

LAKE BLUFF FARMERS MARKET

2023 RULES OF OPERATION

INTRODUCTION

The Lake Bluff Farmers Market is located on the Village Green at the intersection of Sheridan Road and E. Scranton Avenue. The 2023 Market will take place each Friday from June 9 through October 13 (inclusive), 7:00 a.m. to noon. This is a total of 19 market dates. The date to submit a vendor application will be on March 10, 2023, and vendors will be selected by April 10, 2023.

ELIGIBLE VENDORS – *Reviewed by Farmers Market Committee*

Eligible vendors to sell at the Lake Bluff Farmers Market meet all of the following requirements:

- Offer for sale **only**:
 - Edible goods for human consumption, such as fruit, vegetables, edible grains, nuts and berries, apiary products, maple sugars, or syrups;
 - Non-edible plants, such as cut or potted flowers; or,
 - Knife sharpening services.
- Offer products or services produced by their own work, or the work of their employees or families.
- Offer **only** products or services listed on their application and approved.
- Hold and display prominently during each Market a valid Illinois sales tax license and, if applicable, a valid Lake County food service permit.
- Have paid all applicable fees due for their participation in the Market.
- Do not have a principal business location within the Village of Lake Bluff.

Any vendor found ineligible at any time during the Market is subject to discharge without a refund of any fees paid.

RENTAL FEE

The season fee shall be **\$350.00**. For vendors who are admitted to the Market after the start of the season, the vendor shall pay a fee of **\$30 per market**. No refund shall be provided to a vendor who fails to attend or who is discharged for failure to obey Market rules.

Fees are payable within 30 days of the vendor's acceptance to the market or the day of the vendor's first appearance at the Market, whichever comes first.

PARKING

Parking is limited near the Village Green and is primarily reserved for Market and downtown business customers. Vendors not allocated a space adjacent to their booth assignment will be provided a permit to the train station commuter parking lot, directly across the street from the Village Green.

DISPLAYING AND SELLING GOODS

Vendors must provide their own tables, chairs, and other display items. All items must be clearly marked displaying prices in full view of customers. Organically grown produce must be certified by a USDA sanctioned organization with a copy provided to the Farmers Market Committee. Goods may be sold directly from trucks only with the approval of the Market Manager.

LIABILITY AND INSURANCE

As stated on the application, vendors must agree to release, indemnify, and hold harmless the Village of Lake Bluff as a condition of participation. Additionally, the Village will not be responsible for theft or damage of property or equipment.

Each vendor must provide a certificate of insurance demonstrating an aggregate commercial general liability limit not less than \$2,000,000. The terms and endorsements of each certificate are subject to approval by the Village. Vendors must list the following as an additional insured: *"The Village of Lake Bluff and its officials, agents, employees and volunteers."*

GENERAL REGULATIONS

Vendors shall:

- Be present at the Market no later than 6:30 a.m.
- Conduct themselves in a pleasant and courteous manner.
- Maintain their rental space and any of their equipment within the Market grounds so as to be safe, clean, presentable, and in good working condition.
- Not create any loud, disturbing, or unnecessary noise that disrupts the Market. Portable generators should have a manufacturer's listed noise level equal to or under 60 dBa and be operated away from customers.
- Avoid loud, vulgar, or profane language.
- Using or appearing under the influence of tobacco, drugs, or alcohol.
- Prohibit any employee from attending the Market who is feeling ill or who should quarantine or isolate under CDC COVID-19 guidelines.
- Follow any additional COVID-19 regulations that may be enacted by the Market or the Lake County Health Department. We will continue to evaluate any additional regulations throughout the season.
- Obey the directions of the Market Manager.
- Only sell the following in accordance with applicable State of Illinois standards:
 - Apiary products, maple sugars or syrup, or processed food without proper labels;
 - Any article according to weight.

Vendors shall not:

- Engage in disputes or altercations on the Village Green.
- Attract attention to their goods by hawking or crying out.
- Sell or offer any unwholesome or spoiled articles, or transport or display foods without adequate protection against contamination. Delivery trucks and other equipment used for transportation and display shall be kept clean at all times.
- Allow any waste to remain in or near their space after the closing hour of the Market. The vendor is responsible for the removal of all waste from the Market grounds.
- Bring any pets or animals to the Market.

Market participants must at all times conform to Market rules. The Market Manager has full authority to enforce all rules. Any Market participant failing to comply will lose their space at the discretion of the

Village Administrator and Farmers Market Committee. The Market rules supplement Village Code and other provisions.

In the event other persons, other than a vendor or his employees, cause or promote an altercation or dispute with a vendor, the vendor shall seek the advice and assistance of the Market Manager.