



2025-2026 Farmers Market+ At The Dole – Indoor 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 9, 2025, and runs through April 26, 2026. The schedule is listed on the application. The market will only be cancelled if considered absolutely necessary due to severe weather conditions. Refunds will not be given under these circumstances.

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 9:55 am. A late arrival may result in the Market Manager denying entry to that day's market. All vendors are required to remain set up until 2:00 pm.

Every vendor 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 48-hour notification **prior** to the absence. We understand exceptions may arise and will be handled on a case-by-case basis. If no call, text, or email is received by 09:00 am on market day, a \$25.00 No-Show fee will be sent to first time offenders and a \$45.00 No-Show fee will be sent for all future offenses. This fee must be paid prior to attending the next market date. 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 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 when a vendor does not show up at the market for any reason.

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 grown, raised, or has purchased 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. 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 are allowed. If a vendor wishes to add a product not listed on the application, the additional item(s) must be approved by the Dole Board prior to selling.

(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 manager.

(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. Eggs must be candled, graded, labeled, and packed according to the Illinois Egg and Egg

Products Act. Used consumer containers are prohibited. Eggs must be held at 45°F or below during storage, transportation, and distribution. Once eggs are at the market, the Illinois Food Service Sanitation Code stipulates that the eggs shall be held at 45°F or below.

(F) Food, Drink, or Ingestible Product Producers: All producers in this category must produce in a licensed kitchen and provide their ANSI accredited Certified Food Protection Manager (CFPM) Certificate, latest inspection report, and lease/rental agreement. If sampling during the market, the sampler at the market must have a CFPM or the sampler must have an ANSI Food Handler Certificate AND complete the Farmers Market Food Sampling Training course and submit both certificates prior to sampling at the market. If producing as a Cottage Food Operator, the producer must be registered with the county they reside in, provide their Cottage Food Certificate, and have an ANSI accredited Certified Food Protection Manager (CFPM) certificate. All guidelines stated in the Illinois Cottage Food Guide must be followed. Any Cottage Food business sampling at the Market must have a CFPM and an Illinois Food Sampling License. If the representative sampling does not have a CFPM, then the sampler must have an ANSI Food Handler Certificate, complete the Farmers Market Food Sampling Training Course, and have an IDPH Food Handler Certificate. The certificates must be submitted prior to sampling at the market. All vendors sampling must have a hand washing station set up at their space prior to the market opening and it must be used per the IDPH guidelines for sampling unless samples are pre-packaged in your approved kitchen. Violators will be warned once. If there is a repeat offense, the vendor will not be allowed to sample.

(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 vendor may be requested to submit samples of their products prior to 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 of 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 requests will be considered on a case-by-case basis and upon availability due to limited supply for an additional charge as indicated on the application. Vendors are not allowed to bring in their own tables. The full fee 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.: Our market is under the jurisdiction of the McHenry County Department of Health and all vendors selling ingestible items must follow their policies and procedures for food safety.

INSURANCE: All producers are required to carry 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 must name the Lakeside Legacy Foundation as the Certificate Holder and Additional Insured.** A copy must be submitted before the season begins.

RETURN POLICY: Vendors not only represent their business but also the Farmers Market+ At The Dole. We strive for our customers to have the best possible guest experience. Any customer that is not satisfied with their product will be able to exchange or return it within 30 days with a receipt. In most cases, the issue is resolved directly with the vendor. However, if a customer comes to a Dole staff member with a complaint and they have a receipt, we will refund their money and will then work with the vendor to get reimbursed. This is not something we advertise; however, we do expect all vendors to comply with this policy.

PHOTOGRAPHS: Photographs of producers at the Farmers Market+ are taken during each market. As part of the consideration for joining the market, 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 all claims that said persons may have or claim to have resulted from such photos or reproduction of them.

MARKET ETIQUETTE & SMOKING: Producers are expected to wear attire that maintains the wholesome atmosphere of a farmers 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. No producer will harass, threaten, intimidate, or talk negatively to or about another producer, The Dole Staff, The Dole Board of Directors, The Dole Volunteers, or any customer. 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. Vendors and their associates are only allowed to smoke or vape in the designated smoking area on the grounds.

VENDOR PARKING: All vendors must park in The Dole Vendor Parking lot located off of Highland Avenue in the back of the building. Vendors are not allowed to park in the front of the building except to unload. These spaces are reserved for our shoppers. If the Vendor Parking lot is full, a Dole Staff member will direct you on where to park.

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

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.

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 a 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: _____