



HANDBOOK

Farmers Market on Historic North First Street Policies, Procedures, and Rules

Thursdays, 3:00 p.m. to 7:00 p.m. June 9, 2011 thru September 1, 2011
City of Champaign parking lot, N First St., Champaign, IL

The Farmers Market on Historic North First Street exists to pursue the following goals:

- To expand the availability of foods that are fresh, healthy, nutritious and affordable.
- To promote the sale of locally-grown farm products.
- To contribute to the vitality of North First Street.
- To give growers and producers of local agricultural commodities and other products direct marketing opportunities, which provide patrons with the opportunity to learn more about their origins.
- To enhance the quality of life on North First Street by providing an activity that fosters community and social interaction.

Vendor rules

Eligibility

All individuals who wish to participate in the Market as vendors will be required to complete an “Application for Permission to Sell”. The application must include all applicable licenses pertaining to food processing and other required permits.

All items must be grown, handcrafted or created by the vendor in Illinois. No live animals or livestock are allowed. Any exceptions to this must be approved by the Market Manager at least 24 hours prior to Market day. Vendors are not allowed to purchase other vendors’ products and resell the items at the Market.

Vendors are encouraged to submit their applications in a timely manner so as to ensure their spot(s), as there are only 26 spots. Vendors will be notified of their application status within one week upon receiving their application. A vendor will not be allowed to sell on the same day an application is submitted.

A vendor or qualified helper must be present at each Market in order to exercise permit rights. The name(s) of the vendor and any helpers must be listed on the application.

Fees

Fees will be charged to help pay for marketing and operational expenses. Fees for the fiscal 2011 season are \$10.00 per space, per market day for each vendor. A vendor can rent a maximum of three (3) spaces. Fees may be made paid in cash or by check. (Checks should be made out to North First Street Association.)

Fees are due each week at the beginning of the Market to the Market Manager. However, vendors may choose to prepay fees at the beginning of the season, with added benefits. Those vendors who pre-pay for the

entire 13-week season will receive: 1) one week's rent free (a \$10-30 value) and 2) reserving a space(s) for the season.

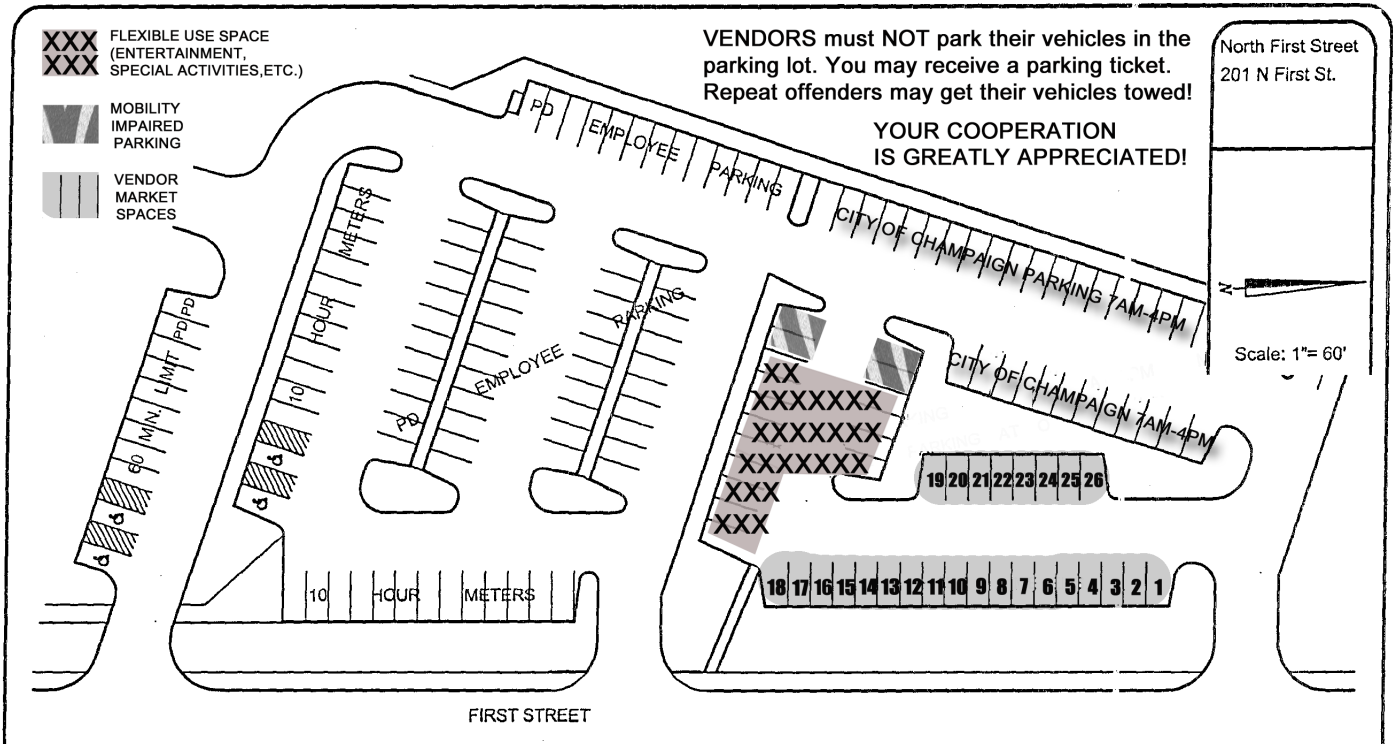
Booth fees for nonprofit, educational groups and entertainment are waived since they are providing a service to the market. However, space is limited and prior approval is required by the market director who has discretion to approve or deny such requests in light of the mission of the market. Groups may put out a container with a simple sign marked "donations" or "tips". As with any other vendor, nonprofit, educational groups and entertainment may not work outside their designated spot or otherwise disturb the flow and comfort of the patrons. If any of these qualifications is violated, the market manager has the final authority in asking the group to leave.

Market Operations

The Market will be open each Thursday from 3:00 pm to 7:00 pm beginning June 9, 2011 and concluding September 1, 2011. All stalls may be set up from 1:45 to 2:45 PM, and all vehicles must be parked outside the market area *before* 3:00 PM. ***Vendors must be ready to sell by 3 PM.*** If you are not able to have your set up ready by 3:00, PLEASE call the market manager as soon as you are able. When vendors are not set up by 3:00, this creates a disruption to the market. It also upsets patrons who count on the market being open as advertised. ***If you arrive after 3:00, you must walk your items*** into the market.

Vendor spaces are reserved on a first come first served basis, with the exception of vendors who have prepaid. Vendors **MUST** provide notification by the end of the market on the prior Thursday if they do not plan to sell at the next market. *This is a courtesy to both the other vendors and the Market Manager.* If there is lack of notice more than once, it is within the discretion of the Market Manager to charge additional fees and/or bar the vendor from returning without having prepaid the next Market day they attend.

Vendor space dimensions are approximately 9.5 feet wide by 17 feet deep (vehicular parking space). Vendors shall provide all booth materials. Products and goods may be sold from tables, carts or other similar structures supplied by the vendor. Set up materials so they stay within the painted lines of the parking space.



There is very limited access to electricity. Please communicate directly with the Market Director at least 24 hours prior to market day; no guarantees are made as it is on a first come, first served basis.

Any vendor needing to leave the Market early must notify the Market Manager at least 24 hours before the market. They are then required to walk their items out of the Market. Driving through the Market between 3PM and 7PM is prohibited.

Prior to leaving the Market area, it is each vendor's responsibility to take any leftovers or garbage with them, especially produce. *These items are NOT to be left in the Market area nor in the Market trash barrels, which are for patron use.* A verbal warning will be given if garbage is left, and the vendor's ability to vend may be revoked if the infraction is repeated.

Parking



FREE STREET PARKING is available on Church and North 1st Street north of Church Street. (See map.) Parking in the City's reserved spaces is not allowed before 5 PM; we don't want you to get ticketed or towed. You may drop off your products and supplies at the vending area before moving your vehicle. We want to save the best parking for customers.

Licensing, regulations, scales, etc.

All sellers must abide by, and all products must comply with, all applicable federal, state, and local regulations governing health, packaging, labeling, taxes, scales, weights and measures, etc. Products sold by weight must comply with the standards of the State of Illinois for sales by weight. All scales must be legal and certified prior to participation in the Market. For a list of registered service companies for scales, visit <http://www.agr.state.il.us/programs/consumer/w&m/index> or call (800) 582-0468.

Any vendors who sell food that requires the oversight of the local Environmental Services division of the Champaign-Urbana Public Health District must obtain the proper permits and certifications prior to vending at the market. While the market manager has basic knowledge of public health requirements, it is up to the individual vendor to contact the District as to what is required in for their specific operation. They can be contacted at (217) 373-7900 or visit their website at <http://www.c-uphd.org/environmental-health.html>. All local, state, and federal food/health safety requirements MUST be met prior to applying for the Market. *All applicable permits, and certification copies must be attached to the Market application at no later than one week prior to your first market day.*

A helpful internet guide to laws affecting direct farm businesses is available at www.directfarmbusiness.org, which is also a convenient source of information to figure out which government agencies have oversight of which products.

All vendors must have an Illinois Business Tax (IBT) number, and are required to collect and pay all sales taxes related to items sold at the Market. These taxes MUST be reported to the Illinois Department of Revenue www.revenue.state.il.us. The IBT number must be listed on the Market application. If you do not have an IBT, you can obtain one online http://business.illinois.gov/registration_tax.cfm or by calling the closest Illinois Dept

of Revenue office: Springfield 1-800-732-8866; Rockford 1-815-987-5210. Be sure to allow enough time in obtaining this number so that you have it before you begin your first market day. You will not be able to attend the market without one.

SNAP/Link Benefits and WIC/Senior Citizen Farmers Market Coupons

The Market owns and operates an Electronic Benefit Transfer (EBT) machine that enables it to accept the Link card as payment for eligible foods under the USDA's Supplemental Nutrition Assistance Program (SNAP) – formerly known as food stamps. To draw and better serve low and moderate income customers, the Market obtained grant money that doubles the value of any Link card purchases up to \$10. For any purchase below \$20, the customer is charged only 50% of the purchase while the vendor receives the full amount of the purchase.

The goal of the Market is to provide local vendors with new revenue sources and customers with alternative methods to purchase fresh, local foods. Based on the experience of other markets, we believe the Link program increases customer satisfaction and vendors' overall revenue. The Market advertises its Link program on-site, online and in the media. *To ensure consistency and clarity for patrons, the Market requires all eligible vendors to participate in the Link card service.*

There is no fee for vendors to participate in this program. Vendors selling eligible foods will receive a "We Accept Link" sign to display at their booth. Eligible purchases include produce, meat, poultry, dairy products, breads, cereals and seeds or plants that produce food. Link cards may not be used to purchase non-food items or foods intended for consumption at the Market. After a Link customer selects eligible foods, the vendor sets aside the purchases and gives the customer a special Link receipt. Tax must not be charged for these purchases. The customer then brings all his or her Link receipts to the Market Informational Booth, where Market volunteers run the Link purchases through the EBT machine. The customer returns to the vendor with a 'paid' receipt to collect their purchases. The Market will reimburse vendors for Link purchases every two weeks at the beginning of the following market (or every week if the vendor sells over \$50 in Link purchases).

The Market also highly encourages vendors to accept Women, Infants and Children (WIC) and Senior Farmers Market coupons. Vendors interested in accepting WIC/Senior Farmers Market coupons must contact the Maternal and Child Health Department of Public Health District at (217) 531-4308. You can accept WIC/Senior coupons only if you contact CU-PHD. In a brief meeting, they will explain the rules for WIC/Senior coupons and give you an account number to accept this payment method.

Produce Pricing

The market will not dictate how much vendors charge for their items. However, the market asks that vendors be courteous to other vendors and the viability of the market by not severely underpricing their items. This is considered "dumping". If there is a concern over possible "dumping", the average market price will be determined by quick survey of other vendors at the market with similar products. All vendors agree to be helpful and informative to customers and compete fairly with respect for others. As is always the case, questions or disputes will be decided by the market manager.

Smoking, Noise Levels, and Fumes

Smoking is prohibited in the Market area. No loud or disturbing noises are allowed on the grounds which will interfere with the rights, comfort or convenience of other vendors and the public. The running of any gasoline or diesel motors or engines, including all vehicles, is prohibited. This applies especially to vendors who do not allow ample time to set up and park their vehicle before the beginning of the market day. It is imperative that this rule be complied with. Not only is it a nuisance and health hazard, but it is also a HUGE liability for the market should someone be hit or run over. PLEASE HELP US TO ENSURE THE BEST EXPERIENCE FOR EVERYONE BY COMPLYING WITH THIS POLICY. THANK YOU!

Vendor Conduct

Vendors shall conduct themselves in a manner that is courteous to other vendors, market personnel and the public. Behavior, which is threatening, abusive or harassing shall constitute a violation of the Farmers Market on Historic North First Street Policies, Procedures and Rules, and may be grounds for immediate termination of Market participation, and is at the sole discretion of the Market Manager.

Hold Harmless

The vendor, in consideration of participating in the Farmers Market on Historic North First Street, agrees to hold the Farmers Market on Historic North First Street, the North First Street Association, the City of Champaign and their agents, officers, directors and employees harmless from and against any and all claims, causes of action, demands, debts, damages, judgments, cost or expenses (including attorney fees), or other losses of any nature or kind arising from, relating to, or in any manner connected with Market activities.

Contact/Questions

If you have any questions, you may contact the Market Manager, Wendy Langacker.

E-mail farmersmarket.on.northfirst@gmail.com

Mail Farmers Market on Historic North 1st Street
302 North First St
Champaign, IL 61820

- Phone The Farmers Market does not have a phone. E-mail is the preferred mode of contact. The Market Manager will give you her personal cell phone number, if the need arises.

Thanks! All the rules and regulations are meant to make the market a success for everyone. We thank you for participating in the market.