**2024 Vendor Guidelines: Main Street’s Monticello Farmers’ Market**

**WHEN:** The market will begin on Thursday, June 12th, and end on Thursday, October 3rd with an option for October 10th. The market takes place every Thursday from 3:00 pm until 6:00 pm.

**WHERE:** The 2024 Farmers’ Market will be located on the Square on State St between Washington and Main Streets once again because we found it to be so enjoyable!  We reserve the right to make the decisions about where vendors will set up.  We try to give notice early enough to prepare.

**HOW TO BECOME A VENDOR:** An application form must be completed and turned in on "Manage My Market". The application will not be finalized without the vendor fee (at least one week), proof of insurance, and any necessary licensing/permit documentation. If for some reason the application is not approved, your vendor fee will be returned. An initial round of applications will be reviewed and approved on May 30, please submit before then for priority consideration.  In the event you need assistance applying via "Manage My Market", you may contact Shelly at Monticello Main Street (217-762-9318) to arrange an appointment for her to walk you through the process.

**TYPES OF VENDORS:**

Seasonal vendors: Seasonal vendors pay by the season and are guaranteed a market space. Seasonal vendors should be present most weeks and/or establish their schedule in advance (e.g. first Thursday of the month, or second and third Thursday of the month, etc.).

Weekly vendors: Weekly vendors pay by the week and don’t expect to be at the Market often or regularly. During busy Market times, space may only be guaranteed if dates are established well in advance.

Food Truck Vendors: These are food trucks that are serving full meals (as opposed to drinks or snacks, which may be seasonal or weekly vendors).  We will offer a space to Food Truck Vendors no more than 1 time per month at the same weekly rate offered to our other vendors.  A city food truck permit is not required when participating in the Farmer's Market.

Non-Food Vendors: These are vendors that do not have produce or serve food.  If a Non-Food Vendor is approved, we will plan to give you a space once a month (assuming your schedule matches our availability).  You can request more than one market a month and if we have availability, you may receive that opportunity.  Priority will always be given to produce and food vendors.

**DEFINITION OF GROWER/NON-GROWER & RESTRICTIONS OF ITEMS FOR SALE:** A grower sells products such as produce, flowers, and plants. A non-grower sells products such as baked goods, art, and crafts. All products must be handcrafted/vendor-made. The vendor cannot purchase an item from a store and then resell it at the Market.  The Market encourages a variety of quality goods to be sold. It is preferred, and priority will be given to items, that items sold at the Market are homegrown, vendor-baked, or handmade WITHIN the State of Illinois. **Vendors wishing to sell produce or products from another farm or wholesale must indicate so on their application form, listing applicable products. Product from another farm or wholesale produce must be clearly labeled with the location of origin and indicate it wasn’t grown/made by the vendor. Wholesale produce is defined as a product NOT grown by the vendor or members of the vendor’s immediate family/staff for direct retail sale.**

**NOT-FOR-PROFIT/EDUCATIONAL ORGANIZATIONS:** We will allow no more than two (2) at a single market (outside of sponsors and agreements as arranged by the Farmer's Market Manager or Main Street Staff), and they may attend a maximum of 1 time per month, subject to space limitations.  They will pay the same fees required of the vendors. Any item for sale must meet the vendor criteria outlined, must not be competitive with other vendors, and must be explained at the time of application.  They may sell tickets to an event or memberships, however only for their organization.  It is strongly encouraged that these organizations provide an activity within their space.  Vendors/Sponsors may not provide space for these organizations at their booths without the approval of the Farmer's Market Manager or Main Street Staff.

**HEALTH REQUIREMENTS:** Food items solely created by the vendor in a certified kitchen may be sold at the Market, and must comply with the health code requirements of the DeWitt-Piatt Bi-County Public Health and any applicable federal or state laws. The Public Health Department requires a permit. Permits are available at the Public Health Department, 1020 South Market in Monticello, Illinois. Permits must be visibly displayed at the respective vendor’s tables each Thursday. If you have any questions call the Health Department at 762-7911.

**INSURANCE REQUIREMENTS:** All Vendors should have General Liability Insurance and must submit a Certificate of Insurance showing Monticello Main Street is listed as an Additional Insured on their policy and certificate holder with their application.  Food Truck Vendors must also show proof of Automobile coverage on their Certificate of Insurance.  Additional Insured/Certificate Holder information: Monticello Main Street | P.O. Box 392, Monticello, IL 61856 | (217) 762-9318

**RESPONSIBILITIES OF THE VENDOR:** All Vendors must start setting up no earlier than 1:45 pm and no later than 2:45 pm. Sales are not to begin before 3:00 pm. The Market Director or Main Street Staff MUST be notified by Monday morning at the latest, via "Manage My Market" if vendors will not be set up at the Thursday Market. If vendors continuously fail to provide advance notice, they are at risk of losing their Market space. Weekly vendors will be charged in "Manage My Market" each week on the Monday before the Market and must be paid by Noon on the day of the Market.  Unpaid charges may result in the loss of space. The Main Street Farmer’s Market is a public market, and as such is a special event. A vendor may be prohibited from participating in the Market when the Market Manager and Main Street Board determine that a vendor does not fit any of the criteria outlined in the rules. It is the vendor’s full responsibility to comply with all of the regulations and to conduct business at the Market accordingly. Before leaving the Market area, each vendor is responsible for taking any leftovers or garbage with them, especially in the case of produce. To provide for a thriving Market and a peaceful shopping atmosphere, vendors shall refrain from disorderly, disruptive, or impolite conduct, including refraining from loud, obscene, coercive, or disruptive activities. Common courtesy and mutual respect are essential for a successful Market. Complaints regarding a vendor should be directed to the Market Director or Monticello Main Street representative on site. The Market Director and/or Monticello Main Street representative has the authority to approach a vendor to inform them of any complaints. If the complaint is serious and warranted, the Director and/or Monticello Main Street representative may revoke a vendor’s privilege to participate in the Market.

**ILLINOIS SALES TAX & SALE OF GOODS:** All Vendors are responsible for filing sales tax, listing the Market as a Monticello Main Street event, to the Illinois Department of Revenue. Products sold by weight must comply with the standards of the State of Illinois for sale by weight. The vendor must supply all scales. Any products which are packaged or labeled must meet state and federal standards.  You must provide proof of your sales tax Retailer certificate which can be found in your account with mytax.illinois.gov in order to participate in our market. (It can be found in the Archive within your Messages on Mytax.illinois.gov)

**DISPLAYING MERCHANDISE:** Products and goods may be sold from tables, carts, or other similar structures supplied by the vendor. The vendor is liable for any incidents, accidents, or injuries resulting during set-up, tear-down, or during the hours of operation of the Market. Signs displaying the vendor name, address, and/or price ranges of the product are to be kept within the assigned booth space(s). Vendor spaces must align throughout each row on a consistent basis, and vendors are not allowed to set up their booths in a manner that blocks patron flow and/or is set farther into the aisle than their neighboring vendor. The Market Director will notify and advise any vendors of inappropriate use of space.

**ROLE OF THE MARKET DIRECTOR AND MAIN STREET STAFF:** The Market Director and the Main Street Staff coordinate all vendors and event promotion and are authorized to enforce the rules. Farm visits may be required to ensure vendors are in compliance with guidelines. Vendors may contact the Market Director, Amanda Pankau, with general questions or comments at 217-840-3057, they may also contact the Main Street Office at 217-762-9318.  All email communications should come to farmersmarket@monticellomainstreet.org.

**MARKET FEES:** All vendors must pre-pay their market fees. $120.00 will be the fee for the entire market season (approximately 16 weeks) for season-long vendors. $15.00 will be the fee for weekly vendors and will be billed each Monday and paid before Noon on the day of the Market.

**MARKET SPACE:** A single space is about the size of one vehicle parking space. Spaces are assigned upon approval of the application. Due to limited space, cars/trucks cannot be parked on the street where the market is being held. A special allowance for food trucks or food service vehicles may be made, however is not promised and must be discussed on or before the Monday leading up to market.  An additional booth fee may be charged to the vendor.