



WELCOME VENDORS

HELLO, POTENTIAL VENDORS!

We are absolutely thrilled by our new sponsorship with Gregurich Beef Company. Thanks to their generous contribution, we are able to continue our beloved Farmers Market. Here are a few of the highlights for the 2025 season:

- June 8 - September 28, second and fourth Sundays (8 market dates)
- Children's activities
- Special events
- Vendor feature stories on our Facebook page
- Advertising space for seasonal vendors on our website

We hope that you will consider joining our Rochester Library Farmers Market, sponsored by Gregurich Beef Company. Our market provides an intersection between the need of local farmers to have a place to sell goods, and the need of consumers for fresh, nutritious food.

Please look carefully over the enclosed packet. Note that all participants working in your vendor spot must be listed in the contract. Completed, signed contracts and waivers must be returned to the library by mail, email, or in person along with payment by June 1 for seasonal vendors, and by the Wednesday before the anticipated first market date for those who are weekly attendees. NO EXCEPTIONS. Registered non-profits are exempt from vendor fees. For additional information, please call the library at 217-498-8454 and ask for Kendall or Cassie.

Thank you for partnering with us to bring fresh food to Rochester and the surrounding area!

Kendall Tracey & Cassandra Merideth
Rochester Library Farmers Market Coordinators
(217)498-8454 | rpldfarmersmarket@gmail.com
1 Community Drive | Rochester, IL 62563



VENDOR INFORMATION

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

Second and fourth Sundays:
12:00 - 3:00 PM, rain or shine.
May cancel due to lightning.
June 8 - September 28, 2025.

WHERE

Parking lot area of RPLD and
the Village of Rochester.
1 Community Drive
Rochester, Illinois 62563

ROCHESTER PUBLIC LIBRARY FARMERS MARKET RULES & REGULATIONS

Market Operations:

1. Market selling hours will be from 12:00 PM - 3:00 PM. Vendors may set up starting at 10:30 AM. ****Vendors *can* set up early IF they receive permission from the market manager.**
2. The Market will NOT be canceled due to rain, *but may be canceled 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. Setup is between 10:30 and 11:50 AM. ****Vendors can set up early IF they receive permission from the market manager. 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 3:00 PM.**
2. Vendor space allocated or changed will be at the Rochester Public Library's discretion. Farmers within the RPLD 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 Coordinators know by the Wednesday before Market day through email or phone call.

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ROCHESTER PUBLIC LIBRARY FARMERS MARKET RULES & REGULATIONS, CONT.

Space Allocation:

1. Market space is rented on a full-season or weekly basis.
2. Full season vendors require full payment with contract submission by June 1, 2025. NO EXCEPTIONS.
3. Weekly vendors are subject to space availability and **must** pay by the Wednesday before the weekend they plan to work. NO EXCEPTIONS.
4. Priority is given to vendors in the library district. Vendors living outside the district but within 100 miles 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 with 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 Farmers Market Coordinator prior to the requested Market day as a special location will be assigned.
7. Space is limited to a maximum of 27 vendors and 1 food truck per week at the discretion of Farmers Market Coordinators.
8. Space is limited for direct sales vendors to 2 per 15 total vendors. (Please see definition of Direct Sales under "Product Regulations.")

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 Coordinators, Kendall Tracey and Cassandra Merideth, at rpldfarmersmarket@gmail.com. You can also visit or call the Rochester Public Library District at (217) 498-8454, 1 Community Drive, Rochester, IL 62563.

ROCHESTER PUBLIC LIBRARY FARMERS MARKET PRODUCT REGULATIONS

Raw Produce:

Raw produce is defined as 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.

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.

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ROCHESTER PUBLIC LIBRARY FARMERS MARKET PRODUCT REGULATIONS, CONT.

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) 535-3100 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 2 direct sales vendors allowed per 15 total vendors per weekend. The first vendor to submit a contract with payment will receive reservation of space. *[Definition: A type of vendor who sells items belonging to a company that they themselves do not own – a vendor who represents a company & makes a commission from that company.]*



VENDOR CONTRACT

SCHEDULE

Please mark the dates you are attending.

(Full season vendors, please fill out this section so we know which days you will not be able to attend. Space may be limited for weekly vendors.)

___ June 8
___ June 22

___ July 13
___ July 27

___ August 10
___ August 24

___ September 14
___ September 28

PAY HERE



[HTTPS://SQUARE.LINK/U/GS2IRBAF](https://square.link/u/GS2IRBAF)

FEES - CHECK ALL THAT APPLY

12x12 Space for a 10X10 Tent/Canopy
___ \$80 full season paid in advance OR
___ \$15 per week

Food Truck
___ \$160 full season paid in advance OR
___ \$25 per week

Electrical Access (per 1 outlet)
___ \$16 full season paid in advance OR
___ \$5 per week

**If not paying online, make checks payable to
Rochester Public Library District.*

Mail to: 1 Community Dr., Rochester, IL 62563.

CONTACT INFORMATION

Names of ALL to be present in tent: _____

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

FOR OFFICE USE ONLY

Date Received: _____

Approved by: _____



VENDOR OR NONPROFIT LIABILITY WAIVER

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

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 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, 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.

A signed copy of this form **MUST** be returned with completed Vendor Contract **BEFORE** first market date.