



2023 Outdoor Rules of Operation

LOCATION: The Farmers Market+ At The Dole is located at 401 Country Club Road Crystal Lake, IL.

DATES: The 21-week season will be on Sundays, beginning May 28th and runs through October 29th, 2023 with the exception of June 25th and July 2nd. The market is held **RAIN or SHINE**, meaning all producers are expected to participate unless “cancelled” officially, if it is deemed absolutely necessary due to weather conditions. The weather conditions where you reside in many cases is not the same at The Dole. We will send out an email if the market is officially cancelled for the day.

HOURS OF MARKET: The Market operates from 10:00 am to 2:00 pm. Producers are required to have their vehicles in place no later than 9:15 am and remain open until 2:00 pm. A late arrival may result in the Market Manager denying entry to that day’s market. Tents need to stay in place until 2:00 pm; even if you sell out of your product. **All producers must remain in their space until 2:15 pm for the safety of everyone.** Driving across the Dole front lawn to leave the property is not permitted. Each producer is expected to attend all markets per the Application Agreement. If a week is going to be missed due to unforeseen circumstances, the Market Manager requires at least 24-hour notification **prior** to the absence. We understand exceptions may arise and will be handled on a case-by-case basis. If two markets are missed without prior notice, your space and all fees may be forfeited at the discretion of the FM+ Board. It is imperative that our producers commit to attending all markets in order to provide consistency and a positive experience for our patrons. Producer absenteeism creates additional last-minute work for the Market Manager to fill the vacant space so the market presents well. Refunds will not be given for dates a producer fails to show up for the market or cancellation due to weather conditions.

PRODUCER DEFINITION: A grower or producer is 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 and plants, which articles have been raised or prepared by the grower or producer, members of his family or by persons in his employ. The participant may not bring in products he has not raised or has bought from someone else for resale at the Farmers Market+ At The Dole. An artisan is a person offering for sale any type of arts or crafts and must produce their own products. If this rule is violated by any type of producer and substantiated, the Farmers Market Manager has the right to ask the participant to leave and forfeit any fees paid.

GOODS OFFERED FOR SALE: Producers may sell farm produce, flowers, plants and other products that were grown or produced by the producer, or value-added specialty products as determined by the FM+ Board. Obvious out-of-season products will be excluded from the market. Vegetables are to be raised from “seed to table.” The FM+ Board reserves the right to make a farm visit should questions arise concerning the producer’s items. No flea market or garage sale-type items. All delivery trucks and other equipment used for transportation and display must be kept clean at all times. If a producer wishes to add a new item at the beginning or any time during the season, the addition must be approved by the FM+ Board.

(A) Value added: The processing producer must produce the major ingredient by value or volume, unless otherwise specifically provided in these guidance rules, and must be actively and regularly involved in the production of the produce. If the product is processed by other than the producer, the producer must raise the first ingredient on the label and raise 51% of the product by weight or by value.

(B) Plants may be grown from plugs to a saleable size; however, plants may not be purchased at finished-size and offered for sale. This also applies to nursery stock and trees.

(C) Those producers selling “Organic” products must provide Certification information to the market.



(D) Egg Producers must have a USDA permit to sell eggs at the market. Pullets must be owned for 30 days before eggs can be sold. Refrigeration must meet the MCDH requirements. Refrigeration is required if more than 20 dozen eggs are brought to the market.

(E) Meat and Poultry Farmers must bear an IDOA or USDA (if not Illinois Farmer) inspection label on each item for sale and submit with the application. Animals not raised from birth must have been raised for 50% of its life span on the farm (or leased) land of the producer. Purchase documents must be maintained and provided on animals not born on your farm. Chickens must be owned 30 days before they can be sold as meat at the market.

(F) Prepared Food Items must be prepared in a licensed kitchen. A copy of the lease or rental agreement for the kitchen facility, latest inspection report and ANSI accredited Certified Food Protection Manager (CFPM) certificate must be submitted with the application. Bakers preparing and selling products as a Cottage Food Operation must be registered with the local health department where the Cottage Food Operator resides and provide their Certificate of Registration. A copy of the ANSI accredited Certified Food Protection Manager (CFPM) certificate also needs to be submitted. All guidelines stated in the Illinois Cottage Food Guide must be followed. Any Food Sampling must follow MCDH rules.

(G) Artisans. Any producer selling arts/crafts along with their regular products can have no more than 20% of the total items as arts/crafts. Producers offering **only** arts or crafts must submit samples for acceptance.

SERVICE ORGANIZATIONS: Not-For-Profit Organizations are invited to participate in the Farmers Market+ At The Dole subject to availability. One or more service organization(s) will be allowed to participate at each market. The group will be asked not to sell items that compete with those of the participating producers. The group is subject to the same display and sales restrictions as the producers. Service organizations will not be subject to space rental fees.

TENTS, DISPLAYING AND SELLING GOODS: Participants must furnish their own tent, tables, chairs, and other display items. All items must be clearly priced. In case of rain, you must provide your own protection. The market is in a parking lot with no shelter provided. All tents and coverings **MUST** be adequately secured for wind with 35 lb. weights per leg, not secured to a vehicle. Weights must be used each week regardless of wind conditions.

SPACE RENTAL FEE: The full fee amount is due **UPON ACCEPTANCE IN THE MARKET**. Payment in full is required to start selling at the market. Each space is approximately 10' X 10'. Periodic spacing adjustments may be necessary depending on volume of product brought to the market and producers arrival times. Additional space is offered subject to availability for an additional fee.

SCALES: If goods are offered for sale by weight, the producer's scales must be in accordance with the local county requirements and with those established standards as set by the State of Illinois.

HEALTH DEPT/INSURANCE: All producers are required to carry valid Certificate of Insurance covering your activities while at the market. General liability insurance needs to provide liability coverage of \$1,000,000.00 per occurrence for personal injury and/or property damage. **The Certificate of Insurance must name the Lakeside Legacy Foundation as the Certificate Holder and Additional Insured.** A copy must be submitted before the season begins. Our market is under the jurisdiction of the McHenry County Department of Health and all producers must follow their policies and procedures for food safety.

PHOTOGRAPHS: Photographs of producers at the Farmers Market+ are taken during each market. As part of the consideration for the use of a booth space, producers and producers' staff participating in the Farmers Market+ authorize Farmers Market+ At The Dole to use any photographs taken of said persons during the Farmers Market day activities and waive any and all claims that said persons may have or claim to have resulted from such photos or reproduction of them.



PRICING: At the discretion of the individual producer.

COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS: All producers are responsible for obtaining all necessary county or state health and/or other permits and are responsible for compliance with all state and federal food and drug laws including proper labeling.

SALES TAX: All producers are responsible for the reporting of and the payment to the Illinois Department of Revenue of all required taxes resulting from the sales made at the market. Each producer must have proof of his or her Illinois Department of Revenue Sales Tax Number Certificate

MARKET ETIQUETTE: Producers are expected to wear attire that maintains the wholesome atmosphere of a farmer's market (i.e., must wear shirts and shoes, etc.). Producers are strictly prohibited from hawking, crying out, or engaging in activity designed to attract attention to their products. In the interest of fair trade, producers disparaging other producers' goods is not allowed. No producer will harass, threaten, intimidate or talk negatively about another producer, The Dole Staff, The Dole Board of Directors or The Dole Volunteers. Any negative behavior will put you at risk of expulsion from the market and forfeiture of their space rental fees including full season fee payments. Concerns about other producer's products should be kept confidential and directed to the Farmers Market Manager.

ENGINES: Producers may not run a diesel engine at the market without FM+ Board approval.

SMOKING: Producers and their staff are not permitted to smoke, vape or chew tobacco products.

CLEAN-UP: Each producer is responsible for the removal of all waste, garbage and refuse from his or her space at the closing hour of each market day.

COMPLIANCE WITH RULES AND REGULATIONS: All producers and producers' staff must comply with the Rules of Operation. Producers are responsible for the actions of their staff. A lack of understanding of the rules is not a sufficient excuse for any failure to comply.

VIOLATIONS AND ENFORCEMENTS: Violations of the Rules of Operation may result in oral or written warning with details of the violation; and if applicable, any enforcement action to be taken. Warnings of more severe violation will be made in writing. Any producer receiving a third notice of violation will be expelled from the FM+ without a refund for future market dates.

I agree to abide by all Rules of Operation and will share these rules with my staff attending the market, as they are an extension of my business.

Business Name: _____

Print Name: _____

Signature: _____ Date: _____