

Village of Deerfield Farmers Market Rules of Operation

LOCATION OF MARKET

The Deerfield Farmers Market is located on Park Avenue and Deerfield Road, between Jewett Park Drive and Hazel Avenue, Deerfield, IL. Just East of the Deerfield Metra 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 and meet 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. 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.

LAKE COUNTY HEALTH DEPARTMENT

Vendors may only sell products approved and regulated by the Lake County Health Department and the Illinois Department of Public Health. Vendors are responsible for obtaining any and all permits required by the LCHD and/or the IDPH.

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 may 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 a Farmers Market Representative. 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 (in front of the Jewett Park District building) 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 847-997-0682 or by email to suepollack@att.net. 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. **Electricity.** Electricity is available at some locations in the market area. Any producer or vendor 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). Civic organizations do not have access to electricity.
4. **LCHD Food Permit.** Vendors must apply for any required permit from the Lake County Health Department (LCHD). Any vendor or producer not in compliance with LCHD regulations will not be permitted to sell his/her products and may be asked to leave.
5. **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 required. 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.
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. Failure to comply with the closure of the market due to inclement weather will result in the revocation of the vendor application and the forfeit of application fees. In case of rain, producers and civic organizations must provide their own protection as there is no shelter provided. In the event of high winds, a minimum of 40-pound weights must be used to secure each leg of the tent. If tents are secured to vehicles, the non-secured legs must be also be weighted down with a minimum of 40-pound weights.
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. **Trash Receptacles.** Vendors are responsible for the removal of any and all trash from said receptacles and its proper disposal outside the market area. 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.
10. **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.

POLITICAL GROUPS AND DISPLAYS

Not-for-profit community organizations may not use their booths for political purposes. 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. Political groups and/or organizations may apply to participate at the market no more than one time during a market season.

ORGANIC PRODUCTE

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.

LIABILITY AND INSURANCE

Insurance requirements will be determined annually by the Farmers Market Committee and are included on the vendor application. Vendors must submit a copy of their COI as part of their application.

PRODUCTER SPACE RENTAL FEE

A producer space is the equivalent of two standard parking spaces, approximately 17' W x 19' L. Vendors can select up to three producer spaces. Rates will be determined annually by the Farmers Market Committee and included on the vendor application.

SOLICITING

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

