



## **WELCOME VENDORS**

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

Hello Potential Rochester Farmers Market Vendors,

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 2, 2018 - October 6, 2018 (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. We strive to give an accessible venue to our vendors at an affordable price (only \$10.00 per week). The space fees go towards helping the market grow through advertisement, signage and improvements. Left over money helps to support the library. 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 vendor packet. Completed contracts and waivers can be sent to the post office box or dropped off at the library along with a check which should be made out to Friends of the Rochester Public Library District. 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](mailto:rochesterlibraryfarmersmarket@gmail.com)

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

Library Phone (217) 498-8454



## 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 -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. *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 who are a no-show will not be refunded their fee.
4. Vendors must be courteous to other vendors and to the public at all times.
5. 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.
6. It is the responsibility of each vendor to follow the laws of the State of Illinois.
7. Each vendor is expected to fairly price their goods.
8. 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.

## All Products

All products sold must be directly and personally homegrown, handmade, and/or created from locally-owned facilities within the state of Illinois. Items that are mass production or purchased from wholesale food auctions are not permitted. All product sold, such as fruits and vegetables, should be produced in season and grown within a 100 mile radius of the Market.

**Raw Produce:** Fresh, whole, uncut, unprocessed produce that is minimally rinsed to remove visible soil or otherwise unprocessed and minimally packaged. Products sold by weight must comply with the standards of the State of Illinois for sales by weight. All scales must be legal and certified prior to participation at the Market. For a list of Illinois Registered Small Scale Service Companies, visit [www.agr.state.il.us](http://www.agr.state.il.us) or call 217/785-8466. Sampling is not permitted unless the vendor provides a state approved wash station.

**Honey:** Honey in the comb or that is removed from the comb and in an unadulterated condition is exempt from restrictions if the producer packs or sells less than 500 gallons a year. However, federal labeling laws must be followed.

**Processed Products:** Eggs, meat and poultry must be a product of the vendor. All products must be processed in licensed facilities and properly labeled. All products must comply with local, state, and/or federal health ordinances. Please contact the Sangamon County Department of Public Health at 217-535-3145 to get more information on current regulations. Vendors who sell meat or poultry at the Market shall have a valid State license and shall provide a copy of such license to the Department. The meat and/or poultry sold at the Market by the vendor shall come from animals owned, raised or processed by Vendor in Illinois at a location identified by vendor. Vendor shall not sell any eggs at the Market unless Vendor complies with the Illinois Egg Law requirements and provides Department appropriate documentation thereof.

**Commercially Produced Prepackaged Food Products:** Illinois products are allowed for sale at the Market if they meet applicable regulations and requirements, including labeling requirements.

**Value-added Products:** Baked items must be prepared by the Vendor in an Illinois home kitchen and must be properly labeled. All baked goods sold shall be prepared in a certified commercial kitchen or meet the criteria of the Cottage Food Regulations as in compliance with the Sangamon County Health Department and the State of Illinois. Handmade soaps/lotions must be made with locally grown produce and labeled properly according to local, state and federal guidelines.

ALL VENDORS who have appropriate licenses and tax ID numbers should send a copy with their contracts. If you are unsure if your product is approved for the Market, please call the Farmers Market Coordinator.

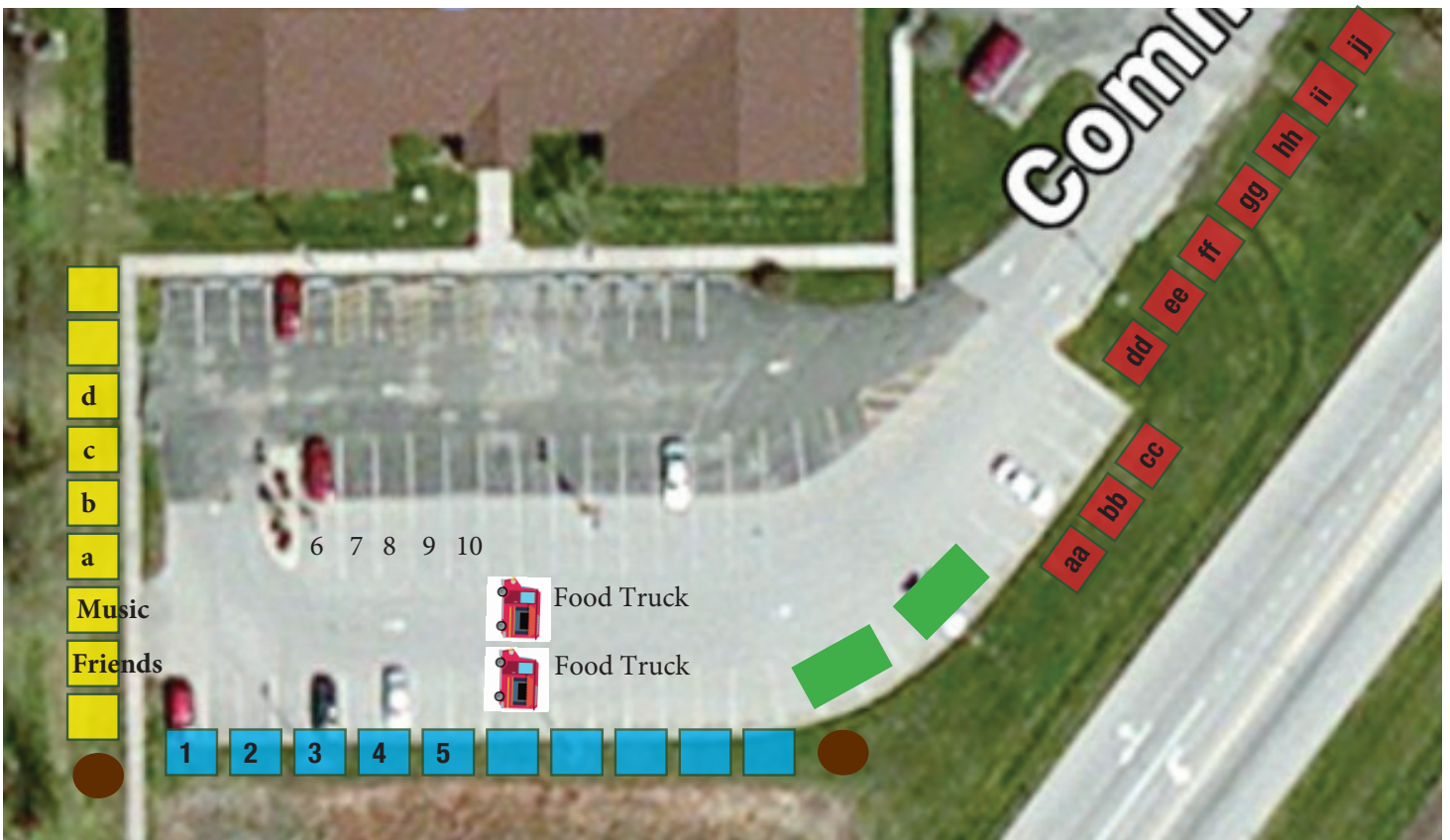
## Contact Information

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

## Space Allocation:

1. Market space is rented on either a full-season or weekly basis.
2. Full-season vendors require full payment with contract submission. Full-season vendors who prepay receive a \$40 dollar savings compared to weekly vendor charge. Full-season vendors will be assigned a permanent location.
3. Weekly vendors are subject to space availability and must sign-up and pay a week in advance.
4. Priority is given to vendors in the Rochester Public Library District. Vendors living outside the Rochester Public Library District but within a 100 mile radius will be given second priority.
5. Due to limited space, vendors of processed products and value-added products will be added as space allows with priority given to those vendors who live within the Rochester Public Library District.
6. Vendors who wish to sell out of the bed of their trucks need to get approval from the Farmers Market Coordinator prior to the requested Market day. A special location may be assigned.
7. Space is limited for Food trucks.

## Market Setup



## Friends of the Rochester Public Library District:

*The Market is sponsored by the Friends, a non-profit 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 CONTRACT

Space Description	Full Season Discount <i>(19 weekends)</i>	Weekly
12 x 12 Space for 10 x 10 Tent/Canopy	\$150.00	\$10.00
Food Truck	\$150.00	\$10.00
Electrical (per 1 outlet)	\$20.00	\$2 per use

See rules for more information about electrical and food trucks. Check box below.

Please circle dates you are attending. *(Full season vendors please fill out so we know which days you will not be able to attend. Weekly vendors space may be limited for your requested dates. Please return form early to insure your spot.)*

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): \_\_\_\_\_

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

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

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

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

Business Website: \_\_\_\_\_

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

*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.*

- I wish to have my business tagged through the Markets Facebook page.
- I wish to learn more about being featured as a vendor 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: \_\_\_\_\_

**Please make checks payable to the Friends of Rochester Public Library District.** Completed contract, waiver and check should be mailed to PO Box 83, Rochester, IL 62653 or can be dropped off at the Rochester Public Library at One Community Dr., Rochester, IL.

Full Season  Weekly  Electricity  Food Truck Amount Paid: \_\_\_\_\_



## ***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:** \_\_\_\_\_