



## 2020 Vendor Guidelines: Main Street's Monticello Farmers' Market

### WHEN:

Market will begin on Thursday, June 18<sup>th</sup> and end on Thursday, October 1<sup>st</sup>. Market takes place every Thursday from 3:00 pm until 6:00 pm.

### WHERE:

The 2020 Farmers' 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.

### HOW TO BECOME A VENDOR:

An application form must be completed and turned in to the Market Director, Amanda Pankau, or Main Street Director, Shelly Crawford Stock, at PO Box 392, Monticello, IL 61856 PO. The application will not be considered without the vendor fee and proof of insurance. If, for some reason the application is not approved, your vendor fee will be returned immediately. An initial round of applications will be reviewed and approved on May 1, please submit before then to be given priority consideration.

### TYPES OF VENDORS

Season-long vendors: Season-long vendors pay by the season and are guaranteed a market space. Season-long 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 Market often or regularly. During busy Market times, space may only be guaranteed if dates are established well in advance.

### 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 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 labelled with location of origin and indicate it wasn't grown/made by vendor. Wholesale produce is defined as product NOT grown by the vendor or member's of the vendor's immediate family/staff for direct retail sale.

### 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" with their application information.

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

Vendors are required to 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 if vendors will not be setting up at the Thursday Market. If vendors continuously fail to provide advance notice, they are at risk of losing their Market 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 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. 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, or the Main Street Office at 217-762-9318, or email [amanda.pankau@gmail.com](mailto:amanda.pankau@gmail.com).

### **2020 MARKET FEES:**

**All vendors must pre-pay their market fees.** \$80.00 will be the fee for the entire market season (approximately 16 weeks) for season-long vendors. \$10.00 will be the fee for weekly vendors and will be paid on a weekly basis. The

### **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.