

2024 Knoxville Farmers' Market
33 S. Public Square
Vendor Policies

The market season is once again approaching, new this year is the Knoxville, IL market location. The first market is planned for Wednesday, May 22, 2024 with the final market being Wednesday, September 25, 2024 for a total of 19 markets.

Fees:

\$200/full season

\$20/weekly

Checks or money orders may be mailed along with your application:

Kathy Walker

798 Prairie View Rd

Knoxville, IL 61436

Applications and payments need to be submitted prior to the first farmers' market; if you are planning to attend this season, please notify Kathy at kathjobennett@gmail.com or 309-368-4030 before your first market day.

The Knoxville Location Market reserves the right to remove any vendor at any time for failure to comply with market rules and regulations. By submitting an application, vendors acknowledge they have received, read, understand, and agree to follow all rules and regulations set forth.

1. Kathy Walker will collect funds, place vendors, and signage.
2. The first market will take place May 22, 2024, and will continue every Wednesday through September 25, 2024. **The full-season fee will be \$200 if paid in full prior to the first market.** Full-season vendor participation will end after the May 22, 2024 market date. The weekly fee will otherwise be \$20 for vendor participation.
3. The farmers' market will begin at 3 PM and ends at 7 PM every designated Wednesday.
4. All vendors must be in place by 2:30 PM and must be ready to serve customers at 3 PM, unless Kathy Walker is notified of extenuating circumstances either by phone or text message at 309-368-4030.
5. Scheduled vendors **MUST** contact Kathy Walker, 309-368-4030, a minimum of 5 hours before the market if they are to be absent from the market. No-shows or late arrivals without prior notice will not be refunded and may be subject to a \$20 fee.
6. Vendors who purchase booths for the full season will receive a permanent space for the season. Vendors purchasing spaces on a week to week basis receive consideration on a first-come/first-served basis. Kathy Walker reserves the right to move any vendor, including those who are full season, to maintain the flow of the market.

7. Vendors must provide their own tents, awnings, tables, and all display equipment. Vendors should take care to securely weigh down tents.
8. Any vendor selling produce not grown on their own farm must mark brokered produce with a visible, legible Point of Origin sign(s).
9. Vendors should display their name in a prominent spot within their booth.
10. Vendors should maintain a clean and hospitable booth during the market. All vendors are expected to behave in an acceptable and appropriate manner in their interactions with customers, and other vendors.
11. Vendors should refrain from smoking in consideration of their customers and other vendors.
12. Problems should be addressed with Kathy Walker, who has authority over vendor location, regulation, and conduct. Disruptive behavior will result in removal of the vendor from the Market, with no refund of vendor fees.
13. Vendors must remove all trash from their space at the end of each market day. Failure to do so will result in a \$25 removal fee.
14. Individual vendors are prohibited from playing music during market hours that can be heard by other vendors or customers. Musicians may set up at no charge with a tip jar. The play date must be cleared with Kathy Walker prior to the market.
15. Vendors must comply with all Illinois state and county health regulations governing the preparation, handling, and presentation of food. For more information, contact Sarah Willett at the Knox County Health Department. Phone: 309-344-2224 ext 276 Email: swillett@knoxcountyhealth.org
16. Certified vendors in Knox County may accept WIC/FMNP checks through the Illinois Department of Human Services. To become a certified vendor, contact Sue Couri at 217-524-3354.

2024 Liability Waiver

I hereby waive all claims against the Knoxville Farmers' Market, Kathy Walker and the City of Knoxville for any accidents associated with my assigned vendor space at the Knoxville Farmers' Market to be held every Wednesday from May 22, 2024 – September 25, 2024.

Knoxville Farmers' Market
33 S. Public Square
Vendor Application Form

Business Name:

Contact Names:

Address:

Home Phone:

Cell:

Business Phone:

Email:

What are you selling?

Full Season: \$200.00

Weekly Fee: \$20.00 – Date attending:

Make Check or Money order payable to Kathy Walker

798 Prairie View Rd, Knoxville, IL 61436