



## 2018 Vendor Guidelines Monticello Main Street's Farmer's Market

### WHEN:

Market will begin on Thursday, June 14<sup>th</sup> and end on Thursday, October 4<sup>th</sup>. Market takes place every Thursday from 3:30 pm until 6:30 pm.

### WHERE:

The 2018 Farmer's Market will be located on State Street in front of the Community Building, which is at the corner of State and Livingston Streets. This is a very shady location for vendors and shoppers and has ample parking.

### WHO MAY SELL:

Only vendors who have products for sale that are homegrown, vendor-baked, or handcrafted WITHIN the State of Illinois are eligible to sell at the Market.

### HOW TO BECOME A VENDOR:

An application must be completed and turned in to the Market Director, Amanda Pankau, along with vendor fee. The application will not be considered without the vendor fee. If, for some reason the application is not approved, your vendor fee will be returned immediately.

### 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. All items sold at the Market must be homegrown, vendor-baked, or handmade **WITHIN** the State of Illinois. Wholesale produce is not permitted for sale at the Market. Wholesale produce shall be defined as product **NOT** grown by the vendor or member's of the vendor's immediate family/staff for direct retail sale. Examples of approved items include homegrown fruits, vegetables, flowers, plants, baked goods, handmade arts & crafts and honey.

### HEALTH REQUIREMENTS:

Food items that are 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:

Vendors should have "General Liability" insurance and should submit a "Certificate of Liability" with Monticello Main Street listed as a "certificate holder".

### **RESPONSIBILITIES OF THE VENDOR:**

Vendors are required to start setting up no earlier than 2:00 pm and no later than 2:45 pm.

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 determines that a vendor does not fit any of the criteria set forth in the rules. It is the vendor's full responsibility to comply with all of the rules and to conduct business at the Market accordingly. Prior to leaving the Market area, it is each vendor's responsibility to take any leftovers or garbage with them, especially in the case of produce.

In order to provide for a successful 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 at the Market Director. The Market Director has the authority to approach a vendor to inform them of any complaints. If the complaint is serious and warranted, the Director may revoke a vendor's privilege to participate in the Market.

### **ILLINOIS SALES TAX & SALE OF GOODS:**

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.

### **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 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. Vendors may contact the Market Director, Amanda Pankau, with general questions or comments at 217-840-3057, or the Main Street Office at 217-762-9318, or email [amanda.pankau@gmail.com](mailto:amanda.pankau@gmail.com).

### **2018 MARKET FEES:**

**All vendors must pre-pay their market fees.** \$75.00 will be the fee for the entire market season (approximately 16 weeks). \$10.00 will be the fee on a weekly basis, and the Market Director or Main Street Staff **MUST** be notified by Wednesday morning of the Thursday Market that they will not be setting up.

A single space is 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 will be made.