



HOLIDAY VENDOR PACKET

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

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

Where:

Community Room of the Rochester Public Library District and the Village of Rochester.
One Community Drive, Rochester, Illinois 62563

Rochester Public Library Farmers Market Rules & Regulations

Holiday Market Operations:

- Market selling hours will be 8:30 AM - 1:30 PM. Vendors may start setting up at 7:30 AM
- Set up is between 7:30 AM and 8:15 AM. Please be aware of public traffic and other vendors setting up. Vendors are required to unload as quickly as possible and immediately go park their vehicle at the far end of the parking lot.
- **Vendors must keep space open until 1:30 PM.**
- Vendor space allocated or changed will be at Rochester Public Library's discretion. Vendors with the Rochester Public Library District have first priority as vendors at the Market.
- Absolutely no hanging of items on the walls.
- Vendors who are a no-show will not be refunded their fee.
- Vendors must be courteous to other vendors and to the public at all times.
- Vendors are responsible for clean-up of their own debris after closing. Not cleaning up your area will result in forfeiting not only your space, but of your right to participate in future markets.

- It is the responsibility of each vendor to follow the laws of the State of Illinois.
- Vendors who cannot attend requested date are asked to let the Farmers Market Coordinator know preferably by end of day Wednesday before market day through telephone or email.

Products:

Raw Produce: Fresh, whole, uncut, unprocessed produce that is minimally rinsed to remove visible soil 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 Companies, visit www.agr.state.il.us or call (217) 785-8466.

Sampling is not permitted unless the vendor provides a 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 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 the vendor in Illinois at a location identified by vendor. Vendor shall not sell any eggs at the market unless the 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 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.

Crafts: All crafts must be handmade and/or created from locally owned facilities within the State of Illinois.

Direct Sales: Only one vendor allowed per direct sales company. The first vendor to submit an application with payment will receive reservation of space.

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 Barbee at RochesterLibraryFarmersMarket@gmail.com. You can also visit or call the Rochester Public Library District at (217) 498-8454, One Community Drive, Rochester, IL 62563



HOLIDAY MARKET

CONTRACT

Please circle dates you are interested in and table size. *(The Market will supply either a 6' or 8' table with two chairs per vendor. Requested Dates are not guaranteed and will be confirmed by the Market Coordinator. Space and opportunity are limited)*

November 17th	\$22/8 ft tables	\$20/6 ft tables
December 15th	\$22/8 ft tables	\$20/6 ft tables

Print Name: _____

Organization Name: _____

Address: _____

Email: _____

Phone Number: _____

Facebook Page: _____

Produce/Products to be Sold: _____

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 the Rochester Public Library District. Completed contract, waiver and check should be mailed or dropped off at One Community Drive, Rochester, IL.

Amount Paid: _____