



Stickney Township Farmers' Market

Craft Vendor Application

Please complete this application and return all the required documentation.

Applicant Information

Business Name: _____ IL Sales Tax ID # _____

Business Owner Name: _____ Phone Number: _____

Business Address: _____ City/Town: _____

County: _____ State: _____ Zip Code: _____

Email: _____ Business Website: _____

- Yes No I participate in the Illinois Women, Infants & Children (WIC) Farmers' Market Nutrition Program
- Yes No I participate in the Senior Farmers' Market Nutrition Program
- Yes No I am registered in the State of Illinois as a Cottage Food Operation

Space Fees

The fee for each 17' x 17' (2 parking stalls) space is a \$100.00 deposit for the entire market season. Please make checks payable to Stickney Township.

	\$ 100.00 per vendor space deposit =	\$ _____
# of spaces requested		Total Amount Due

Insurance Information

If you have a policy of commercial general liability or special event insurance please list below and provide a copy of this insurance.

Insurance Company: _____ Policy #: _____ Exp Date: _____

Coverage Limits: _____ Per Occurrence: _____ Aggregate: _____

Agent Name: _____ Business Phone: _____

Agent Business Street Address : _____

City/Town: _____ State: _____ Zip Code: _____

Vendor Products

Please identify the items you plan to sell at the Farmers Market. All products must be made locally by our vendors. Reselling, except under an approval of our committee, is not allowed.

Products

Product Name	Description

Make additional copies of this page as needed and attach to application.

Farmers' Market Affidavit

I have read this application and the Stickney Township Farmers' Market Rules and Guidelines and if accepted into this Market, I hereby agree to abide by all Rules and Regulations of the Stickney Township Farmers Market and accept all decisions and interpretations made by the Stickney Township Farmers' Market Committee, the operator of the Market, as final.

I have read, understand, and agree to abide by the Waste Management procedures outlined in the Rules and Guidelines.

I agree to sell at the Market only those products listed in this application. I also acknowledge those products must be of my own production or produced at the location described on my application. I agree to comply with all relevant government rules and regulations related to this business and to pay all taxes due in a timely manner. I acknowledge full responsibility for actions taken at the Market by myself and all those employed by or assisting me.

I acknowledge the sole authority of the Stickney Township Farmers' Market Committee, its Market Manager and staff, to enforce and interpret the Rules of the Market, to immediately settle any disputes regarding product legitimacy, procedural or vendor conduct violations and impose any penalties, including suspension or removal from the market.

I agree to allow Stickney Public Health District, the Market Manager and/or representatives of the Market at any time to inspect the premises where the products offered for sale are produced, and acknowledge that failure to allow an inspection will constitute a violation of Market rules.

I understand that the Stickney Township Farmers' Market Committee does not carry insurance covering individual participants and that I am required to carry such insurance.

Indemnification and Hold-Harmless Agreement:

The undersigned, for himself and, if different, for the person, business or organization on behalf of whom this application is submitted, hereby agrees to save, defend, hold harmless and indemnify the Stickney Township Farmers' Market, Stickney Public Health District, Stickney Township, the City of Burbank and their officers, agents, employees and assigns, from and against any and all claims, loss, damage, injury, costs (including court costs and attorney's fees), charges, liability or exposure, however caused or however they occur, resulting from, arising out of, or in any way connected with Vendor's activities, event(s), operation and/or use of or at the Market, vendor space, equipment and improvements thereto, the production and or sale of products, and any contractual or quasi-contractual obligations to third parties in connection with any activity, event(s), use or occurrence at the Market. The duties and obligations contemplated extend to and include each and every instance of property damage, personal injury or illness suffered by the Indemnified Parties, any third-party (member of the general public), or any person affiliated with Vendor.

I understand that market fees are due before the first day of the market.

I certify that the information contained in this application is true and accurate

Print Name

Signature

Date

Farmers' Market Rules of Operation

INTRODUCTION

The Farmers' Market Rules of Operation provide the operating and vending policies for the Stickney Township Farmers' Market. It is the duty of the Farmers' Market Committee and market managers to routinely review the activities of the market and establish policies that will improve the Market.

ENFORCEMENT OF RULES

Occupants of spaces at this market must at all times conform to market rules. The market managers has full authority to enforce all rules and occupants failing to comply will have their spaces declared vacant and may be subjected to a penalty. The market rules supplement the provisions and apply to daily as well as seasonal permit holders.

MARKET HOURS AND LOCATION

The market will operate rain or shine from the last Wednesday in June through the second Wednesday in October. Hours will be 12:00 p.m. to 5:00 pm. Vendors are not permitted to begin set up earlier than 9:00 a.m. Vendors must discontinue sales at 5:00 p.m. For the safety of everyone at the market all vendors shall remain in the market until the market closes at 5:00 p.m. The market is held in Burbank, Illinois at 5635 State Road, in the parking lot of the Stickney Township Medical Center.

SPACE RENTAL PROCEDURES

Applications for a permit to sell are available:

- Online at the Stickney Public Health District Website
- Request by phone or email contacting Tom Viste at 424-9200 or by email at tviste@stickneypublichealthdistrict.org
- Request by mail at the following address: Stickney Township Farmers Market- 5635 State Road - Burbank, IL 60459 - Attention: Farmers' Market Manager

Sellers must have an Illinois State Sales Tax number or evidence of application. A rental space to participate will not be awarded to any vendor who has not supplied proof of payment for the previous year's tax. Information regarding obtaining an Illinois State Sales Tax payment for the previous year's number can be obtained from the Illinois Department of Revenue.

Space will be rented upon receipt of appropriate fees and application approval by the Farmers' Market Committee and market managers. Fees are not refundable, pro-ratable, or transferable.

Each space constitutes two parking spaces. Any one permit holder at the discretion of the market manager may rent a maximum of three market spaces.

Space fees: The fee for each 17' x 17' (2 parking stalls) space is a \$100.00 deposit for the entire market season. Permits to sell in the market will be issued by the Farmers' Market Committee and market managers. The Farmers' Market Committee and the market managers have the right to make operational changes to the layout of the Market because of special considerations such as special events and/or changes in Market participation.

SELECTION OF VENDORS

The mission of Stickney Township Farmers' Market is to select vendors who will best support the mission of our market by providing healthy and nutritious food options to the residents of Stickney Township.

DISPLAY ARRANGEMENTS

1. Products may be sold directly from vehicles.
2. Permit holders must furnish their own tables, chairs, display arrangements, tents, and any other materials they may need, as the market does not supply any materials.
3. The market is an open area with no shelter provided.
4. Delivery trucks and other equipment used for transportation and display shall be kept clean at all times with adequate protection against contamination.
5. No semi-trailer trucks in the market.
6. Sellers must keep their vehicles, displays and employees within the marked space for selling purposes.

SELLING REGULATIONS

1. The market managers and health department employees shall have the right to conduct an inspection of the vendor's booth and products without notification.
2. Vendors at the Market must have available upon request any licenses or permits required for product(s) they will sell. This is in addition to providing copies of licenses and permits with their annual application.

3. Vendors must list all the items they will sell at the Market on their annual Market application. Only those products listed on the annual application are allowed to be sold during that season. Requests must be submitted to the market managers to sell products not previously identified on the annual application. The market manager will have the authority to approve or deny the sale of any/all new products.
4. Brand Names – Products, which are processed and sold under a brand name other than the vendor's own, are not allowed.
5. Noise/Fumes – No loud or disturbing noises shall be made or action taken on the grounds which will interfere with the rights, comfort or convenience of the other vendors or the public. No vendor shall play, or allow to be played, any radio or other sound instrument at a sound level, which may annoy or disturb other vendors or the public. The running of any gasoline or diesel motors or engines, including all vehicles is prohibited without the written permission of the market manager.
6. Participant Conduct – Vendors shall conduct themselves in a manner that is courteous to other vendors, Market personnel and the public. Behavior that is threatening, abusive or harassing shall constitute a violation of Market rules and may result in suspension or revocation of a participant's permit to participate in the Market.
7. All produce to be sold at the Market will be sold by legal weights and measures. Vendors are responsible for having their scales certified for compliance annually. The use of non-certified scales that do not conform to the State of Illinois regulations is prohibited. At the market managers discretion scale checks will be performed.
8. Prices must be either 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.
9. The seller, his/her family, or employees must produce all products offered for sale, except items covered under co-operative selling below.
10. Co-operative selling is permitted upon receipt of an affidavit signed by both the grower and seller (refer to Annual Market application for more information). Under NO circumstances may products or significant ingredients of a product be purchased for resale at the market.
11. Hawking products or crying out to customers will not be permitted. Growers are not allowed to stand in the walkways in order to attract customers to their stand.
12. Price fixing among growers is not permitted.
13. The principal produce item in any processed product must be eligible for sale at the market by that grower or cooperative seller.
14. Any grower selling any item identified as being "organic" or "organically grown" shall prominently display any legal or 3rd party certification near such item or items the definition of "organic" or "organically grown" used by that grower with regard to that product.
15. Trash Management – Vendors must clean up their sales areas completely before leaving, Leaving spaces with litter or refuse is in violation of Market rules.

GENERAL SANITARY REGULATIONS

Like other farmers markets, festivals, fairs, harvest days and other food sales events, the Stickney Township Farmers Market vendors offer for sale more than just simple fresh uncut produce. Every farmer, fruit and vine grower, and gardener has the undisputed right to sell the produce from his farm, orchard, vineyard and garden in any place or market, according to the Farm Products Marketing Act. The Illinois Egg and Egg Products Act allows farmers to also sell shell eggs directly to household consumers on the farm without candling or grading such eggs. Producers, who choose to retail their unprocessed home grown produce and/or fresh cut herbs on their home premises or at a Farmers Market, usually do so with a minimum of regulation. The definition of "retail food store" in the Retail Food Store Sanitation Code, Section 760.20, specifically exempts "roadside markets that offer only fresh fruits and fresh vegetables for sale from code requirements." However, as soon as a Farmers Market Participant cuts, prepares or sells produce and/or sells any other food item, that person is no longer exempt from the Illinois Retail Food Store Sanitation Code and/or the Illinois State Food Service Sanitation Code. Food shall be clean, wholesome, and free from adulteration and misbranding.

PERSONAL HYGIENE

1. Personnel with boils, cuts, respiratory infections and communicable diseases shall not be permitted to work in a food stand.
2. Fingernails must be trimmed, hands and arms shall be washed and cleaned before starting work, washed after visiting the toilet and washed as frequently as necessary during the day
3. Personnel shall wear clean outer clothing.
4. Personnel shall use effective hair restraints where necessary to prevent the contamination of food or food contact surfaces.
5. Stands and concessions that cut their produce for sampling and/or sell processed, prepared or packaged foods are subject to inspection by the Stickney Public Health District.

PREMISES

The operator of each stand or sales area is responsible for maintaining it in a neat, clean and sanitary condition. An adequate number of tightly covered waste containers must be provided for storage of garbage and refuse. Tightly covered refuse containers must be stored away from food to eliminate potential for contamination of any food products. At the close of business, each vendor shall clean the stall and surrounding area.

CLEANUP REGULATIONS

The market closes at 5 p.m. All selling must end at closing time. Sellers MUST remove all waste and refuse from their spaces before leaving the market. Spaces are to be "broom clean" prior to departure. EACH SELLER MUST CLEAN UP!

GENERAL OPERATING RULES

1. SOLICITING

No handing out of fliers or soliciting for money, votes, etc., is permitted at the Market. Authorized Market vendors may display posters or literature.

2. ANIMALS

NO animals or pets shall be allowed in the market except for service animals accompanying the disabled.

3. VEHICLES

No motorized vehicles (except wheelchairs) other than those of the sellers and market managers shall be allowed in the Market area. No riding of skateboards or bicycling is allowed in the Market area.

4. SMOKING

Smoking shall be prohibited in all areas of the Farmers' Market.

5. PENALTIES FOR VIOLATION

Any person or group violating any of the regulations of the Farmers' Market shall be punishable by a fine. Each day any violation of any provision of this Code (or of any ordinance) shall constitute a separate offense, and their permit may be revoked. Market managers and/or health department staff reserve the right to make any on-site inspections of farms, processing facilities or retail establishments. The above rules are subject to modification from time to time by the Farmers' Market Committee with the concurrence of the Health Department and the Board of Trustees.

6. QUESTIONS?

Please call the market manager at 708.424.9200

7. EMERGENCIES

Please call the Burbank Police Department non-emergency number at 708.924-7300 or in the case of an emergency dial 911.