

2022 Galesburg Farmers' Market Vendor Policies

The Galesburg Farmers' Market is a farmers market located in Downtown Galesburg. The season is held from 8:00 am - 12 pm every Saturday from May 7 through October 29, 2022, between Seminary and Kellogg Street at 362 E Simmons St.

Market Purpose

The primary purpose of the Farmers' Market is to help energize Downtown Galesburg by providing a place where residents can deal directly with the farmers who grow their food products and increase their knowledge and appreciation for the quality and benefits of locally grown and produced agricultural products.

Market Management

The Market is managed by the Kathy Bennett. Kathy is responsible for market operations, including registration, approval of applicants, space assignments, and other processes involving vendors. Further questions or concerns call 309-368-4030.

Vendor Requirements:

1. All items sold at the market are encouraged to be directly and personally grown, raised, or produced by the person selling the product at the Market. Examples of approved items include fruits/vegetables, flowers/plants, meat, dairy, baked goods, prepared foods, and art. The sale of items not grown or created by the vendor must be clearly mark brokered product with visible, legible Point of Origin sign(s).
2. All vendors selling meats, eggs, and/or cheeses must be licensed and approved by the Illinois Department of Agriculture
3. Vendors must maintain a policy of insurance covering their obligation under this agreement. A Certificate of Insurance (COI) will be required before the first day of attending the market. This certificate should name the Galesburg Farmers' Market as an additional insured and have minimum limits of \$1,000,000.

Application Procedure:

Certificates/Licenses/Permits – All products must comply with local, state, and/or federal health ordinances, and all the vendors must supply documentation of such compliance to the Galesburg Farmers' Market along with attached Vendor Application Form.

Galesburg Farmers' Market Vendor Application Form

Business Name:

Contact Names:

Address:

Home Phone:

Cell:

Business Phone:

Email:

What are you selling?

Weekly Fee: \$20.00 – Date attending:

Make Check or Money order payable to Galesburg Farmers' Market, Kathy Bennett
1512 Knox Road 900 N, Gilson, IL 61436

Signature: _____

Market policies:

- **Restrictions on Driving through the Market** – Due to safety concerns, no vehicles may be driven through the Market between 8:00 am and 12:00 pm. If a vendor needs to leave early a space at the end of the street must be requested in advance.
- **Booth Space** – A standard stall consists of one vehicle parking parallel then setting your booth parallel to your vehicle within the market space. Space will be assigned at the beginning of the season and an effort will be made to assign the same spaces throughout the season. However, the market is unable to guarantee that space assignments will remain the same every week.
- **Vendors with frequent attendance issues**, including late arrival, failure to notify of an absence prior to 48 hours in advance, and any other applicable attendance issues will, be assigned a new booth space.
- **All set up items** (tents, chairs, tables, drop cords, display boards, etc.) are the responsibility of the vendor. All tents are required to have weights

Clean up – Vendors are responsible for cleaning all trash and waste within and around their allotted space before leaving the Market each week. Tear-down must be completed and the parking lot cleared for re-opening by 12:30 pm.

Vendor Parking – Adequate, convenient parking continues to be a concern for our customers. Consequently, vendors parking vehicles outside the market should not park on the streets surrounding the market. Instead, vendors and their employees must park in one of the city parking lots.

Legal Compliance – Vendors are expected to familiarize themselves with local and state laws and mitigations related to their business and are responsible for the compliance, including but not limited to laws and mitigations related to health regulations, weights and measures (Illinois Department of Agriculture), sales taxes and insurance. Government officials may visit the market to assure compliance with their agency's regulations.

Required Signage – The State of Illinois requires that all vendors must display signage with their business name and farm location/product origin. Signs identifying the name and location of the vendor's business must be posted before sales begin and near the check-out area. The sign must be at least 11"x17", which is also a requirement for farmers under the Food Safety Modernization Act. Signs, boards, tags, or labels listing prices of all products for sale must be posted before the beginning of sales.

Sales Practices – No crying out, "hawking," or other aggressive sales techniques are allowed. Galesburg Farmers' Market will make the final determination as to whether a particular sales practice falls within this provision. Vendors must agree to follow the direction of Market regarding these practices. Circulating the market to hand out free items and/or sell items is also prohibited.

Code of Conduct – Vendor behavior, personal appearance, and maintenance of their sales area should reflect positively on the Market's overall appearance, quality, and reputation. To support this obligation, vendors are expected to:

- Maintain safe, clean conditions in and around the sales area
- Maintain a professional and tidy personal appearance

- Maintain cordial relations with customers, Market, and other vendors
- Refrain from smoking in and around the sales area
- Maintain clear access for pedestrian traffic

Hold Harmless Clause and Insurance

All vendors participating in the Farmers' Market shall be individually and severally responsible for any loss, bodily or personal injury, death, and/or property damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees. By signing the 2022 Galesburg Farmers' Market Application, each vendor agrees to indemnify and save the Galesburg Farmers' Market and their officers, agents, and employees harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by reason of the vendor's negligence or that of its servants, agents, and employees; provided that the vendor shall not be responsible nor required to indemnify the Galesburg Farmers' Market for their negligence or that of their officers, agents, or employees. No insurance is provided by the Galesburg Farmers' Market for the benefit of participants in the Farmers' Market.