



## **2023-2024 Farmers Market+ At The Dole - Rules of Operation**

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

**DATES:** The 15-week market will be on Sundays, beginning November 5, 2023, and runs through April 28, 2024. The schedule is listed on the application. The market will only be cancelled if considered absolutely necessary due to weather conditions.

**HOURS OF MARKET:** The Market operates from 10:00 am to 2:00 pm. Producers are requested to be in their space no later than 9:30 am and set up by the market opening. All vendors are required to remain set up until 2:00 pm. A late arrival may result in the Market Manager denying entry to that day's market. Each vendor is expected to attend all markets per the Commitment Agreement. If a week is missed, the Market Manager requires 72 hours advance written notice prior to the absence (via email). We understand there may be exceptions. If two markets are missed without prior notice, your space and all fees will be forfeited. It is imperative that our vendors commit to attending all markets to provide consistency and a positive experience for our patrons. There will be no refunds for absences or cancellation due to weather conditions.

**PRODUCER DEFINITION:** A grower or producer is a person offering for sale items 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. If this rule is violated and substantiated, the 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 Dole Board. Obvious out-of-season products will be excluded from the market. Vegetables are to be raised from "seed to table." The Dole 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. If a vendor wishes to add a product not listed on the application, the addition must be approved by the Dole Board.

**(A) Value added:** The processing vendor 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 someone processes the product other than the vendor, the vendor 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 vendors selling "Organic" products** must provide Certification information to the market.

**(D) Meat Vendors** must bear an IDOA or USDA inspection legend and other required labeling on every package/container at the market. Animals not raised from birth must have been raised for 50% of their life span on the farm (or leased) land of the vendor. 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.

**(E) Egg Vendors** 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.

**(F) Baked Goods:** Bakers must bake in a licensed kitchen and have their certified food handler license. Latest inspection report and lease or rental agreement for kitchen facility must be included with application. Bakers preparing and selling products as a Cottage Food Operation must be registered with the McHenry County Health Department and have an ANSI accredited Certified Food Protection Manager (CFPM) certificate. All guidelines stated in the Illinois Cottage Food Guide must be followed.

**(G) Artists/Artisans.** Any producer selling arts/crafts along with their regular products can have no more than 20% of the total items as arts/crafts. Any Artist/Artisan **only** vendor may be requested to submit samples of their products for acceptance.

**SERVICE ORGANIZATIONS:** Nonprofit organizations are invited to participate in the Farmers Market+ At The Dole subject to availability. One service organization will be accepted to participate at each market. The organization will be asked not to sell items that compete with the participating producers. The group is subject to the same display and sales restrictions as the producers. The applying organization will be notified as the accepted date(s). Service organizations will not be subject to space rental fees.

**SPACES & FEE:** *All vendors will be provided with one table.* Additional table requirements will be considered on a case-by-case basis and upon availability due to limited supply. The full fee amount is due UPON ACCEPTANCE IN THE MARKET. Payment in full is required to start selling at the market.

**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:** Our market is under the jurisdiction of the McHenry County Dept. of Health and all vendors must follow their policies and procedures for food safety. All vendors are required to submit a 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 needs to name the **Lakeside Legacy Foundation** as the **Certificate Holder and Additional Insured**. A copy must be submitted before the season begins.

**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:** Each producer is 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.

**MARKET ETIQUETTE & SMOKING:** 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 or risk expulsion from the market and forfeiture of their space rental fees including full season fee payments. Concerns about other producers' products should be kept confidential and directed to the Market Manager. Vendors and their associates cannot smoke on the grounds.

**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.

I agree to abide by all market rules. Signature: \_\_\_\_\_ Date: \_\_\_\_\_