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## Rochester Public Library Farmers Market Mission and Goals

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*Market Contact Information: [RochesterLibraryFarmersMarket@gmail.com](mailto:RochesterLibraryFarmersMarket@gmail.com)*

### **When:**

Saturday mornings 8:00a.m. to 12:00 p.m.  
June 4<sup>th</sup>, 2016 through October 16<sup>th</sup>, 2016

### **Where:**

Grass area around the parking lot at the Rochester Public Library District and the Village of Rochester.

The Rochester Public Library Farmers Market is a program created to pursue the following mission and goals:

1. To enhance the quality of life in the Rochester area by providing a community service which fosters social gathering and interaction.
2. To preserve Rochester's unique agricultural heritage and the historical role which farmers have played.
3. To give our local growers alternative marketing opportunities.
4. To promote the sale of locally grown farm products with priority given to those in the Rochester Public Library District.



## Rochester Public Library Farmers Market Policies and Procedures

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*Market Contact Information: [RochesterLibraryFarmersMarket@gmail.com](mailto:RochesterLibraryFarmersMarket@gmail.com)*

### **Vendor Reservations:**

**All paperwork and payment due by deadline (One week before event).**

### **Market Operations:**

1. Set-up is between 7:15 a.m. and 7:45 a.m. Please be aware of public traffic and other vendors setting up.
2. Full Season Vendors market space will be a saved spot each week.
3. Vendors are required to unload as quickly as possible and then immediately go and park your vehicle at the far end of the parking lot. Please wait to set up your tent/canopy and arrange your market space until your vehicle is out of the way.
4. Vendors are responsible for their own tent/canopy, tables and chairs.
5. Vendors are responsible for cleaning up their space after the market is over. Trash must be taken to the dumpster.
6. Please keep your market space open until noon.



# Vendor Rules and Regulations

## Rochester Public Library Farmers Market Rules & Regulations

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*By Signing the Vendor Contract each Vendor agrees to abide by the rules and regulations detailed in this document.*

### **General Rules**

#### **Market Operations:**

1. Market selling hours will be from 8:00 a.m. – noon.
2. Allocation of and changes of vendor space will be at the Rochester Public Library's discretion. Farmers within the Rochester Public Library District have first priority as vendors at the Market.
3. In the event of rain the Market may be cancelled before set-up and vendors will be refunded their fee.
4. Vendors who are a no-show will not be refunded their fee.
5. Vendors shall supply their own display tables and facilities for their space. All display and signage must be kept within each Vendor's designated area.
6. Vendors may set-up starting at 7:15 a.m.
7. Vendors must be courteous to other Vendors and to the public at all times.
8. Vendors are responsible for clean-up of their own debris after market closing. Not cleaning up your area will result in forfeit not only your space, but of your right to participate in future Market dates.
9. It is the responsibility of each Vendor to follow the laws of the State of Illinois.
10. Each Vendor is expected to fairly price their goods.

#### **Space Allocation:**

1. Market Space is rented on either a full-season or partial-season basis.
2. Full-season is reserved for the duration of the season and requires prepayment. Priority is given to farmers in the Rochester Public Library District. Full-season Vendors are given the preference of the location of their space which will be reserved for the entire season.
3. Our second priority to vendor space will be given to farmers outside the Rochester Public Library District.
4. Partial-Season space "per Saturday" is subject to availability, and must be paid a week before the Market date.
5. Due to limited space, Processed Products and Value-added Product will be added as space allows with priority given to those Vendors who live within the Rochester Public Library District. Only one vendor per product will be selected on a first received completed Vendor Contract basis.

## From the Garden

All Product sold, such as fruits and vegetables, should be in season and grown within a 100 mile radius of the Market. The Priority of this Market is to have farmers selling their produce make up at least one-half of the total vendors present on a given Saturday.

**Raw Produce:** Fresh, whole, uncut, unprocessed produce that is minimally rinsed to remove visible soil, otherwise unprocessed and minimally packaged.

**Processed Products:** Eggs and honey must be a product of the vendor. Must be processed in licensed facilities and properly labeled.

**Value-added Products:** Baked items must be prepared by the Vendor in an Illinois home kitchen and must be properly labeled. Handmade soaps/lotions must be made with the grower's produce.

# Vendor Contract



## Rochester Public Library Farmers Market Annual Vendor Contract

*For Current Season Only*

Space Description	Full Season 20 Saturdays	Partial Season Each Saturday \$5.00
12 x 12 Space for 10 x 10 Tent/Canopy	\$90.00	\$5.00

**Partial Season: Please circle dates you are attending.**

**June 4, 11, 18, 25   July 2, 9, 16, 23, 30   August 6, 13, 20, 27   Sept. 3, 10, 17, 24   Oct. 1, 8, 16**

Print Name(s): \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Produce/Product to be sold: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

The Rochester Public Library Farmers Market is authorized to release my name and contact information.

My Signature confirms that I have received and will comply with the Rules and Regulations. I also recognize that the Rochester Public Library Farmers Market takes video and photographs on a regular basis that may include me, my family, my products or my market stall.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please make checks payable to the Rochester Public Library District*

Full Season:       Partial Season:       Amount Paid: \_\_\_\_\_



## Rochester Public Library Farmers Market Liability Waiver & Indemnification Form

*Market Contact Information: RochesterLibraryFarmersMarket@gmail.com*

### **Liability Waiver:**

The Rochester Public Library Farmers Market does not cover product liability for individual vendors or liability for personal damages caused by your market display.

I understand that individual product liability and liability for my market display is my responsibility. I do hereby release the Rochester Public Library District and the Village of Rochester, its Library Board, Employees, and Volunteers from legal or financial liability due to my products and/or market display.

### **Release & Indemnity Clause:**

I agree to indemnify and hold harmless the Rochester Public Library District and the Village of Rochester, Rochester Public Library Farmers Market, its Library Board, Employees, and Volunteers of this entity from all claims, causes of action, liability, judgments, obligations, or costs of any nature whatsoever, including but not limited to costs and attorney fees, in connection with any such claims or the like made by or on behalf of any individual and/or entity and /or the individual's and/or entity's spouse, children, heirs, assigns, insurers, guarantors, officers, directors, agents, or person or entities claiming by or through an individual and/or entity.

By signing below, I, both on behalf of my business, if any, and individually:

1. Acknowledge that I have read and understand the Rochester Public Library Farmers Market *Rules and Regulations*.
2. Agree to be bound by and comply with the Rochester Public Library Farmers Market *Rules and Regulations*.
3. Acknowledge that I have read and understand both the Liability Waiver and the Release of Indemnity Clause.
4. Agree to be bound by and comply with both the Liability Waiver and the Release and Indemnity Clause.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_