



2021 Rules of Operation

LOCATION: The Open Air Farmers Market+ is located at 401 Country Club Road Crystal Lake, IL.

DATES: The 15-week season will be on Sundays, beginning June 6th and runs through September 26, 2021 with the exception of June 27th and July 4th. The market is held rain or shine, and is only "cancelled" officially if considered absolutely necessary due to weather conditions.

HOURS OF MARKET: The Market operates from 10:00 am to 2:00 pm. Producers are requested to have their vehicles in place no later than 9:30 am and remain open until 2:00 pm. A late arrival may result in the Market Manager denying entry to that day's market. Each vendor is expected to attend all markets per the Commitment Agreement. If a week is missed, the Market Manager requires written notice prior to the absence (via email). If two markets are missed without prior notice your space and all fees will be forfeited. It is imperative that our vendors commit to attending all markets in order to provide consistency and a positive experience for our patrons. Refunds will not be given for dates a producer fails to show up for the market or cancellation due to weather conditions.

PRODUCER DEFINITION: A grower or producer is a person offering for sale articles for consumption, such as fruit, vegetables, edible grains, nuts and berries, apiary products, maple sugars, syrups, and non-edible articles such as cut or potted flowers and plants, which articles have been raised or prepared by the grower or producer, members of his family or by persons in his employ. The participant may not bring in products he has not raised or has bought from someone else for resale at the Open Air Farmers Market+. If this rule is violated and substantiated, the Market Manager has the right to ask the participant to leave and forfeit any fees paid.

GOODS OFFERED FOR SALE: Producers may sell farm produce, flowers, plants and other products that were grown or produced by the producer, or value-added specialty products as determined by the OAFM Board. Obvious out-of-season products will be excluded from the market. Vegetables are to be raised from "seed to table." The OAFM Board reserves the right to make a farm visit should questions arise concerning the producer's items. No flea market or garage sale-type items. All delivery trucks and other equipment used for transportation and display must be kept clean at all times. If a vendor wishes to add a new item at the beginning or any time during the season, the addition must be approved by the OAFM Board.

(A) Value added: The processing vendor must produce the major ingredient by value or volume, unless otherwise specifically provided in these guidance rules, and must be actively and regularly involved in the production of the produce. If the product is processed by other than the vendor, the vendor must raise the first ingredient on the label and raise 51% of the product by weight or by value.

(B) Plants may be grown from plugs to a saleable size; however, plants may not be purchased at finished-size and offered for sale. This also applies to nursery stock and trees.

(C) Those vendors selling "Organic" products must provide Certification information to the market.

(D) Meat Vendors must have an Illinois permit to sell meat at the market. Animals not raised from birth must have been raised for 50% of its life span on the farm (or leased) land of the vendor. Purchase documents must be maintained and provided on animals not born on your farm. Chickens must be owned 30 days before they can be sold as meat at the market.

(E) Egg Vendors must have a USDA permit to sell eggs at the market. Pullets must be owned for 30 days before eggs can be sold. Refrigeration must meet the MCDH requirements. Refrigeration is required if more than 20 dozen eggs are brought to the market.

(F) Baked Goods. Bakers must bake in a licensed kitchen and have their certified food handler license. Latest inspection report and lease agreement for facility must be included with application. Bakers preparing and selling products as a Cottage Food Operation must be registered with the local health department where the Cottage Food Operation resides and have an ANSI accredited Certified Food Protection Manager (CFPM) certificate. All guidelines stated in the Illinois Cottage Food Guide must be followed.

(G) Artisans. Any producer selling arts/crafts along with their regular products can have no more than 20% of the total items as arts/crafts. Vendors offering **only** arts or crafts must submit samples for acceptance. The market will designate approximately five booths for artisans each week. A sales tax number and certificate of insurance must also be provided.



SERVICE ORGANIZATIONS: Not-For-Profit Organizations are invited to participate in the Open Air Farmers Market+ subject to demand and availability. One or more service organization(s) will be allowed to participate at each Market. The group will be asked not to sell items that compete with those of the participating producers. The group is subject to the same display and sales restrictions as the producers. The applying organization will be notified in a timely manner as to their date/dates of participation and setup location. Service organizations will not be subject to space rental fees.

TENTS, DISPLAYING AND SELLING GOODS: Participants must furnish their own tent, tables, chairs, and other display items. All items MUST be clearly priced. In case of rain, you must provide your own protection. The Farmers Market is in a parking lot with no shelter provided. Please use tent pole weights every day for everyone's safety.

SPACE RENTAL FEE: The full fee amount is due UPON ACCEPTANCE IN THE MARKET. Payment in full is required to start selling at the market. Each space is approximately 10' X 10'. Periodic spacing adjustments may be necessary depending on volume of product brought to the market and vendors' arrival times. 10' X 20' is also available for an additional fee.

SCALES: If goods are offered for sale by weight, the producer's scales must be in accordance with the local county requirements and with those established standards as set by the State of Illinois.

HEALTH DEPT/INSURANCE: All vendors are required to carry valid Certificate of Insurance covering your activities while at the market. General liability insurance needs to provide liability coverage of \$1,000,000.00 per occurrence for personal injury and/or property damage. The Certificate of Insurance needs to name the Lakeside Legacy Foundation as the Certificate Holder and Additional Insured. A copy must be submitted before the season begins. Our market is under the jurisdiction of the McHenry County Health Dept. and all vendors must follow their policies and procedures for food safety. Due to the ongoing pandemic, sampling will not be allowed at this time.

PRICING: At the discretion of the individual producer.

COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS: All producers are responsible for obtaining all necessary county or state health and/or other permits and are responsible for compliance with all state and federal food and drug laws including proper labeling.

SALES TAX: Each producer is responsible for the reporting of and the payment to the Illinois Department of Revenue of all required taxes resulting from the sales made at the OAFM. Each producer must have proof of his or her Illinois Department of Revenue Sales Tax Number Certificate. Failure to do so will result in the rejection of the producer's application and his exclusion from the market.

MARKET ETIQUETTE: Producers are expected to wear attire that maintains the wholesome atmosphere of a farmer's market (i.e., must wear shirts and shoes, etc.). Producers are strictly prohibited from hawking, crying out, or engaging in activity designed to attract attention to their products. In the interest of fair trade, producers disparaging other producers' goods or the OAFM risk expulsion from the market and forfeiture of their space rental fees including full season fee payments. Concerns about other producer's products should be kept confidential and directed to the OAFM Board.

ENGINES: Producers may not run a diesel engine at the market without OAFM Board approval.

SMOKING: Producers and their associates cannot smoke on the grounds.

CLEAN-UP: Each producer is responsible for the removal of all waste, garbage and refuse from his or her space at the closing hour of each market day.

I agree to abide by all market rules. Signature: _____ Date: _____