

## **2024 Galesburg Farmers' Market Vendor Policies**

The Galesburg Farmers' Market is once again approaching us. I am excited to be starting another year in downtown Galesburg. The first market is planned for Saturday, May 4, 2024 with the final market being Saturday, September 28, 2024 for a total of 22 markets.

### **Fees:**

\$200/full season

\$20/weekly if paid in advance - \$25 if paid the morning of the market.

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](mailto:kathjobennett@gmail.com) or 309-368-4030 before your first market day. Fees are non-refundable, markets are not canceled due to weather.

The Galesburg Farmers' 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 4, 2024, and will continue every Saturday through September 28, 2024. The full-season fee will be \$200 if paid in full prior to the first market, if paid after the market starts a \$25.00 late fee will be applied. Full-season vendor participation will end after the first market date of May 4, 2024.
3. The farmers' market will begin at 8 AM and ends at 12 PM every designated Saturday.
4. All vendors must have vehicles in place by 7:30 AM and must be ready to serve customers at 8 AM, 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, the night 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 \$25 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. 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. Knox County WIC/FMNP Contact Mary Guenseth at 309-344-2244 ext. 7035. State of Illinois Contact to become a certified vendor, contact Zachary Mabus at 217-782-2166.

#### 2024 Liability Waiver

*I hereby waive all claims against the Galesburg Farmers' Market, Kathy Walker and the City of Galesburg for any accidents associated with my assigned vendor space at the Galesburg Farmers' Market to be held every Saturday from May 4, 2024 – September 28, 2024.*

# Galesburg Farmers' Market 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 paid in advance \$25.00 paid on Saturday – Date attending:

Make Check or Money order payable to Kathy Walker

798 Prairie View Rd, Knoxville, IL 61436