

VILLAGE OF DEERFIELD FARMERS MARKET **RULES OF OPERATION – CIVIC GROUPS**

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. Not-for-profit community organizations, scheduled to participate in the market on a specific date, may set up and occupy an assigned space at the Deerfield Farmers Market for the purpose of an information display, raffle, or fundraiser. Organizations may apply to participate at the market more than one time during a market season. Additional dates will be assigned after the due date in order to give all organizations a chance to participate at least once.

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 Civic Market Manager by Friday, April 18th.** Each application submitted must be associated with Deerfield, Bannockburn or Riverwoods. At all times, at least one 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 may fill out an online [Civic Group Application](#). Permission to participate is granted by the Farmers Market Committee. The Farmers Market Committee reserves the right to reject an application for any reason.

LOCATION OF MARKET

The Deerfield Farmers Market is located on Park Avenue at Deerfield Road, between Jewett Park Drive and Hazel Avenue, Deerfield, IL, just east of the Deerfield Metra Station. Parking for Members of Community Organizations is available in the commuter parking lot at the northwest corner of Deerfield Road and Robert York Avenue, as well as in the municipal lots in the surrounding area.

We will inform you of the location of your booth at least one week in advance of your scheduled visit. You can visit the Information Booth at the south end of the Market to get help finding your spot on the day you are scheduled.

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 a.m. to 12:30 p.m. Producers, vendors, and civic organizations are required to be set up by 7 a.m., discontinue sales by 12:30 p.m., and complete clean up by 1:30 p.m. or as soon thereafter as possible.

ATTENDANCE

Civic Groups must inform the Market Manager when they will NOT be present, or when they are running late. The Civic Market Manager may be contacted at 847.772.3245 or by email to farmersmarketcivic@deerfield.il.us.

OPERATIONS

1. **Set-Up Equipment.** All participants must furnish their own tents, tables, chairs, displays and any other items necessary to conduct business.
2. **Displays.** Civic organizations are encouraged to display their products in a creative and aesthetically attractive fashion.
4. **Electricity.** Electricity is not available.
5. **Inclement weather.** The Market will operate in inclement weather as long as it is safe to do so. Civic Organizations may elect not to participate but must notify the Market Manager or Civic Group Coordinator in advance. If the weather becomes unsafe, the Market Manager will alert participants and close the Market. In case of rain, producers and civic organizations must provide their own protection as there is no shelter provided.
6. **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.
7. **Trash Removal** Members of not-for-profit community organizations must leave their assigned set up location clear of any waste. 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.

8. 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.

LIABILITY

The Village of Deerfield is not responsible for theft or damage of property or equipment from the stalls or elsewhere on the Market premises.

SOLICITING

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

ANIMALS

While dogs are allowed at the Farmers Market, animals of any kind are not allowed as part of a Civic Group booth.

VEHICLES

No vehicles are allowed within the Farmers Market. Participants must unload any items outside of the market and carry them in.

ENFORCEMENT OF RULES

Participants of the Market 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.

Civic Group Coordinator

Email: farmersmarketcivic@deerfield.il.us