

# **Grayslake Farmers Market, NFP**

## **Vendor Rules of Operation 2017 Grayslake Farmers Market Season**

### **Location of Market:**

The Grayslake Summer Farmers Market is located in Downtown Grayslake on Center Street, between Whitney and Slusser Streets and at the corner of Whitney and Center Streets adjacent to Centennial Plaza. The Spring and Fall Market is located at the corner of Whitney and Center Streets adjacent to Centennial Plaza.

### **Hours of Market Operation:**

Summer: Wednesdays 3:00 pm to 7:00 pm.

Spring/Fall: Saturdays 10:00 am to 2:00 pm

### **Eligible Participants:**

- **Farmers/ Prepared Food Purveyors:**

Farmers/Food Purveyors are growers or producers offering for sale items for human consumption, such as fruits, vegetables, grains, nuts, berries, apiary products, maple syrups, preserves, baked goods, meat, fish, etc. Also non-edible items such as cut, dried, or potted flowers or plants. Other Market value added items may be offered for sale at the discretion of the Market Manager. The Market Manager will make decisions regarding imported items.

Vendors who provide food for consumption in Centennial Plaza are limited to sale of those products. Additional take home products must be approved by the Market Manager.

Cottage food 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, food is sold only at a farmers' market, seller does no more than \$25,000 a year in sales, 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.

### **Crafters/Artists:**

All arts and crafts must be created by the participating artist/crafter. All items are "juried" ahead of time. As part of your application submission you will be required to either mail or email pictures of your work to the Market Manager for review and evaluation.

- **Business Marketers**

Local Marketers can apply for up to six promotional dates at the Summer Market and two promotional dates at the Fall and Spring Markets depending upon space availability. Once your application is received, the Farmers Market Board will review your application to make sure your offering is conducive to a Farmers Market environment. After your application has been approved, should you wish to expand your product offerings, please send an e-mail to the Market Manager with your request. It will be reviewed and you will be notified via e-mail if the product has been approved.

### **Displaying and Selling Goods:**

All Farmers, Food Purveyors, Business Marketers and Crafters Artists must furnish their own tents, tent weights, tables, chairs and display arrangements. All tents must be secured with tent weights. Booths must be set up six feet from the curb (Summer only). 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 Grayslake Farmers Market will be made via the Manage My Market blast email system. Add [marketmanager@grayslakefarmersmarket.com](mailto:marketmanager@grayslakefarmersmarket.com) and [juliegrayslakemarket@gmail.com](mailto:juliegrayslakemarket@gmail.com) to your contact list. Market Updates are sent weekly. It is required that you pass any Market emails to staff working at the Market.

Vendors are not permitted to pack up their products and leave the Market area prior to 7:00 pm on Wednesdays and 2:00 pm on Saturdays. 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 are conducted by the Health Inspector weekly. Failure to comply with the regulations could result in your losing your ability to participate in the Market. Items that are sold according to weight must be in accordance with established Illinois State standards for weight.

Delivery trucks and equipment used for transportation and display shall be kept clean at all times. Vendors are prohibited from bringing live animals to the Market.

All vendors, including Farmers, Food Purveyors, Business Marketers and Artists/Crafters, must carry \$1,000,000.00 in liability insurance naming both the Village of Grayslake and the Grayslake Farmers Market as the additional insured. Insurance Certificates can be sent electronically to [marketmanager@grayslakefarmersmarket.com](mailto:marketmanager@grayslakefarmersmarket.com) or faxed to 847-223-4685 30 days prior to your first day at 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. The Market takes every precaution to monitor weather conditions.

Vendors are required to clean/sweep and remove all waste or refuse. Vendors must take all refuse with them as they depart the site. Vendors must bring their own brooms and waste receptacles for removing trash from the Market Area. The Village Permit requires that the trash be hauled away by the vendors at the end of the day. Fines of \$50.00 per incident will be levied on all vendors not cleaning up their areas. Repeat offenses will result in vendors being banned from participating in future Market days.

Vendor Parking on Center, Slusser and Whitney streets and the Dollar Store lot is strictly prohibited! Vendors found in violation will be fined \$50.00. • UPDATE: The municipal lot at the intersection of Center and Seymour Streets at the Clock Tower is under construction. Vendors please park in the parking lot of United Protestant Church of Grayslake, 54 South Whitney Street. This is ½ block south of Center Street. **Center Street vendors may not cut through the Plaza area.**

### **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., at a volume level objectionable to their neighboring participants or Market Managers. 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 Market Managers. Market vendors may only promote their products within the assigned booth space / area. No product promotion is permitted in the common areas of the Market. Vendors must not attempt to attract attention by hawking, yelling loudly, or distributing fliers throughout the Market

### **Notification of Absence:**

If you are not able to attend a Market, please immediately contact the Market Manager at 847-691-8006. The Market will be held on each day of a Market season as designated in the application. The Market operates in all weather conditions. In the event of severe weather conditions the Market Manager may elect to close the Market to insure the safety of all vendors and shoppers alike, i.e. tornado warnings, severe lighting, sub-zero temperatures. Refunds will not be given for dates cancelled due to weather precautions. It is the vendor's responsibility to check for email updates from the Market Manager via the Manage My Market email system.

You are scheduled for all dates of the Market you signed up for. Failure to attend the Market more than 3 scheduled times without prior approval of the Market manager will result in forfeiture of your space and any fees already paid. It is our effort to have a consistent and fully filled Market. Gaps in the Market make for choppy shopping flow and negatively impact your fellow vendors.

### **Enforcement of Rules and Regulations:**

Participants in the Market must conform to Market rules at all times. The Market Managers have the full authority to enforce all rules. Any participant failing to comply will lose their stall space at the discretion of the Managers. Market rules supplement village code provisions. No refunds will be issued if stall space is lost due to violation of Market Rules and Regulations.

### **Payments/Refunds:**

- **Payment:** Your fee for the Market pays for all dates of a Market Season, i.e. Spring, Summer, Fall and the All Market Plan. Vendors will not be allowed to set up at the Market without having their account marked paid in full. You will be provided with an invoice through ManageMyMarket when your application has been approved. The invoice will clearly list Market Season, stall fee and total amount due. Payment is to be mailed to: Grayslake Farmers Market,

1862 East Belvidere Road, Box 232, Grayslake, IL 60030. The Market does not accept Pay Pal or credit cards.

- **Refunds:** Refunds will be issued for a Market Season if a vendor cancels one week prior to the start of a Market Season. Vendors will not be issued a refund if they cancel their attendance at the Market during a Market Season. If a vendor under the All Market Plan requests cancellation, a refund will be issued for the next Market Season(s). For example, if a vendor signs up for the All Market Plan and cancels during the Summer Market, a refund will be issued for the Fall Market only. The All Market Plan bills for 37 market days. Refunds will be calculated on the number of market days remaining in the next Market Season. For example, if a vendor cancels the Fall Market, a refund will be issued for 12 Fall Market Days.

### **Exclusivity / Redundancy:**

The Grayslake Farmers Market does not offer or guarantee any exclusivity to any vendor for any product at any time. In our efforts to provide a wide mix of product offerings, we will limit the number of vendors with redundant products. We do allow for duplicate products as space allows. In addition, The Grayslake Farmers Market is the largest, continuous running market in Lake County. In order to assure a smooth operation it requires that current vendors and prospective vendors sign-up in January and designate which markets they wish to participate in. Vendors expecting to be considered for a market a month before a market season starts are advised that the process starts at the beginning of the new year. We also strive to consider applications from new vendors that have a local connection. However, many existing vendors have been with the market for ten and sometimes fifteen years and as such are given priority as long as they too meet registration deadlines.

### **Marketing:**

The Grayslake Farmers Market will be happy to post on our Facebook Page any specials you have each week. It is the responsibility of each vendor to provide the Market manager with any specials, notices, etc. Please contact the Market Manager at [juliegrayslakemarket@gmail.com](mailto:juliegrayslakemarket@gmail.com). We encourage all vendors to have a business Facebook page and to "like" the Grayslake Farmers Market. This does increase traffic in to the Market and your business. When completing your application to the Market, be sure to list as much detail about your company as possible for your vendor bio. This information is visible to the general public via our Grayslake Farmers Market web page. Also, check Manage My Market for marketing tips.

## Set up and Tear Down: Center Street Vendors:

### Summer Wednesday Market Set Up

- Market participants must limit themselves to their assigned stall spaces. Designated space can only be changed by the Market Manager.
- Vendors will be given a Vendor Stall Number Sign which will display a designated stall number. The Sign must be visible in the windshield of your vehicle(s) to gain entry during set up and tear down. If additional Vendor Stall Number Signs are needed, please contact the Market Manager,
- All vendors must be ready to begin sales no later than 3:00 pm.
- All participants must be open for business until the close of the Market at 7:00 pm. The area must be cleared within one hour of closing.
- Vendors may arrive and start setting up at 1:30 pm. Center St. Vendors are to enter the Market with their vehicle on the corner of Center and Whitney St. Traffic is one way only westbound during setup and takedown.
- Upon entry to the Market area with your vehicle drive to your designated space. Pull into or parallel park at your stall space as close to the curb as possible. Check to make sure that there is enough room between you and the vendor across from you to allow for a vehicle to pass by. If there is not enough room, pull in closer.
- Unpack your belongings from your vehicle and place them as close to the curb as possible. There is also a small amount of room on the shoulder of the sidewalk. Be mindful of any pedestrian foot traffic.
- **DO NOT START SETTING UP YOUR BOOTH UNTIL YOUR VEHICLE HAS BEEN REMOVED FROM THE MARKET.** Vendors found in violation of this rule will be asked to leave the Market, no refund will be issued and you will not be invited back to future Markets.
- UPDATE: The municipal lot at the intersection of Center and Seymour Streets at the Clock Tower is under construction. Vendors please park in the parking lot of United Protestant Church of Grayslake, 54 South Whitney Street. This is ½ block south of Center Street. Center Street vendors **may not cut through the Plaza area.**
- The Center Street traffic lane will be open for vendors from 1:30 pm to 3:00 pm. Any vendor arriving after 3:00 pm must plan to hand carry in their items and equipment to their designated location.
- It is the vendors' responsibility to pass this information on to all of your staff who works the Market. There are no exceptions for not knowing the rules.

### **Summer Wednesday Market Tear Down:**

- You are prohibited from entering the Center Street traffic lane until 7:00 pm.
- **DO NOT RETRIEVE YOUR VEHICLE UNTIL YOUR STALL IS COMPLETEY TAKEN DOWN.** Vendors found in violation of this rule will be asked to leave the Market, no refund will be issued and you will not be invited back to future Markets.
- Pack up and move all of your belongings as close to the curb as possible. You have six feet in front of your tent to the curb. There is also a small amount of room on the shoulder of the sidewalk. Be mindful of any pedestrian foot traffic.
- Take down your tent and weights and also move them to the curb.
- Retrieve your vehicle after take down is complete and enter the market from Whitney Street.
- Pull into or parallel park at your stall space as close as possible to the curb. Check to make sure that there is enough room between you and the vendor across from you to allow for a vehicle to pass by. If there is not enough room, pull in closer. There is no reason if you are packed up properly to be blocking the street.
- Load your vehicle and exit the market.

### **Centennial Plaza/Whitney Street Vendors Set Up and Tear Down:**

#### **Wednesday Set Up:**

- Market participants must limit themselves to their assigned stall spaces. Designated space can only be changed by the Market Manager.
- Vendors will be given a Vendor Stall Number Sign which will display a designated stall number. The Sign must be visible in the windshield of your vehicle(s) to gain entry during set up and tear down. If additional Vendor Stall Number Signs are needed, please contact the Market Manager,
- All vendors must be ready to begin sales no later than 3:00 pm.
- All participants must be open for business until the close of the Market at 7:00 pm. The area must be cleared within one hour of closing.
- Vendors may arrive and start setting up at 1:30 pm. Whitney Street Vendors are to enter the Market with their vehicle at the corner of Center and Whitney St. Traffic is one way only southbound during setup.
- Upon entry to the Market area with your vehicle drive to your designated space. Pull into or parallel park at your stall space as close to the curb as possible. Check to

make sure that there is enough room between you and the vendor across from you to allow for a vehicle to pass by. If there is not enough room, pull in closer.

- Unpack your belongings from your vehicle and place them as close to the curb/Plaza as possible. Be mindful of any pedestrian foot traffic.
- **DO NOT START SETTING UP YOUR BOOTH UNTIL YOUR VEHICLE HAS BEEN REMOVED FROM THE MARKET.** Vendors found in violation of this rule will be asked to leave the Market, no refund will be issued and you will not be invited back to future Markets.
  - **UPDATE:** The municipal lot at the intersection of Center and Seymour Streets at the Clock Tower is under construction. Vendors please park in the parking lot of United Protestant Church of Grayslake, 54 South Whitney Street. This is ½ block south of Center Street. **Center Street vendors may not cut through the Plaza area.**
- The Center Street traffic lane will be open for vendors from 1:30 pm to 3:00 pm. Any vendor arriving after 3:00 pm must plan to hand carry in their items and equipment to their designated location.
- It is the vendors' responsibility to pass this information on to all of your staff who works the Market. There are no exceptions for not knowing the rules.

### **Wednesday Tear Down:**

- Tear Down begins at 7:00 pm. Vendors are to completely take down, pack up, and clean up their booth area.
- Once all your items are packed and ready to be loaded you may then and only then, retrieve your vehicle.
- You are prohibited from entering the Center Street traffic lane until 7:00 pm.
- **DO NOT RETRIEVE YOUR VEHICLE UNTIL YOUR STALL IS COMPLETELY TAKEN DOWN.** Vendors found in violation of this rule will be asked to leave the Market, no refund will be issued and you will not be invited back to future Markets.
- Pack up and move all of your belongings as close to the curb/Plaza as possible. Be mindful of any pedestrian foot traffic.
- Take down your tent and weights and also move them to the curb/Plaza.
- Retrieve your vehicle after take down is complete and enter the market from Whitney Street.
- Parallel park at your stall space as close as possible to your stall. Check to make sure that there is enough room between you and the vendor across from you to allow for a vehicle to pass by. If there is not enough room, pull in closer. There is no reason if you are packed up properly to be blocking the street.
- Load your vehicle and exit the market southbound at the alley.



### **Saturday Set Up:**

- The Saturday Market is located at the corner Whitney and Center Street adjacent to Centennial Plaza.
- Street Set up begins at 7:30 am.
- All vendors must be ready to begin sales no later than 10:00 am
- All Vendors are assigned a specific stall space. If you leave your space unattended, the market is not responsible for loss or damages. The Market Manager may reallocate space based on weather or business need.
- You are not permitted to drive into the Market to unload. You can unload your belongings from Center Street or from the alley side. To enter to the alley side, please either take Slusser or Seymour Street south to Parker and then turn on to Whitney. You will see the barricades at either end. There are no exceptions to this rule.
- Do not start setting up your stalls until your vehicle has been removed from the area.
- Your vendor stalls will be marked with chalk with your vendor name.
- Vendor parking is in the city lots to the south of the Market

### **Saturday Tear Down:**

- Tear Down begins at 2:00 pm. Vendors are to completely take down, pack up, and clean up their booth area.
- Once all your items are packed and ready to be loaded you may then and only then, retrieve your vehicle.

Should you have any questions regarding any of the rules or procedures, please contact the Market Manager at [marketmanager@grayslakefarmersmarket.com](mailto:marketmanager@grayslakefarmersmarket.com).

Thank you for participating in the 2015 Grayslake Farmers Market.

Grayslake Farmers Market • 1862 East Belvidere Road, Box 232• Grayslake, IL 60030

E-Mail: [marketmanger@grayslakefamersmarket.com](mailto:marketmanger@grayslakefamersmarket.com)