

# Grayslake Farmers Market, NFP

## General Rules of Operation 2012 Grayslake Farmers Market Season

### Location of Market:

The Grayslake Farmers Market is located in Downtown Grayslake on Center Street, between Whitney and Slusser Streets including Centennial Park (adjacent to Emil's of Grayslake).

### Hours of Market Operation:

Summer: Wednesdays 3:00 pm to 7:00 pm.

Spring/Fall: Saturdays 10:00 am to 2:00 pm

### Eligible Participants:

- **Food Purveyors:**

Food Purveyors are growers or producers offering for sale items for human consumption, such as fruits, vegetables, grains, nuts, berries, apiary products, maple syrups, preserves, baked goods, meat, fish, etc. Also non-edible items such as cut, dried, or potted flowers or plants. Other items may be offered for sale at the discretion of the Market Manager. The Market Manager will make decisions regarding imported items. Note: Lake County Health Department rules prohibit the sale of Jellies, Jams, Pickles, Salsa's, Sauces or baked goods etc. if prepared in your home. These same items if prepared in a licensed kitchen are permitted.

- **Crafters/Artists:**

All arts and crafts must be created by the participating artist/crafter. All items are "juried" ahead of time. As part of your application submission you will be required to either mail or email pictures of your work to the Market Manager for review and evaluation.

- **Business Marketers (Summer Season Only):**

Local Marketers can apply for up to four promotional dates at the Summer Market depending upon space availability. Business Marketers may not sell directly to the Market attendees as this is promotional space only. A complete and accurate list of all items that you wish to promote must accompany your

application and must be approved by the Market Manager. Once your application has been approved, should you wish to expand your product offerings, please send us an e-mail with your request. It will be reviewed and you will be notified via e-mail if the product has been approved.

### **Displaying and Selling Goods:**

All Food Purveyors, Business Marketers and Crafters Artists must furnish their own tents, tables, chairs and display arrangements. All tents must be secured with tent weights. Booths must be set up six feet from the curb. All items must be clearly priced. All vendors who are handling foods intended for human consumption are required to provide a hand washing station in accordance with Lake County Health Department Regulations.

### **Participant Conduct:**

Market participants as well as their employees shall conduct themselves in a pleasant and courteous manner. They shall avoid using any unduly loud, vulgar, profane or otherwise objectionable language. Market participants and their employees shall avoid playing radios, tape or CD players, etc., at a volume level objectionable to their neighboring participants or Market Managers. They shall avoid all appearance of being or having been intoxicated. They shall avoid belligerent behavior or actions that might be reasonably expected to lead to disputes or altercations with other producers or their representatives, prospective customers, or other persons in the Market area. In the event persons other than the producer or his/her representative cause or promote a dispute or altercation with a producer, the producer shall seek assistance from the Market Managers. Market participants may only promote their products within the assigned booth space / area. No product promotion is permitted in the common areas of the Market. Vendors must not attempt to attract attention by hawking, yelling loudly, or distributing fliers throughout the Market

### **General Regulations:**

Vendors are not permitted to pack up their products and leave the Market area prior to 7:00 pm on Wednesdays and 2:00 pm on Saturdays. If you have sold out of product use this time to Market your product by sampling and couponing or with informational flyers.

Vendors, who sell apiary products, maple syrup, or any sugars or processed foods, must have all products properly labeled in accordance with Illinois State standards for labeling. Sampling or Sales of meat/cheese/fish/poultry/pork or any prepared foods (including baked goods) on site must have a current Lake County Health Department

Permit. All vendors should contact the Lake County Health Department at 847-377-8020 to determine if a permit is required. It is each vendor's responsibility to contact the Health Dept. Onsite inspections are conducted by the Health Inspector weekly. Failure to comply with the regulations could result in your losing your ability to participate in the Market. Items that are sold according to weight must be in accordance with established Illinois State standards for weight.

Delivery trucks and equipment used for transportation and display shall be kept clean at all times. Vendors are prohibited from bringing live animals to the Market.

All vendors, including Food Purveyors, Business Marketers and Artists/Crafters, must carry liability insurance naming both the Village of Grayslake and the Grayslake Farmers Market as the additional insured. Insurance Certificates must be sent electronically to [Marketmanager@grayslakefarmersMarket.com](mailto:Marketmanager@grayslakefarmersMarket.com) 30 days prior to your first day at the Market.

Vendors are required to clean/sweep and remove all waste or refuse. Vendors must take all refuse with them as they depart the site. Vendors must bring their own brooms and waste receptacles for removing trash from the Market Area. The Village Permit requires that the trash be hauled away by the vendors at the end of the day. Fines of \$50.00 per incident will be levied on all vendors not cleaning up their areas. Repeat offenses will result in vendors being banned from participating in future Market days.

Vendor Parking on Center, Slusser and Whitney streets and the Dollar Store lot is strictly prohibited. Vendors found in violation will be fined \$50.00.

#### **Notification of Absence:**

If you are not able to attend a Market, please immediately contact the Market Manager at 847-691-8006. The Market will be held on each day as designated in the application. There will be no refunds should you choose to not participate on the dates originally agreed to. The Market operates in all weather conditions. In the event of severe weather conditions the Market Manager may elect to close the Market to insure the safety of all vendors and shoppers alike, i.e. tornado warnings, severe lighting, sub-zero temperatures. Refunds will not be given for dates cancelled due to weather precautions.

You are scheduled for all dates of the Market you signed up for. Failure to attend the Market more than 3 scheduled times without prior approval of the Market manager will result in forfeiture of your space and any fees already paid. It is our effort to have a consistent and fully filled Market. Gaps in the Market make for choppy shopping flow and negatively impact your fellow vendors.

## **Enforcement of Rules and Regulations:**

Participants in the Market must conform to Market rules at all times. The Market Managers have the full authority to enforce all rules. Any participant failing to comply will lose space at the discretion of the Managers. Market rules supplement village code provisions.

## **Payment:**

Your fee for the Market pays for all dates of the Markets you applied for. Once your application has been accepted, payment is due in full prior to the start of the market. Vendors will not be allowed to set up at the Market without having their account marked paid in full. You will be provided with an invoice when your application has been approved clearly listing dates, charges and total amount due. There is a discount for paying early. Please refer to the current rate schedule for fees and early bird discounts.

## **Exclusivity / Redundancy:**

The Grayslake Farmers Market does not offer or guarantee any exclusivity to any vendor for any product at any time. In our efforts to provide a wide mix of product offerings, we will limit the number of vendors with redundant products. We do allow for duplicate products as space allows.

## **Marketing:**

The Friends of the Farmers Market Tent will share any specials you have each week with our shoppers. It is the responsibility of each vendor to provide the Market manager with any specials, notices, etc. When completing your application, be sure to list as much detail about your company as possible for your vendor bio. This information will be cataloged and available for shoppers at the Friends Tent and may be included in our newsletter. Check Manage My Market for marketing tips.

## **Set up and Tear Down:**

### **Summer Wednesday Market Set Up**

- Market participants must limit themselves to their assigned booth spaces. Designated space can only be changed by the Market Manager.
- Vendors will be given a Vendor Parking sign which will include the designated booth number. Your Parking Sign must be displayed on the dashboard of your vehicle to gain entry during set up and tear down.
- All vendors must be ready to begin sales no later than 3:00 pm.

- All participants must be open for business until the close of the Market at 7:00 pm. The area must be cleared within one hour of closing.
- Vendors may arrive and start setting up at 1:30 pm. Center St Vendors are to enter the Market with their vehicle on the corner of Center and Whitney St.
- Vendors who are assigned spaces in Centennial Park should use the alley behind the park as their drop off point for equipment and products and then hand carry to their booth location.
- Upon entry to the Market area with your vehicle drive to your designated space, unload all of your items into your space and then park your vehicle in the municipal lot on the corner of Center and Seymour. **DO NOT START SETTING UP YOUR BOOTH UNTIL YOUR VEHICLE HAS BEEN REMOVED FROM THE MARKET.**
- The Center Street traffic lane will be open for vendors from 1:30 pm to 2:30 pm. Any vendor arriving after 2:30 pm must plan to hand carry in their items and equipment to their designated location.
- When entering the traffic lane with your vehicle please pull as close to your booth space as possible and park on the left of the traffic lane. (Straddle the lane lines) Do not leave your car in the right lane. (This is for through traffic only!) If the left lane is full and there is room on the right (Vendors have not already set up / dropped off, you may pull your car to the right for unloading as well.) Market Staff is available to assist and direct you during your loading process. If there are no open parking spaces you may need to drive around the block and give it another pass. Be patient, be kind, and be respectful
- All vendors must park their vehicles in the municipal lot at the intersection of Center and Seymour Streets at the Clock Tower.

#### **Summer Wednesday Market Tear Down:**

- Vendors are to completely take down, pack up, and clean up their booth area. Once all your items are packed and ready to be loaded you may then and only then, retrieve your vehicle.
- You are prohibited from entering the Center Street traffic lane until after 7

#### **Saturday Markets Set Up and Tear Down**

##### **Saturday Set Up:**

- Set up begins at 7:30 am.
- All vendors must be ready to begin sales no later than 10:00 am
- You will be assigned a designated space. Dependent upon Market conditions, space may be rearranged to accommodate weather and business

conditions. Centennial Park Vendors are asked to take the first available space (the space nearest the entrance on Center Street) at the time you arrive.

- If you leave your booth unattended, the Market is not responsible for loss or theft.
- There is no street closure for Saturday Market and no parking allowed for vendors on Center St. Pull up either on the street or the alley, unload, park your vehicle, and return to set up your booth space.
- Vendors must park their vehicles in the Municipal lot adjacent to the Presbyterian Church on Whitney Street.

**Saturday Tear Down:**

- Tear Down begins at 2:00 pm. Vendors are to completely take down, pack up, and clean up their booth area.
- Once all your items are packed and ready to be loaded you may then and only then, retrieve your vehicle.

Should you have any questions regarding any of the rules or procedures, please contact the Market Manager at [Marketmanager@grayslakefarmersmarket.com](mailto:Marketmanager@grayslakefarmersmarket.com).

Thank you for participating in the 2012 Grayslake Farmers Market.

Grayslake Farmers Market • 100 S. Atkinson Rd. Unit 116 • Grayslake, IL 60030

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