

VILLAGE OF DEERFIELD FARMERS MARKET RULES OF OPERATION

LOCATION OF MARKET

The Deerfield Farmers Market is located in the commuter parking lot at the northwest corner of Deerfield Road and Robert York Avenue, west of the AT&T Building, east of the train station.

PRODUCER OR GROWER DEFINITION

A grower, producer or participant is a person offering for sale articles for human consumption, including fruits, vegetables, edible grains, nuts and berries, apiary products, herbs, maple sugars, cheese, ciders, syrups, and prepared foods; and non-edible items such as cut or potted flowers, dried flowers, and plant materials, which items have been raised and/or grown by the producers, members of their family or by persons in their employ. Other prepared or processed food products must be prepared by the participant or by persons in their employ in a commercial kitchen which meets all requirements of local, county and/or state health departments. The participant may not sell products he/she has not grown or prepared, or has purchased from someone or someplace else for resale at the Deerfield Farmers Market. Also, the participant may not bring in products which are not specifically listed on his/her application. If this rule is violated and substantiated, the producer will be asked to leave and forfeit any fees paid. Final approval of all applications is at the sole discretion of the Farmers Market Committee.

ENFORCEMENT OF RULES

Participants of the Market (producers and not-for-profit community organizations) must at all times conform to Market rules. The Market Manager has full authority to enforce all rules. Any participant failing to comply with the Market rules will lose their space at the discretion of the Farmers Market Committee. The Market rules supplement Village Code and other provisions.

TIMES AND HOURS OF THE MARKET

The Deerfield Farmers Market operates weekly on Saturdays, rain or shine, from mid-June through mid-October. Hours are from 7:00 a.m. to 12:30 p.m. Producers, vendors, and civic organizations are required to be set up by 7:00 a.m., discontinue sales by 12:30 p.m., and complete clean up by 1:30 p.m. or as soon thereafter as possible.

No vehicles or vehicular traffic will be permitted to operate inside the market lot while the market is in operation, unless approved by the Market Manager. If a producer, vendor, or civic group arrives after 7:15 a.m., they must park their vehicle outside the market lot and transport their products and set-up equipment from that outside location into the market lot. The Park District lot (across the street and to the north of the market lot) is for residents and market and/or Park District patrons only and is NOT to be used by any producer, vendor, or civic organization.

ATTENDANCE

Vendors must inform the Market Manager when they will NOT be present, or when they are running late. The Market Manager may be contacted weekdays at 847-302-1149 or by email to farmersmarket@deerfield.il.us. A vendor's application may be revoked after two unapproved absences and vendor will forfeit any fees paid.

OPERATIONS

1. **Set-Up Equipment.** All participants, including vendors and civic organizations, must furnish their own tents, tables, chairs, displays and any other items necessary to conduct business.
2. **Displays.** Vendors are encouraged to display their products in a creative and aesthetically attractive fashion.
3. **Reusable Shopping Bags.** Vendors are encouraged to sell or utilize reusable or recyclable shopping bags. Vendors are also encouraged to use paper or recyclable products in lieu of Styrofoam.
4. **Electricity.** Electricity is available at some locations in the market area. Any producer, vendor or civic organization requiring electricity must provide a heavy duty extension cord and sufficient amount of duct tape to completely cover any portion of the extension cord which traverses the sidewalk or other pedestrian walkway area(s).
5. **LCHD Food Permit.** Vendors or producers selling or offering samples of processed food for human consumption must apply for a Temporary Food Service Permit (TFS Permit) from the Lake County, Illinois Health Department (LCHD). Food samples which are given to the consumer directly by the vendor do not require a TFS Permit. Inspectors from the LCHD make frequent visits to the Farmers Market. Any vendor or producer not in compliance with LCHD regulations will not be permitted to sell his/her products and will be asked to leave.
6. **Inclement weather.** The Market will operate in inclement weather as long as it is safe to do so. Vendors may elect not to participate but must notify the Market Manager in advance. If the weather becomes unsafe, the Market Manager will alert vendors and close the Market. In case of rain, producers and civic organizations must provide their own protection as there is no shelter provided.
7. **Signage.** Participants may not erect signs of any kind other than placards on their produce. Prices must be clearly displayed for each item being sold or a list of all prices posted and visible at all times.
8. **Business signs.** Sellers must display their full business name and address.
9. **Tent Weights.** All tents are required to have weights on all four legs sufficient to keep it in place during windy conditions. A minimum of 25 pounds per leg is recommended. Weights can be made of PVC pipe filled with sand or cement, and secured with bungee cords. It is recommended that weights be secured to the bottom of each tent leg and then tethered to the top corner of the canopy using a bungee cord.
10. **Trash Receptacles.** Vendors selling on-site prepared foods or offering samples of their products meant to be consumed at the market must furnish appropriate trash receptacles for consumer use. Vendors are responsible for the removal of any and all trash from said receptacles and its proper disposal outside the market area.

11. **Clean-Up.** Vendors must clean up their areas and remove all refuse at the close of each market. Discarding produce or trash in Market garbage receptacles is prohibited. Vendors are required to take everything with them for proper disposal.

COMMUNITY ORGANIZATIONS

Local not-for-profit community organizations are invited to participate in the Deerfield Farmers Market subject to approval of the Farmers Market Committee and space availability. Up to three (3) local not-for-profit community organizations may set up and occupy a space at the Deerfield Farmers Market for the purpose of an information display, raffle or fundraiser on each market date. Organizations may apply to participate at the market no more than three (3) times during a market season. To allow for orderly consideration, applications from community organizations will be considered on a first-come, first-served basis and must be received by the Market Manager not less than seven (7) days in advance of the requested market date. Each application must be submitted or endorsed by a resident of Deerfield, Bannockburn or Riverwoods. At all times, at least one (1) individual representing the organization present at the Farmers Market must be a resident of Deerfield, Bannockburn or Riverwoods. With the sole exception of bake sales, community organizations may not sell items that directly compete with those of the participating producers. Where applicable, all community organizations present must abide by the same rules of conduct that apply to market vendors.

Interested community organizations should contact Village Hall or the Farmers Market Manager for an application. Permission to participate is granted by the Farmers Market Committee. The applying organization will be notified in a timely manner as to the status of their application. The setup (stand) location will be determined on the date(s) the organization attends the market.

Parking for Members of Community Organizations

Parking is available around the perimeter of the market lot and along Park Avenue on the west side of the market lot. Members of participating community organizations may *not* park in the Park District parking lot directly across the street on the north side of the market along Jewett Park Drive.

Trash Removal

Members of not-for-profit community organizations must leave their assigned setup location clean of any waste or litter before they leave the market. Anything which is not sold or given away, including but not limited to bags, boxes, cartons, containers, cups, food and/or other items, **must** be taken away for proper disposal. **Nothing is to be deposited in or left near the trash receptacles.**

Political Groups and Displays

Not-for-profit community organizations may *not* use their booths for political purposes. Elected officials **NOT** running for office may apply for a space to provide additional information to the community about their office. Information and related displays must be limited to that which can be placed on a table-top. Life-size and/or stand-up displays are not permitted. Hawking is not permitted. Any politician who is running for office is free to

walk around the market to meet and greet shoppers, and distribute information as the Farmers Market is held on public property. Political groups and/or organizations may apply to participate at the market no more than one (1) time during a market season.

GENERAL REGULATIONS

VENDORS, PRODUCERS AND CIVIC GROUPS *SHALL NOT*:

1. Sell apiary products, maple sugars or syrup and processed food unless properly labeled in accordance with State Standards for labeling.
2. Sell or offer any article according to weight except in accordance with the established standards for weight in the State of Illinois.
3. Sell or offer any item for sale which has not been produced by them, their family or a person in their employ, unless prior approval is granted by the Farmers Market Committee.
4. Sell dairy products except hard cheese, unless approved by the Farmers Market Committee.
5. Sell home-canned goods.
6. Sell baked goods which require refrigeration, including soft or cream pies, meringue-topped pies, cream or custard filled bakery products, pumpkin pies, etc.
7. Sell meat or poultry unless approved by the Farmers Market Committee and in compliance with the Lake County Health Department regulations.
8. Sell any product in which chemical preservatives, coloring, or other direct food additives have been added.
9. Sell eggs unless approved by the Farmers Market Committee and in compliance with the Lake County Health Department regulations.
10. Sell cut fruit or vegetables.
11. Sell or offer any food which is unwholesome, spoiled, adulterated, or unfit for human consumption.
12. Attract attention to his/her goods by hawking or crying out.
13. Sell or offer any item without obtaining an Illinois State Tax License for the current year and having it in their possession.
14. Transport or display food without adequate protection against contamination. Delivery trucks and other equipment used for transportation and display shall be kept clean at all times.
15. Allow any waste, garbage or any other refuse to remain in or near their space after the closing of the Market day. Producers and Civic Organizations are responsible for the clean up of their producer space and the removal of all such waste from the Market grounds.
16. Erect a tent or market umbrella without attaching sufficient weights at or near the base of each corner. Weights should be durable and heavy enough to prevent tents or market umbrellas from being blown about or overturned in windy conditions.
17. Bring any pets or animals to the Market.
18. Bring, carry, transport, use or have in their possession firearms of any kind, with or without ammunition in, on or around the Market grounds. Violation of this provision will result in immediate dismissal of vendor and any fees paid will be forfeited.

19. Use any smoking materials, including electronic cigarettes, in or around the Market. Smoking is not permitted anywhere within the farmers market area pursuant to the Deerfield Smoke Free Air Ordinance.

PRODUCER CONDUCT

Producers at the Market, as well as their employees, shall at all times conduct themselves in a pleasant, professional and courteous manner. Producers and their employees shall avoid using all unduly loud, vulgar, profane or otherwise disagreeable language. They shall further avoid all appearance of having been or being in a drinking or intoxicated condition. They shall further avoid any belligerent action(s) which lead to or promote disputes, disagreements or altercations with other producers, prospective customers, visitors or any other persons on the Market premises. In the event other persons, other than a producer or his employees, cause or promote an altercation or dispute with a producer, the producer shall seek the advice and assistance of the Market Manager.

ORGANIC PRODUCE

Participating producers may sell organically grown produce but may not identify their produce as certified organic unless they have a) signed an affidavit stating that they are selling organically grown products and b) furnished the required organic certification as part of the application process. If the producer is able to certify that his/her products are organically grown, a copy of the organic certificate should be displayed for the consumer.

GENERAL SANITARY REGULATIONS

1. Food Supplies:
 - Food shall be clean, wholesome, free from adulteration and misbranding.
 - Cheese, jams, jellies, apple cider and any other processed food must be prepared and packaged under conditions meeting the requirements of federal, state and local laws. Apple cider must be sold in the unopened bottle in which it was bottled.
2. Personal Hygiene:
 - Personnel with boils, cuts, respiratory infections and/or communicable diseases shall not be permitted to work in a food stand. Fingernails shall be clean and properly groomed, hands and arms shall be washed and cleaned before starting work, washed after visiting the toilet and washed as frequently as necessary during the day.
 - Vendors and their staff are expected to wear clean and appropriate outer attire.
3. Food Protection:
 - Processed food shall be stored/displayed a minimum of six inches off the ground.
 - Packaged food shall not be stored in contact with water or undrained ice.
 - Food not subject to further washing and cooking before being eaten shall be stored in a way that protects it against contamination from dust, rain, flies, insects, consumer handling, and other elements during transportation, storage and display.

- Galvanized containers shall not be used for preparation, display and storage of acidic foods. Other than unprocessed bulk food and packaged foods, appropriate scoops, tongs, spoons and forks shall be used to minimize manual contact with food.

4. Food Contact Surfaces:

- Food contact surfaces shall be corrosion resistant, non-absorbent, nontoxic, free of breaks, open seams, chips, pits and imperfections. Food contact surfaces of equipment shall be kept clean. Refer to the Illinois Department of Public Health Food Service Sanitation - Rules and Regulations for all applicable requirements.

QUESTIONS OF PRODUCE LEGITIMACY

The following procedure will be used if a farmer's produce is questioned regarding its origin on his farmland:

1. The person challenging a farmer's product legitimacy should first discuss the complaint with the Market Manager.
2. Should the matter not be resolved in this manner, a signed complaint should be put in writing and given to the Market Manager.
3. The challenged farmer will be told by the Market Manager of the complaint and informed that if the questioned goods are not produced by him, he should cease to bring them to the Market.
4. If the farmer in question continues to bring or offer for sale the challenged product and a second complaint is entered, the farmer is notified that an inspection will be made of the specific location listed on the Farmers Market application as to where such items are reportedly grown.
5. If the complaints are such and the amount is sufficient, it is the discretion of the Market Manager to make the recommendation that the farmer be removed from the Market. Also, no portion of the Market fee would be refunded.

LIABILITY AND INSURANCE

The Village of Deerfield will not be responsible for theft or damage of property or equipment from the stalls or elsewhere on the Market premises. The Village of Deerfield requires that all producer participants of the Farmers Market carry Liability Insurance and have proof of said Insurance with them at all times when present at the Market.

PRODUCER SPACE RENTAL FEE

A producer space is the equivalent of two (2) standard parking spaces, approximately 17' W x 19' L. A minimum of one (1) producer space is required at the rate of \$10 per week. Additional space will be assessed as follows:

\$5 per week for each additional half producer space (i.e., one parking space) up to a maximum of \$25 per week for 2-1/2 producer spaces (i.e., five parking spaces).

2-1/2 producer spaces will only be assigned along the North and South perimeters of the market lot. The maximum producer space along the East and West perimeters or for any interior location will be 2 producer spaces (four parking spaces). There is no fee required of Civic Organizations.

Weekly Vendor Fee Schedule:	1 producer space (2 parking spaces)	\$10
	1½ producer spaces (3 parking spaces)	\$15
	2 producer spaces (4 parking spaces)	\$20
	2½ producer spaces (5 parking spaces)	\$25

Producers must keep their vehicles, displays, and employees within the confines of the length and width of the marked space for selling purposes. Prior to the event, producers will be provided with a map showing their assigned set up location. The Market Manager reserves the right at any time during the market season to relocate vendors depending on space availability.

SOLICITING

Soliciting for money, handing out of fliers, etc. is prohibited at the market unless approved in advance by the Market Manager.

VEHICLES

No motorized vehicles (except wheelchairs) other than those of the Farmers Market Committee and sellers shall be allowed in the market area. Riding of skateboards, bicycling, rollerblading and hoverboards is prohibited in the Market area.