



WELCOME NONPROFITS

(217) 498-8454 • Location of Market: One Community Dr., Rochester, IL

Hello Potential Rochester Farmers Market Nonprofit Organization,

The 2018 season is upon us, and we are getting people signed up. Many changes have been made this year to continue to help vendors and the community enjoy the market experience. Here are a few of the highlights:

- June 2nd - October 6 (19 weeks)
- No rain dates, rain or shine - May be canceled due to lightning.
- Nonprofit community sign-up
- Special events
- Music

I hope that you will consider joining our growing community Farmers Market. As you may know, Rochester and surrounding area are without access to a grocery store, but most importantly... fresh locally grown produce. It is the goal of the Market to bring the community together and provide products from local farmers and producers. It is also the goal of the Market support local nonprofit organizations. In doing so the Market will provide a FREE booth to local non-profit organizations and clubs that wish to inform the community about their services The Market is run by volunteers. The Market is sponsored by the Friends of Rochester Public Library District, an organization that supports the library.

The Market is located at the Rochester Public Library District, Rochester Village and Police Department's parking lot which is located on the very busy highway Route 29. (One Community Dr., Rochester IL).

Please look over the enclosed nonprofit packet. Completed applications and waivers can be sent to the post office box or dropped off at the library. For additional information please visit the Rochester Public Library website, the Rochester Public Library Farmers Market Facebook page, or call, email or Facebook message the Farmers Market Coordinator.

Thank you for your time,

Keshia Dotson

Rochester Farmer's Market Coordinator

(217) 498-8454 • rochesterlibraryfarmersmarket@gmail.com

PO Box 83, Rochester, IL 62563 • (Location of Market: One Community Dr., Rochester, IL)

Library Phone (217) 498-8454



The Rochester Farmers Market is a community venture. The Market strives to bring fresh local foods and products to its community. We also strive to bring the community together and in doing so the Market will provide a FREE booth to local nonprofit organizations and clubs that wish to inform the community about their services. Examples of, but not limited to: Girl and Boy Scouts, 4-H, FFA, AARP, Local Blood Banks, Local Fire and Rescue, Local Police Departments, Historical Societies, Public School Programs, Pet Adoptions, etc.

Rochester Public Library Farmers Market Nonprofit Booths

Nonprofit booths should ideally be reserved prior to Market season in order to be added to the Market calendar of events. Applications will be accepted as late as one week before the desired Market day and may be approved if space is available. Each week, the Market will provide opportunity for local nonprofit organizations and outreach programs to host a booth at the Market to help inform our Market customers. They should:

- ➔ Provide an opportunity for our customers to learn about local nonprofit organizations.
- ➔ Inform our customers how to support nonprofits in our community.
- ➔ Provide a venue for cities and municipalities to educate the community about special projects and educational outreach efforts.
- Priority will go to nonprofits with a strong membership base or involvement within The Rochester Public Library District and those with educational outreach related to sustainability, community, and health.
- Non-profit booths are to supply their own tent/canopy, tables and chairs. All display and signage must be kept within each booth's designated area. Booths must be staffed from 8:30 am to 12:30. Please see the Nonprofit packet for set-up, breakdown, etiquette and other applicable rules.
- Nonprofit booth space is limited and subject to change. All interested participants need to return a completed application and waiver for consideration as soon as possible.
- Fundraising efforts (such as raffle tickets, t-shirt and cookie sales) require permission of Market Coordinator and shall be limited to appropriate items which do not compete with regular Market vendor sales, shall match the Market ethic of healthy and local, and are in accordance with the health code.

If you are interested in a nonprofit/community outreach booth please fill out the following application and waiver. Feel free to call the Farmers Market Coordinator, Keshia Dotson at 217-498-8458 or email: RochesterLibraryFarmersMarket@gmail.com.



The Rochester Public Library District 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 and producers alternative marketing opportunities.
4. To promote the sale of locally grown farm products with priority given to those in the Rochester Public Library District.
5. To inform the community of local non-profit organizations.

When:

Saturday mornings 8:30 -12:30. (rain or shine) *May be canceled due to lightning.*

June 2, 2018 through October 6, 2018

Where:

Parking lot area of the Rochester Public Library District and the Village of Rochester. One Community Drive, Rochester, Illinois.

Rochester Public Library Farmers Market Rules & Regulations

Market Operations

1. Market selling hours will be from 8:30-12:30. Vendors may set up starting at 7:45 a.m.
2. The Market will **NOT** be canceled due to rain. Market may be canceled due to lightning.
3. Full season vendor's market space will be a saved spot each week.
4. Vendors are to supply their own tent/canopy, tables, chairs and electrical cords if applicable. All display and signage must be kept within each vendor's designated area.

General Rules

1. Set-up is between 7:45 and 8:15 a.m. Please be aware of public traffic and other vendors setting up. Vendors are required to unload as quickly as possible and immediately go and park their vehicle at the far end of the parking lot. Vendors should wait to set up tent/canopy and arrange market space until their vehicle is out of the way. **Vendors, please keep Market space open until 12:30.**
2. Vendor space allocated or changed 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. Vendors must be courteous to other vendors and to the public at all times.
4. Vendors are responsible for clean-up of their own debris after Market closing. Not cleaning up your area will result in forfeiting not only your space, but of your right to participate in future Market dates.
5. It is the responsibility of each vendor to follow the laws of the State of Illinois.
6. Vendors who cannot attend requested date are asked to let the Farmers Market Coordinator know preferably by end of day the Wednesday before Market day through telephone or email.

Contact Information

Call the Farmers Market Coordinator, Keshia Dotson at 217-498-8454 or email: RochesterLibraryFarmersMarket@gmail.com. You can also visit or call The Rochester Public Library District at 217-498-8454, One Community Drive, Rochester, IL 62563.

Market Setup



Friends of the Rochester Public Library District:

The Market is sponsored by the Friends, a nonprofit organization that provides voluntary and financial assistance to the Rochester Public Library District. New Members are always welcome, Applications are available on the library website or at the library front desk.



VENDOR OR NONPROFIT LIABILITY WAIVER

Rochester Public Library Farmers Market Liability Waiver & Indemnification Form

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, the Friends of Rochester Public Library District, the Rochester Public Library Farmers Market, 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, The Friends of Rochester Public Library District, 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:** _____



NONPROFIT BOOTH APPLICATION

Please circle dates you are interested in. (Requested dates are not guaranteed and will be confirmed by the Market Coordinator. Space and opportunity are limited.) Organizations who cannot attend requested date are asked to let the Farmers Market Coordinator know preferably by end of day the **Wednesday** before Market day through telephone or email.

June- 2, 9, 16, 23, 30

July- 7, 14, 21, 28

Aug.- 4, 11, 18, 25

Sept.- 1, 8, 15, 22, 29

Oct. - 6

Print Name(s): _____

Organization Name: _____

Address: _____

Purpose and Method of outreach: _____

Phone Number: _____ Email: _____

Names of booth staffing: _____

Facebook Organization Name: _____

Are you planning on doing any fundraising, if so what will you be doing?

- I wish to have my organization tagged through the Markets Facebook page.
- I wish to learn more about being featured as a organization on the Markets Facebook page.
- I wish to learn more on how I can volunteer to help the Market grow.

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: _____