



VILLAGE OF HUNTLEY FARMERS MARKET RULES AND REGULATIONS

INTRODUCTION

The Huntley Farmers Market is committed to providing a venue for local farmers, artisans, and producers to sell their goods directly to the public. This document outlines the rules and regulations that all vendors and participants must follow to ensure a safe, fair, and enjoyable experience for all. Applicants are screened for space and the Village reserves the right to refuse space to any vendor.

MARKET LOCATION AND HOURS

The summer market will operate rain or shine beginning in the late spring through mid-October. Hours will be 8:00am. to 1:00pm. Vendors are not permitted to begin set up earlier than 6:30am. All vehicles must be moved to designated parking areas by 7:45am. Vendors must discontinue sales at 1:00pm. For the safety of everyone at the market, all vendors shall remain in the market until the market closes at 1:00pm. The market is held in Huntley, Illinois in the Town Square along Coral and Church Street.

The winter market will operate on the second Saturday of the month from November through April. Hours will be 9:00am. to 1:00pm. Vendors are not permitted to begin set up earlier than 7:30am. Vendors must discontinue sales at 1:00pm. All vendors shall remain in the market until the market closes at 1:00pm. The market is held inside the Legion Hall in November and December then moves to the Huntley Municipal Complex located at 10987 Main Street from January through April.

INSURANCE AND LIABILITY

Vendors shall obtain and maintain general liability insurance covering bodily injury, personal injury, or property damage with limits of not less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Certificates must list the Village of Huntley as the certificate holder and additional insured. The Huntley Farmers Market is not responsible for any loss, theft, or damage to vendor property. Vendors must sign a liability waiver as part of their application.

HEALTH AND SAFETY REGULATIONS

Vendors selling food products must comply with local health and safety regulations. All food vendors must have appropriate permits and licenses. Prepared food vendors must have a handwashing station at their stalls. Vendors selling food or beverage items or giving samples of these must meet current County Health Department food guidelines and have applicable operating permits. Vendors must keep a copy of these permits at their market at all times. All County health permits must be acquired at least three weeks prior to the event. Questions or concerns regarding food product regulations and licensing should be directed to the local County Health Department.

VENDOR ELIGIBILITY

1. **Growers and Producers:** Growers and Producers are local farmers, producers, artisans, or craftspeople. All goods sold must be locally grown, produced, or crafted by the vendor. Local is defined as the five-state region of Illinois which includes Illinois, Iowa, Wisconsin, Indiana, and Michigan. All vendors must complete an application and be approved by market management.
2. **Cheese Makers:** Cheese Makers are any person in the five-state region of Illinois, Iowa, Wisconsin, Michigan, and Indiana offering for sale at the Farmers Market only cheese products that are made by such persons in an artisanal fashion primarily by hand, in small batches, with particular attention paid to the tradition of the Cheese Maker's art and using as little mechanization as possible to make the cheese. The Cheese Maker shall obtain its milk from their immediate locale/state, or any of the other four (4) states.
3. **Local Not-for-Profit Organizations:** Local Not-for-Profit organizations are organizations in the Village of Huntley or which have most of their members in the Village of Huntley and which are incorporated as not-for-profit corporations or which are operated solely for educational, religious, or charitable purposes. Not-for-profit organizations are limited to two (2) dates per season. Additional spaces may be allocated when space is available.
4. **Food Demonstrations/Prepared Food:** Food demonstrations are local restaurants or chefs cooking on-site at the market. Participants shall adhere to all Village of Huntley Ordinances. Dates will be scheduled on a first submitted, first assigned basis and Huntley businesses will receive preference for participation in the demonstrations. Utilizing items from approved market vendors is encouraged. The vendor must have a hand washing station and must meet all other requirements from the County Health Department.
5. **Processors of bread products/baked goods:** Processors of bread products/baked goods are any person licensed by the Health Department to produce natural bread products and/or baked goods by hand and from scratch with no pre-made or pre-mixed ingredients and without preservatives or other additives and from which he or she transports their bread products/baked goods directly to the farmers market. Bread products must make up more than fifty percent (50%) of the product that the person has available for sale at the Market.
6. **Home-Based Business:** Home-based businesses are any person who runs a small business out of their home that sells commercially produced products. These businesses will be allowed on select days each month designated by the Market Manager.
7. **Village of Huntley Bricks-and-Mortar Businesses:** Bricks-and-mortar businesses are any business with a physical location within the municipal boundaries of the Village of Huntley. Village of Huntley businesses will be granted preference across all categories to promote and/or sell their goods or services. Information-only tables are not allowed. Tobacco, alcohol, and other related items are prohibited.
8. **Kid Booths:** Kid booths are available for children residing within Village limits wishing to sell homemade products at the Huntley Farmers Market. Booth space is limited to one (1) time per market season. The sale of homemade food, drink, and bake sales are not allowed for kid booth applicants. Kid booths are limited to Village of Huntley residents only and each child must be ten (10) years old or younger and must be accompanied by an adult.

Other types of vendors not listed above may be allowed at the discretion of the Market Manager.

In an effort to limit the number of vendors competing with one another, the Market Manager may enforce a limit of two (2) vendors per category. Growers and producers are exempt from this limitation. All vendors must be in good public standing. Any negative feedback reported from attendees or other vendors after being accepted into the market will prompt a review from the Village. Village Manager or designee has ultimate authority and the right to remove a vendor from the market at any time.

PRODUCT GUIDELINES

Permitted products include fruits, vegetables, herbs, plants, flowers, meats, dairy products, baked goods, preserves, honey, crafts, and artisanal items. Prohibited items include non-local items or commercially produced goods excluding at-home business days.

If produce is purchased from another farmer/vendor, their name and address must be listed with the product purchased. A visit to a vendor's location may be conducted to ensure the product being sold is produced locally. With permission, vendors may sell up to 20% of purchased produce (such as fruit and berries) which are not typically grown in this area. No items may be added during the year without the approval of the Market Manager.

PRICING AND SALES

Vendors are responsible for setting their own prices. All prices must be clearly marked. Price gouging and unfair pricing practices are prohibited.

- Vendors must list all the items they will sell at the Market on their annual Market application. Only those products listed on the annual application are allowed to be sold during that season. Requests must be submitted to the Market Manager to sell products not previously identified on the annual application. The Market Manager will have the authority to approve or deny the sale of any/all new products.
- All produce to be sold at the Market will be sold by legal weights and measures. Vendors are responsible for having their scales certified for compliance annually. The use of non-certified scales that do not conform to the State of Illinois regulations is prohibited. At the Market Manager's discretion, scale checks will be performed.
- Prices must be either displayed with each item or a list of all prices must be posted. **PRICES MUST BE VISIBLE AT ALL TIMES.**
- Hawking products or crying out to customers will not be permitted. Growers are not allowed to stand in the walkways in order to attract customers to their stand.
- Price fixing among growers is not permitted.
- Any grower selling any item identified as being "organic" or "organically grown" shall prominently display any legal or 3rd party certification near such item or items the definition of "organic" or "organically grown" used by that grower with regard to that product.
- All vendors are required by the state to have their own Tax Numbers and pay their own sales tax for their market sales. Vendors can apply for a tax number by going to the IL Department of Revenue website at www.revenue.state.il.us

STALL ASSIGNMENT AND FEES

Stall assignments are made by market management. Vendors must apply for stall space in advance and pay the required fees. Stall fees must be paid in full before the market day. Stalls are assigned on a first-come, first-served basis with preference given to returning vendors. Sub-letting of market spaces is prohibited.

Each space is approximately 15' X 10'. A minimum walkway of five (5) feet must be left unobstructed for a pedestrian walkway down the center of each street for public safety and convenience. The Village reserves the right to adjust the walkway as necessary.

STALL APPEARANCE AND CONDUCT

Stalls must be kept clean and tidy at all times. Vendors must display products in a professional and attractive manner. All signage must be clear and visible, indicating product names and prices. Vendors must behave courteously towards customers, other vendors, and market staff. Vendors and their associates cannot smoke in the sales area during market hours.

Vendors must furnish their own tables, chairs, and displays. The market location does not afford protection from rain and producers should plan accordingly. If a tent/canopy is set up at location, each leg of the tent/canopy must have at least 30-pound weights properly and securely attached. Vendors are responsible for making sure their area is cleaned before leaving the market.

Vendors shall conduct themselves in a manner that is courteous to other vendors, Market personnel, and the public. Behavior that is threatening, abusive, or harassing shall constitute a violation of Market rules and may result in suspension or revocation of a participant's permit to participate in the Market.

No loud or disturbing noises shall be made or action taken on the grounds that will interfere with the rights, comfort, or convenience of the other vendors or the public. No vendor shall play, or allow to be played, any radio or other sound instrument at a sound level, which may annoy or disturb other vendors or the public. The running of any gasoline or diesel motors or engines, including all vehicles is prohibited without the permission of the Market Manager.

IN CASE OF INCLEMENT WEATHER

The Huntley Farmers Market is a rain-or-shine market. A weather system is located downtown and will sound if lightning or a tornado is detected in the area. If the weather system sounds during a farmers market, market operations will pause and all attendees, including vendors, must seek shelter until the all-clear siren sounds. The all-clear siren will sound once there have been thirty (30) minutes without lightning detected. The shelter can be inside a vehicle or a nearby building. The Village of Huntley reserves the right to close the market at any time for the safety of vendors and shoppers. The Village of Huntley will not be responsible for any losses or expenses incurred because of a market cancellation or weather/safety emergency.

ATTENDANCE

Vendors are expected to attend each market as indicated on their application. In the event a vendor misses markets, the following rules will apply. Two absences per year will be accepted without question if notification is given to the Market Manager. The third absence will result in a verbal warning. The fourth absence will result in a second verbal warning. A fifth absence may result in the vendor no longer being allowed at the market and any further infraction of any market rule will lead to expulsion from the market.

DISPUTE RESOLUTION

Any disputes between vendors and customers should be brought to the attention of the market management. The market management will mediate disputes and make decisions in the best interest of the market.

If a dispute arises between vendors, each vendor should first make an effort to resolve the dispute. If an agreement or resolution cannot be agreed upon between vendors, the issue should be brought to the Market Manager's attention. The Market Manager will mediate the dispute and make a decision in the best interest of the market.

COMPLIANCE AND ENFORCEMENT

Vendors must comply with all market rules and regulations. Non-compliance may result in warnings, fines, or expulsion from the market. Decisions made by market management are final. Market management has the authority to remove a vendor from the Huntley Farmers Market at any time and is not required to provide a refund. The Village of Huntley is not responsible for any loss of revenue resulting from the removal of the market.

AMENDMENTS

The Huntley Farmers Market reserves the right to amend these rules and regulations at any time. Vendors will be notified of any changes in writing.

CONTACT INFORMATION

For questions or concerns, vendors may contact the market management at:

sskurski@huntley.il.us

Phone: (847) 515-5262

By participating in the Huntley Farmers Market, vendors agree to abide by these rules and regulations. We thank you for your cooperation and look forward to a successful market season.