



VENDOR CONTRACT

Space Description	Full Season Discount	Weekly
12 X 12 Space for a 10 X 10 Tent/Canopy	\$100	\$10
Food Truck	\$100	\$10
Electrical (per 1 outlet)	\$15	\$2 per use

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. Please return from early to insure your spot)

June

8	15
22	29

July

6	13
20	27

August

3	10
17	24

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: _____



VENDOR INFORMATION

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 interaction.
2. To preserve Rochester's unique agricultural heritage and the historical role which farmers have played.
3. To give 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-profits.

When:

Saturday mornings: 8:30 AM - 12:30 PM. (rain or shine) *May cancel due to lightning.*

June 8, 2019 - August 24 2019

Where:

Parking lot area of RPLD 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 AM - 12:30 PM. Vendors may set up starting at 7:30 AM
2. The Market will NOT be cancelled due to rain, *but may be cancelled in the case of lightning.*
3. 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 7:30 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. Vendors should wait to set up tent/canopy and arrange market space until their vehicles are out of the way. **Vendors, PLEASE keep Market space open until 12:30 PM.**
2. Vendor space allocated or changed will be at the Rochester Public Library's discretion. Farmers within the RPLD 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 your right to participate in future dates.
6. It is the responsibility of each vendor to follow the laws of the State of Illinois.
7. Vendors who cannot attend a requested date should let the Farmers Market Coordinator know by the Wednesday before market day through email or telephone call.

Space Allocation:

1. Market space is rented on a full-season or weekly basis.
2. Full-season vendors require full payment with contract submission.
3. Weekly vendors are subject to space availability and must pay a week in advance.
4. Priority is given to vendors in the library district. Vendors living outside the district but within 100 mile radius will be given second priority.
5. Due to limited space, vendors of processed products, direct sales, and value-added products will be added as space allows priority given to those vendors who live within the library district.
6. Vendors who wish to sell out of the bed of their trucks need to get approval from the Farmer's Market Coordinator prior to the requested Market day as a special location will be assigned.
7. Space is limited for food trucks.

Friends of the Rochester Public Library

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 front desk.

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:

Email 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

Product Regulations

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.

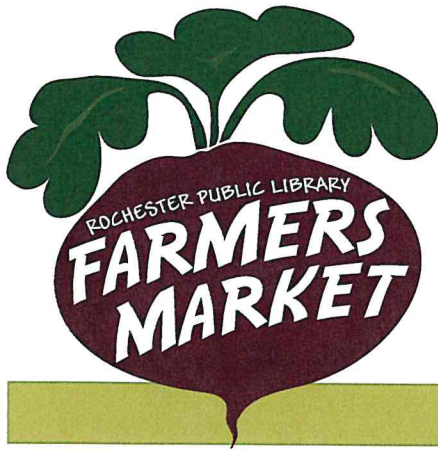
Processed Products: Eggs, meat, and poultry must be a product of the vendor. All products must be processed in licensed facilities and properly labeled. All products must comply with local, state, and/or federal health ordinances. Please contact the Sangamon County Department of Health at (217) 535-3145 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.



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:** _____