



2015 Zion Farmer's Market
Every Thursday
11:00 am – 7:00 pm
Shiloh Blvd. & Sheridan Rd.
June 18 – September 24, 2015
Vendor Rules

VENDOR DEFINITION

A Vendor is defined as:

- 1) a person offering for sale articles for consumption, such as fruit, vegetables, edible grains, nuts and berries, apiary products, maple sugars, syrups, and non-edible articles, such as cut or potted flowers, which articles have been raised, prepared or processed by the grower or vendor, members of his family or by persons in his employ
- 2) A person who self-crafts all of the items in their booth. Types of art work include paintings, sculptures, jewelry, baskets, etc,
- 3) A person who creates perishable/non-edible products such as handmade soaps, candles and services like knife sharpening or tailoring,
- 4) A person who provides food prepared on-site or in commercial kitchens (includes bread, cheese, meat, jams/jellies and other canned goods, honey, baked goods, etc) for immediate consumption or take-out at the market

Vendors must receive approval for all products being brought into the Zion Farmers Market for resale. If this rule is violated and substantiated, the participant will be asked to leave and forfeit any fees paid.

TIMES AND HOURS OF THE MARKET

The Zion Farmers Market will operate every Thursday in 2015 from June 18th through September 24th. Hours will be 11:00 AM to 7:00 PM. ***This is a rain or shine market.***

Set up can begin after 9:00 am on Market Day. If you need help setting up, assistance will be available on a first-come, first-served basis from 9:30 am until the Market starts. You will be responsible for providing your own tents, chairs and tables. Electricity is provided at no additional cost on a first come, first served basis, however, vendor electrical appliance(s) cannot exceed 20 amps. Generators are permitted only if they are not a disturbance to local residents, Market customers and other Market vendors and require pre-approval from the Vendor Coordinator.

Food vendors are required to be ready to serve at 11:00 am. All vendors are required to stay for the duration of the Market, even if you have sold out of product or have not had any sales that day. ***Takedown of vendor areas begins at 6:45 pm.***

ATTENDANCE

Vendors are expected to attend all Market sessions they have applied for. Vendors are asked to provide at least 48 hours notice for any date that they will not be in attendance by contacting Sonolito Bronson at (847) 746-4056 or via email to sonolitob@zion.il.us or Rose Salata at (773)294-9005 or via email to zionfarmersmarket@yahoo.com. Vendors may not sublease their space to another vendor. **If two (2) Market days are missed without proper notification, the vendor's space will be forfeited.**

This is a rain or shine market. Therefore, the Market operates in **all** weather conditions. In the event of severe weather conditions, the Market Manager or Vendor Coordinator may elect to close the Market to insure the safety of all vendors and patrons alike, (i.e. tornado warnings, severe lighting, high winds, etc.). Refunds will not be given for dates cancelled or early closings due to weather precautions.

SERVICE ORGANIZATIONS

Area not-for-profit service organizations are invited to participate in the Zion Farmers Market on a once a month basis subject to demand and availability. One or more service organization(s) will be allowed to participate at each Farmers Market. The group may not sell items that compete with those of the participating vendors. The group is subject to the same display and sales restrictions as the Vendors. The service organizations must submit a written application (available at City Hall) by Friday, June 12, 2015. Applications received after this date will be put on a waiting list subject to availability. Permission to participate in the 2015 Zion Farmers Market is granted by the Zion Farmers Market Committee. The applying organization will be notified in a timely manner as to their date/dates of participation and setup location.

ENFORCEMENT OF RULES

Participants of the Market (Vendors and not-for-profit organizations) must at all times conform to Market rules. The City of Zion and the Zion Park District has full authority to enforce all rules. Any participant failing to comply therewith will lose their space at the discretion of City of Zion. The Market's rules supplement Zion code and provisions.

DISPLAYING AND SELLING GOODS

Standard vendor spaces are 10' x 10'. Vendors must make sure that their tent, merchandise, displays and customer traffic areas fit within their designated space and do not impede another Vendor's space. If a Vendor needs additional selling area, they will be required to pay for an additional space.

Vendors may not cover any grass or landscaped area with tarps or any other material. Vendors may not use their space so as to block or inhibit the use of another vendor. **Tables, crates, back stock must not be placed on sidewalks; no items may obstruct the walkways.**

Vendors are required to clean and remove all waste or refuse from their area the close of the day. Vendors must make use of on site waste receptacles or take all refuse with them as they depart the site. The Zion Park District reserves the right to levy fines on all vendors not

cleaning up their areas. Repeat offenses will result in vendors being banned from participating in the remainder of the season.

Vendors must furnish their own tables, chairs, or other display items. Vendors may not erect signs of any kind other than placards on their products. All items must be clearly marked showing prices in full view of customers. Vendors must display their full business name and location. In case of rain, vendors must provide their own protection as the Farmers Market is on a parkway with no shelter provided.

The Farmers Market Manager or Vendor Coordinator reserves the right at any time during the Market season to relocate vendors depending on space availability.

Zion Municipal Code Sec. 102-128 (6)-a states: "offstreet parking, whether temporary or permanent, shall not be permitted or located in any required front yard or any lawn area,..." As permitted by Code, the Zion Park District reserves the right at any time during the Market season to allow or prohibit on-site parking of vehicles at their sole discretion. **Therefore, goods may not be sold directly from vehicles unless pre-approved by the Zion Park District.** Vendor vehicles must be parked along curbs on Shiloh Boulevard in the area designated for Vendor Parking. Vendors are encouraged to use their vehicles for storage of extra product.

VENDOR CONDUCT

Vendors at the Market, as well as their employees, shall at all times conduct themselves in a pleasant and courteous manner. Vendors and their employees shall avoid using all unduly loud, vulgar, profane or otherwise disagreeable language. They shall further avoid all appearance of having been or being in a drunken or intoxicated condition. They shall further avoid any belligerent action or actions, which lead to or promote disputes, disagreements, or altercations with other vendors, prospective customers, visitors or any other persons on the Market premises. In addition, smoking and/or the consumption of alcoholic beverages is prohibited by vendors and their employees. In the event other persons, other than a vendor or their employees, cause or promote an altercation or dispute with a vendor, the vendor shall seek the advice and assistance of the Vendor Coordinator. In addition, because the Market is held on Zion Park District property, vendors must also abide by all policies and ordinances of the Zion Park District.

GENERAL REGULATIONS:

No Vendor shall:

- Sell apiary products, maple sugars or syrup and processed food unless properly labeled in accordance with Illinois State Standards for labeling. Items of this nature not originating in Illinois are subject to all applicable interstate sanctions.
- Sell or offer any article according to weight except in accordance with the established standards for weight in the State of Illinois.
- Sell or offer any article for sale, which is not theirs, or that of their family or persons in their employ
- Sell or offer any unwholesome or spoiled articles; attract attention to their goods by hawking or crying out.

- Sell or offer any food article without obtaining a Lake County Health Department permit for the current year and have it on public display in their selling area.
- Transport or display food 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, garbage or any other refuse to remain in or near his space after the closing hour of any Market day. The vendor is responsible for removal of all such waste from the Market grounds.
- Bring any pets or animals (with the exception of service animals) into the Market.

ORGANIC PRODUCE

A participating farmer may bring in organically grown produce. They must be able to certify that the produce is organically grown and must include appropriate documents substantiating that they are organic growers with their Vendor Application.

LIABILITY AND INSURANCE

The City of Zion and the Zion Park District will not be responsible for theft or damage of property or equipment from the stalls, or elsewhere on the Market premises.

LAKE COUNTY HEALTH DEPARTMENT CERTIFICATE

All vendors at Zion Farmers Markets handling or selling any food product must submit a valid Lake County Health Department Certificate with their vendor application. Food vendors must also have this certificate on display in their booth at all times.

FDA FOOD SAFETY MODERNIZATION ACT

The FDA Food Safety Modernization Act (FSMA) enables the FDA to better protect public health by strengthening the food safety system. FSMA amended section 425 of the Federal Food, Drug and Cosmetic Act (FD&C Act) [21 U.S.C. § 350d]. and now requires domestic and foreign facilities that manufacture, process, pack or hold food for human or animal consumption in the U.S. to register with the FDA.

All vendors at Zion Farmers Markets handling or selling any food product must submit a valid proof of FDA registration with their vendor application. Food vendors must also have this registration on display in their booth at all times.

QUESTION OF PRODUCE LEGITIMACY

The following procedure will be used if a farmer's produce is questioned regarding its origin on his farmland:

- The person challenging a farmer's product legitimacy should first discuss the complaint with the Vendor Coordinator.
- Should the matter not be resolved in this manner, then a signed complaint should be put in writing and submitted to the City of Zion's Office of Economic Development, Attention: Farmers Market Manager.
- The challenged farmer will be told by the City of Zion of the complaint and informed that if the questioned goods are not produced by them, they should cease to bring them to the Market.
- If the farmer in question continues to bring the challenged produce and a second complaint is entered, the farmer is notified that an inspection will be made of the specific location listed on the Farmers Market application as to where such items are reportedly grown.

- If the complaints are such and the amount is sufficient, it is the discretion of the City of Zion to make the recommendation that the farmer be removed from the Market.
 - No portion of the Market fee will be refunded.
- Failure to comply may mean forfeiture of vendor space and no refund will be made on any fees already paid.

MUSICAL ENTERTAINMENT

Live musical entertainment is encouraged at the Zion Farmers Market and is at the discretion of the Zion Farmers Market Committee. Participating musicians must provide talented, tasteful and artistic music to enhance the customer and vendor experience and overall quality of the Zion Farmers Market. Tips or payments of any kind from Market participants are prohibited. Musician self-promotion and amplified sound is permitted at the discretion of the Zion Farmers Market Committee. Musicians are held to the same standard of conduct as Market vendors.

2015 VENDOR FEES

The total fee for a vendor space in the 2015 season is as follows:

- Full Season (June 18 – September 24) - \$125.00
- Half Season (8 weeks) - \$75.00
- Individual (each date) - \$15.00

Vendor fees are non-refundable after June 1, 2015. Only vendors who have committed to participate for the full season will be guaranteed the same location throughout the duration of the Market. Any Individual Day vendor who has completed set up of their area is deemed to owe the vendor fee for that date.

All applications must be accompanied with full payment and signed waivers. Applications without payment and/or signed waivers will not be considered.

Vendor's check or money order should be made payable to City of Zion and mailed to: Office of Economic Development, 2828 Sheridan Road, Zion, Illinois, 60099.

Payments will be deposited upon vendor's approval to participate in Market. Vendors who are denied participation to the 2015 Zion Farmers Market will have their payment returned to them. Requests for refunds must be submitted in writing to the City of Zion's Office of Economic Development no later than June 1, 2015. No refunds will be made after June 1, 2015.

ENFORCEMENT

Vendors at the Zion Farmers Market must at all times conform to Market rules. The Vendor Coordinator has full authority to enforce all the rules and any vendors failing to comply with these rules will, at the discretion of the City of Zion, be unable to continue to sell at the Market for the remainder of the season and no portion of their vendor fee will be refunded. Zion Farmers Market Vendor Rules are subject to revision as may be required. The City of Zion shall have absolute discretion in the interpretation of all rules of the Market.



2015 Zion Farmer's Market
Every Thursday
11:00 am – 7:00 pm
Shiloh Blvd. & Sheridan Rd.
June 18 – September 24, 2015

2015 Zion Farmer's Market Waiver and Release of Liability Form

LIABILITY WAIVER: The vendor and any of its employees, agents, or volunteers associated or to be associated with the activity for the 2015 Zion Farmers Market, shall waive and relinquish any and all claims that might result in any manner against the City of Zion and Zion Park District, their agents, public officers, officials or employees and authorized volunteers from said vendor and any of its employees, agents or volunteers, except for acts caused by the willful and wanton misconduct by employees of the City of Zion and/or Zion Park District acting within the scope of their employment.

HOLD HARMLESS: The vendor and any of its employees, agents, or volunteers associated or to be associated with the activity for the 2015 Zion Farmers Market, to indemnify and hold harmless the City of Zion and Zion Park District, their agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses or expenses arising out of the 2015 Zion Farmers Market or any activity associated with the conduct if the vendor's operations, including but not limited to claims for personal injury, disease or death, injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Zion and/or Zion Park District acting within the scope of their employment. Further, the vendor agrees to indemnify the City of Zion and Zion Park District and any of its agents, public officers, officials or employees and authorized volunteers for any attorney fees and court costs incurred or to be incurred in defending actions brought against them as a result of the vendors use of public property as set forth in the packet.

I have read, understand and agree to the above paragraphs.

Signature

Date



2015 Zion Farmer's Market
Every Thursday
11:00 am – 7:00 pm
Shiloh Blvd. & Sheridan Rd.
June 18 – September 24, 2015

Vendor Application

Name: _____

Address: _____

City, State & Zip: _____

Company Name: _____

Phone: (____) _____ **Cell:** (____) _____

Email: _____ **Website/URL:** _____

Best way to contact you: Phone: _____ Email _____ Text _____

Vendor Category: Produce/Floral _____ Craft _____ Food _____ Other _____

(NOTE: If selling food items, a Lake County Health Department Permit and FDA Registration Certificate MUST accompany this application.)

Please list the item(s) you intend to sell at the 2015 Zion Farmers Market. Please note with an asterisk (*) all items that you do not grow or produce yourself. Only items that have been listed may be sold. Changing or adding any of the items you have listed to sell will require advanced approval from the Zion Farmers Market Committee.

**For all items you do not grow or produce yourself, please provide information below where specific product was grown or processed (county/state/name of facility/address [if known]). If needed, use the back of this form.*



2015 Zion Farmer's Market
Every Thursday
11:00 am – 7:00 pm
Shiloh Blvd. & Sheridan Rd.
June 18 – September 24, 2015

2015 VENDOR FEES:

- _____ Full Season (June 18 – September 24) - \$125.00*
- _____ Half Season (8 weeks) - \$75.00*
- _____ Individual (each date) - \$15.00*

Make check or money order payable to City of Zion, and mail to:

City of Zion, Attn: Office of Economic Development, 2828 Sheridan Road, Zion, Illinois, 60099

To pay by debit/credit card, please call the City of Zion at (847) 746-4056.

***For Half Season or Individual date(s), please indicate date(s) you will be in attendance:**

<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
June 18 _____	July 2 _____	August 6 _____	September 3 _____
June 25 _____	July 9 _____	August 13 _____	September 10 _____
	July 16 _____	August 20 _____	September 17 _____
	July 23 _____	August 27 _____	September 24 _____
	July 30 _____		

AFFIDAVIT: By signing below, the undersigned agrees and affirms that:

1. They have the authority to apply their signature to this application on behalf of the applicant and;
2. The Vendor agrees to sell or offer for sale at the Zion Farmers Market only such items as are listed on this application and approved by the Zion Farmers Market Committee on the dates they have applied for, and;
3. All information provided in this application is correct and complete as to the best of their knowledge, and;
4. Acknowledges that they have read and understand the VENDOR RULES and agree to abide by all rules that have been established for the operation of the Zion Farmers Market.

Signature

Date