**2025 Vendor Guidelines: Main Street’s Monticello Farmers’ Market**

**WHEN:** The market will begin on Thursday, June 12th, and end on Thursday, October 1st, with an option for October 9th. The market takes place every Thursday from 3:00 pm until 6:00 pm.

**WHERE:** The 2025 Farmers’ Market will be located on the Square on State St between Washington and Main Streets.  We reserve the right to decide where vendors will set up.  Stall placements may move throughout the year.  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 prior), proof of insurance, and any necessary licensing/permit documentation. If the application is not approved, your vendor fee will be returned. An initial round of applications will be reviewed and approved on May 30th. Submit before then for priority consideration.  If 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. (Location may not remain the same) Seasonal vendors should be present most weeks and/or establish their schedule in advance (e.g., the first Thursday of each month or second and third Thursday of each 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:* Food vendors 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.

*Non-Food Vendors*: Vendors that do not have produce or serve food.  If a Non-Food Vendor is approved, we will try 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, plants, and fiber that were predominantly produced by the grower.  **Vendors wishing to sell produce or products from another farm or wholesale must indicate it on their application form, designating applicable products. Changes throughout the season must be approved.**At the market, all products from another farm or wholesale produce must be clearly labeled with the location of origin and an indication that it wasn’t 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.

*A non-grower* sells products such as baked goods, art, and crafts. All products must be handcrafted/vendor-made. **No vendor can purchase an item from a store or wholesaler and resell it at the Market without approval.  Changes throughout the season must be approved. All products from wholesale produce must be clearly labeled with the location of origin and an indication that it wasn’t made by the vendor.**

The Market encourages a variety of quality goods. It is preferred, and priority is given, to vendors with items sold at the Market that are homegrown, vendor-baked, or handmade WITHIN the State of Illinois.   Applications may be denied or held for approval if the market already has a specific product offering.

**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, but only for the applicant.  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 (if applicable):** 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**

**ILLINOIS SALES TAX & SALE OF GOODS:** All Vendors are responsible for collecting and filing sales tax with the Illinois Department of Revenue.  Monticello Farmers’ Market should be listed as the event and the 61856 tax rate of 8.25% should be used. 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 packaged or labeled products 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 to participate in our market. (It can be found in the Archive within your Messages on Mytax.illinois.gov). An alternative is to utilize the document called 2025 Tax Document in the Document section of this app.

**CITY OF MONTICELLO FOOD VENDOR PERMIT** **(if applicable):**The City of Monticello’s definition of a Food Truck is different than our definition.  Businesses considered a Food Vendor by City of Monticello Ordinance 2020-44 must complete the appropriate application and submit it to the Monticello Police Department prior to their first market, there will be no fee (from the City) and you will only have to obtain it once for the season. You would still be required to obtain a permit each time to come to Monticello outside of the Farmers’ Market.  A copy of that ordinance and application can be in the documents section of this application.

**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 both "Manage My Market" and a text to Amanda, if vendors will not set up at the Thursday Market for which they were previously approved. If vendors continuously fail to provide advance notice, they risk 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; as such, it 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 responsibility to comply with all regulations and to conduct business at the Market accordingly. Before leaving the Market area, each vendor is responsible for taking any leftovers or garbage, especially 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 the Monticello Main Street representative on site. The Market Director and/or Monticello Main Street representative are authorized 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.

**Generator Use**– Only invertor generators may be used at the Market.  A general decibel guideline is no more than 70dB, however, we reserve the right to designate any generator as too loud.  Loud generators decrease the enjoyment of the market for our shoppers and your fellow vendors.  We provide access to power if your need is communicated in your application.

**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 from set-up, tear-down, or during 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 consistently, and vendors are not allowed to set up their booths in a manner that blocks patron flow and/or set farther into the aisle than their neighboring vendor. The Market Director will notify and advise any vendors of inappropriate use of space.

**SNAP/LINC GUIDELINES:**We intend to offer SNAP/Linc at the Market this season.  When approved, guidelines will be provided to applicable vendors.  Please reach out the Shelly Crawford-Stock with questions at 217-762-9318.

**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 comply 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 18 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/food service vehicles may be made; however not promised and must be discussed on or before Monday leading up to market.  An additional booth fee is likely to be charged to the vendor.  We will do our best to meet stall preferences and to avoid stall placement changes throughout the year, however, this is not always possible.