraw the food in question until it is approved by the Village of Morton Grove's Environmental Health Officer.

LIST ALL THE PROCESSED FOODS THAT YOU INTEND TO SELL AT THE MORTON GROVE FARMERS' MARKET

Attach a copy of the regulating food agency license with this application.

What Are the Clean-up Regulations?

Vendors must remove all waste and refuse from their spaces before leaving the Market. The refuse must be taken home. EACH VENDOR MUST CLEAN UP HIS/HER OWN SITE.

Other Rules and Information

Soliciting

Neither handing out fliers nor soliciting for money, etc., is permitted at the Market, unless with prior written approval from the Market Manager.

Animals

No animals or pets are allowed at the Market, except service animals.

Vehicles

No motorized vehicles (except wheelchairs) other than those of the vendors will be allowed in the Market area. No skateboarding or bicycling is allowed in the Market area.

Penalties for Violation

The permit to sell of any person or group violating any of the regulations of the Farmers' Market may be revoked. Customers violating the rules are subject to removal from the market.

Inspections

The Market Manager, or appropriate public officials, reserves the right to make on-site inspections.

Modification of Rules

Modification of the above rules may be granted by the Market Manager when deemed appropriate and in keeping with the spirit of these rules.

2010 Market Calendar

Hours of Operation: 7:30 A.M. to 12:30 P.M.

Location: 8930 Waukegan Road, Morton Grove, IL

The Morton Grove Chamber of Commerce Farmers' Market will run every Saturday from May 29th through October 16th. These dates include:

May	29				
June	5	12	19	26	
July	3	10	17	24	31
August	7	14	21	28	
September	4	11	18	25	
October	2	9	16		

If you are unable to attend a specific date, please indicate below:

Fees are nonrefundable and not pro-rated.

Fees: \$200 for the season; \$15 per single Saturday.

Data and Application for Permission to Sell

Grower Name _____ Date _____

Address _____ City _____ State _____ Zip _____

E-mail Address _____

Web Site _____

Telephone _____ Illinois Sales Tax # _____

(If you have not yet received your Illinois Sales Tax Permit, please attach a copy of your application. You may call (217) 785-5228 for Tax ID application.)

INSURANCE: The Morton Grove Chamber of Commerce Farmers' Market must be listed as additionally insured, with a minimum of \$1,000,000 and an aggregate of \$2,000,000 on the following:

Product Liability Insurance Company _____

Policy # _____ Policy limit _____
(Please attach a copy of insurance policy declaration page.)

General Liability Insurance Company _____

Policy # _____ Policy limit _____
(Please attach a copy of insurance policy declaration page.)

Automobile Insurance Company _____

Policy # _____ Policy limit _____
(Please attach a copy of insurance policy declaration page.)

Land Data

Please list all land used to produce your products (a copy of your lease or tax bill must be provided on request):

No. Acres	Land Address if other than above	County	Own/Rent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Morton Grove Farmers' Market Affidavit

I/We individually and on behalf of _____ hereby agree to sell or offer for sale at the Morton Grove Chamber of Commerce Farmers' Market only such items that are listed within the application and are allowed to be sold pursuant to the rules set forth in this application. I/we swear that all information is correct and complete to the best of my/our knowledge. I/we hereby affirm that I/we have read and understand the RULES OF OPERATION and agree to abide by all rules that have been established for the operation of the Morton Grove Chamber of Commerce Farmers' Market. I/we confirm that I/we have authority to act on behalf of and to bind _____ to the terms of this agreement. I/we further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Morton Grove Chamber of Commerce, its officers and directors, and its Farmers' Market Committee and Farmer' Market Manager harmless and to defend, indemnify and reimburse the Morton Grove Chamber of Commerce, its officers and directors, and its Farmers' Market Committee and Farmers' Market Manager from any and all claims, costs liabilities arising directly or indirectly as a result of my/our participation in this Farmers' Market.

Signed, as to above affidavit(s) _____, individually and on behalf of _____.

The statements in the attached application are true to the best of my knowledge under penalty of perjury.

Print Name _____ Date _____

Signed, _____ Date _____

Please Note: Violation or falsification of the conditions as set forth in the Legal Affidavit(s) above will result in the immediate and permanent loss of permission to sell any product at the Morton Grove Chamber of Commerce Farmers' Market.

For Market Use Only:

Permit approved this _____ day of _____ 2010.

By: _____ Farmers' Market Manager

Sales Tax Number _____ Date _____

Insurance Certificate received _____ Date _____

Vendor Fees (Amount paid) _____ Date _____

Vendor Spaces assigned _____