

Greater St. James Farmers Market Vendor Policy for Operation

Location of Market:

Greater St. James C.O.G.I.C. 2131 Wright Avenue, North Chicago, IL 60064

Hours of Market Operation:

July 20th, 2019: 9:00 a.m. – 2:00 p.m.

Eligible Participants:

- **Farmers/ Food Cultivators:**

Farmers, food cultivators or growers who offer consumables to the public; for example, fresh product, grains, nuts, berries, syrups, jelly, heated merchandise, etc. Additionally, those who grow or sell non-edible products for example, cut, dried, or pruned vegetation or plants.

Vendors must meet the following conditions for their products to be sold at Illinois farmers markets: foods, such as baked goods, preserves, dry herbs or teas, must be safe for consumption, follows specific labeling requirement and is registered with the local health department.

The person preparing and selling the food must have a valid Illinois Food Service Sanitation Manager Certificate, and a placard that states, "This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens." This placard must be located where the food is sold.

- **All Other Vendors:**

When registering for the farmer's market, all vendors will be vetted and approved before you can exhibit.

Displaying and Selling Goods:

All Farmers, food cultivators, or growers will exhibit under the Produce Tent. For those under the tent, one 8' table will be provided. All other vendors must furnish their own tents, tent weights, tables, chairs and display arrangements. All tents must be secured with tent weights. All items must be clearly priced. All vendors who are handling foods intended for human consumption are required to provide a hand washing station in accordance with Lake County Health Department Regulations.

General Regulations:

Communication concerning the Greater St. James Farmers Market will be made via the email: gsjfarmersmarket@gmail.com.

Vendors are not permitted to pack up their products and leave the Market area prior to 2:00 pm. If you have sold out of product use this time to market your product by sampling and couponing or with informational flyers.

Vendors, who sell apiary products, maple syrup, or any sugars or processed foods, must have all products properly labeled in accordance with Illinois State standards for labeling. Sampling or Sales of meat/cheese/fish/poultry/pork or any prepared foods (including baked goods) on site must have a current Lake County Health Department Permit.

All vendors should contact the Lake County Health Department at 847-377-8020 to determine if a permit is required. It is each vendor's responsibility to contact the Health Dept. Onsite inspections may be conducted by the Health Inspector. Items that are sold according to weight must be in accordance with established Illinois State standards for weight.

Vendors are prohibited from bringing live animals to the Market. The Market is not responsible for damage to tents, products, supplies or injuries as a result of damage which is out of human control such as extreme weather events. Vendors are required to clean space at the end of event. Vendors must take all refuse with them as they depart the site.

Vendor parking – please get to the venue early enough to park down the street from the church.

Participant Conduct:

Market vendors as well as their employees shall conduct themselves in a pleasant and courteous manner. They shall avoid using any unduly loud, vulgar, profane or otherwise objectionable language. Market vendors and their employees shall avoid playing radios, tape or CD players, etc. They shall avoid all appearance of being or having been intoxicated. They shall avoid belligerent behavior or actions that might be reasonably expected to lead to disputes or altercations with other producers or their representatives, prospective customers, or other persons in the Market area. In the event persons other than the producer or his/her representative cause or promote a dispute or altercation with a producer, the producer shall seek assistance from the Security.

Market Set Up:

- Market participants must limit themselves to their assigned space.
- You will receive your vendor space via email and this number will also be included in your vendor welcome packet.
- All vendors must be ready to begin sales no later than 8:45 a.m.
- All participants must be open for business until the close of the Market at 2:00 pm.
- Vendors may arrive and start setting up at 7:30 a.m.

Tear down:

- Tear Down begins at 2:00 pm. Vendors are to completely take down, pack up, and clean up their booth area.

Should you have any questions regarding any of the rules or procedures, please contact: gsjfarmersmarket@gmail.com.

Thank you for participating in the Greater St. James Farmers Market.