



August 2018

Dear Market Seller,

The Palos Heights Farmers Market will again be offering an indoor winter market which will be held on Saturdays. The 2018-19 market dates will be November 17, December 15, January 12, February 9, and March 9. The Palos Heights Winter Farmers Market will be held at the Palos Heights Recreation Center in the Orchard Room, 6601 W. 127<sup>th</sup> Street, from 8 a.m. to 12 Noon.

The cost to participate is \$100 for the initial 10 Ft. space and \$10 for an additional 10 feet, limit 2 spaces per week. There will be a \$25 rebate for vendors who do not miss any winter markets. Electricity is provided on a first come basis.

All vendors are required to fill out the attached paperwork to be submitted to Cook County Department of Public Health for approval. Please send updated insurance policies. Enclosed is the required application, affidavit, rules and regulations, and LINK and Gift Certificate contract. Signatures are required on all documents. Checks should be made payable to the City of Palos Heights. In addition, a copy of your liability insurance should be included, with the City of Palos Heights named as an "Additional Insured". All should be mailed to City of Palos Heights, 7607 W. College Drive, Palos Heights, IL 60463, attention Farmers' Market Manager, or emailed to [farmersmarket@palosheights.org](mailto:farmersmarket@palosheights.org) with application documents attached as a pdf only.

If you have any processed food items, please provide copies of the commercial kitchen information, 2 latest county inspection reports &/or inspection certificate, Illinois Food Handlers Certificate (or ServSafe, NRFSP) and Cook County Dept. of Public Health/PHFM Vendor Permit. Items such as meats, poultry, eggs, honey or juices/cider may have additional requirements/licenses from IDOA/USDA. Please provide those as well. Please read through all Cook County DPH/IDPH documents to make sure you comply with all requirements. All documentation must be included to ensure Cook County's DPH approval. You will not be allowed to sell at the market until CCDPH approves your paperwork.

Applications must be received by the beginning of October to allow Cook County DPH time to process and approve applications.

The Palos Heights Farmers Market extensively promotes the market. The Farmers Market promotion includes multiple newspaper articles, 2 separate weekly email blasts, Patch.com, citywide publications and signage, State of Illinois listing, and a Facebook page. It is expected that participating vendors also promote the market on their websites and other social media outlets.

Thank you for your interest in the Palos Heights Farmers Market!

Sincerely,

Anne Girzadas  
Farmers' Market Manager  
[farmersmarket@palosheights.org](mailto:farmersmarket@palosheights.org)



## 2018-19 Palos Heights Winter Farmers Market Application



SELLER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TOWNSHIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ CELL(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

ON-SITE SALES PERSON (if different than seller) \_\_\_\_\_

ON-SITE SALES PERSON CELL # \_\_\_\_\_

**WHAT ITEMS OF PRODUCTION ARE FOR SALE?**

(Be specific. Only items listed on this legal document produced by the seller may be sold at the market)

Truck Garden \_\_\_\_\_

Orchards \_\_\_\_\_

Flowers \_\_\_\_\_

Berries \_\_\_\_\_

Greenhouse \_\_\_\_\_

Other (list specifically) \_\_\_\_\_

Where is the exact location of land used for production? \_\_\_\_\_

Number of acres planted? \_\_\_\_\_

If rented, name and address of owners. \_\_\_\_\_

Illinois Sales Tax License # \_\_\_\_\_

No. of spaces required: \_\_\_\_\_ (\$20 for first 10', \$10 for each additional 10', Max of 2 spaces)

Electricity Required: Yes/No

The Palos Heights Farmers Market understands that many farmers co-op or collaborate with other local farmers to provide a wider variety of produce to bring to market. IL HB 5657/Public Act 098-0660 requires vendors to post a placard/signage identifying point of origin of agriculture products sold at farmers markets, including physical addresses. Signage must be displayed every week. \_\_\_\_ (Please initial here)

All Cooking Demonstration /Tastings/Sampling requires a food vendor permit. Please describe what you will be sampling and complete the attached Food Vendor Permit. \_\_\_\_\_

The Palos Heights Farmers Market has a food donation program for food products that are either highly perishable or could not otherwise be resold. Would you like to participate? Yes/No

FOR CITY USE ONLY

**FEES RECEIVED:** Date \_\_\_\_\_ Amount \_\_\_\_\_

**AFFIDAVIT**

I, \_\_\_\_\_, hereby agree to sell or offer for sale at the Palos Heights Farmers' Market, Only such items as listed above, which are my own production yielded from the above-mentioned property. Further, I will acknowledge full responsibility for all activities conducted throughout the term of this seasonal market, abide by the Market rules and regulations and agree to hold the City of Palos Heights and/or sections and departments thereof harmless, and to indemnify the City and its sections for any and all claims arising under this permit.

Signature of Seller \_\_\_\_\_

Name of Farm \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**DEADLINE FOR RECEIPT OF FORMS IS**

October 2018

# PALOS HEIGHTS FARMERS MARKET



## RULES AND REGULATIONS

*Mission Statement: The mission of the Palos Heights Farmers Market is to provide access to fresh, locally-grown high quality produce, food and plant products for all members of the community. In addition, the market aims to promote sustainable, healthy lifestyles, provide a weekly community gathering place, promote Palos Heights businesses and local not for profit organizations.*

In the spirit of the Palos Heights Farmers Market Mission Statement, the following terms and conditions will govern the marketplace:

### **WHO IS ELIGIBLE TO SELL WHAT PRODUCTS?**

A "grower" or "producer" is any person offering for sale articles for human consumption, such as meat, fish poultry, eggs or dairy products, fruits or their juices, vegetables, edible grains, nuts and berries, and apiary products or not edible articles such as cut or potted flowers, which articles have been raised or prepared by the grower or producer, members of his family or by persons in his employ. The sale of any type of article proscribed by the Board of Health shall be prohibited. Vendors must submit applications for every market season and entry into the Farmers Market is at the discretion of the market manager. The goal is to offer a wide variety of products under the guidance of our mission statement given the space constraints of the market.

### **WHO ENFORCES THE MARKET RULES?**

Occupants of spaces at this market must at all times conform to the market rules and code of conduct. The Market Manager has full authority to enforce all rules with assistance from appropriate City departments. The market manager will try to respect vendor location requests. Final vendor location, however, is at the discretion of the market manager

### **CODE OF CONDUCT**

In order to promote the mission of the Palos Heights Farmers Market, the following Code of Conduct has been enacted. Courteous behavior towards market patrons and other vendors is encouraged and expected at all times. Physical, verbal and/or sexual harassment, misconduct or abuse toward market patrons or other vendors will not be tolerated. Any incidents of harassment, misconduct or abuse brought to the attention of the market manager will be dealt with in a time frame determined by the market manager depending on the circumstances of the incident. Discipline for such incidents can include a verbal warning, weekly and/or permanent dismissal from the market, and loss of vendor's seasonal deposit. A vendor or patron dismissed from the market for reasons of harassment, misconduct or abuse, must vacate the market immediately upon request of market manager. The Palos Heights Police Department will be called at the discretion of the market manager. All market manager decisions regarding discipline for incidents of harassment, misconduct or abuse are final.

### **WHAT ARE THE SELLING REGULATIONS?**

- All space holders selling or offering articles according to weight must be in accordance with the established standards for weight in the state of Illinois.
- The source for all bulk products such as dried fruits, edible grains, dried herbs, nuts and seeds must be identified and displayed.
- Any fresh fruit juice must be chilled/refrigerated. Dry ice is acceptable.
- All products must be sold at current market value or less.

- No unwholesome or spoiled articles may be offered for sale, such as cracked melons, overripe tomatoes, worm infested corn, etc.
- Products labeled organically grown will not have received any chemically formulated pesticides or fertilizers.

Only items listed on this letter of agreement may be sold at the market.

**Any seller found to be selling factory or other mass produced items not in keeping with the intent of the market within the selling location will cease such activity or forfeit their market space without refund.**

### **WHAT ARE THE DISPLAY ARRANGEMENTS?**

1. Products may be sold directly from vehicles in your assigned area.
2. Sellers must furnish their own tents, tables, chairs, display arrangements and rain protection as they will not be supplied by the Market. Adequate weights must be supplied by seller to secure tent. Check tent recommendations for accurate amount. Suggested weight: 25# per tent leg. The Market is an open area with no shelter provided.
3. Illinois State sales tax number must be displayed or proof of application.
4. Delivery trucks and other equipment used for transportation and display shall be kept clean at all times with adequate protection against contamination.
5. No seller shall attract attention to his goods by hawking or crying out.
6. Patrons of the Community Tent with petitions must stay inside tent.

### **PROMOTIONS**

The Palos Heights Farmers Market extensively promotes the market. The Farmers Market promotion includes multiple newspaper articles, 2 separate weekly email blasts, Patch.com, citywide publications and signage, State of Illinois listing, and a Facebook page. It is expected that participating vendors also promote the market on their websites and other social media outlets.

### **MEDIA RELEASE**

The Palos Heights Farmers Market has the right to use and disclose vendor's names, logos, images and stories in any and all marketing activities, without consent, ownership and compensation to the vendor. These can include print media, social media, website communications and any other communications of the market.

### **STATE AND CITY LAWS**

The City of Palos Heights enforces the Smoke-free Illinois Act and the Firearm Concealed Carry Act in all public places. Smoking and firearms are prohibited at the Palos Heights Farmers Market.

### **WHAT ARE THE CLEAN-UP REGULATIONS?**

Sellers must remove all waste and refuse from their spaces before leaving the Market. **Stock a broom on your truck. All trimmings/garbage must be off the pavement before leaving.** Sellers who fail to clean up will be prohibited from selling at future markets.

### **WHAT ARE THE PROCEDURES FOR SPACE RENTAL?**

1. **Seasonal Fee:** Growers may reserve a personal space on the same site at each of the markets for the entire season. Season fees are not transferable without special arrangements with the City. Weekly fees will be allowed only with market manager approval so as to fill spaces left vacant by seasonal sellers due to both excused and unexcused absences.

2. The fee is \$100 per week for a 10 foot space, and \$10 per week for an additional 10 foot space, limit of 2 spaces per week. No refunds will be given for absences. There will be a \$25 Rebate for vendors who do not miss any winter markets.
3. A certificate of insurance is required from each producer and must be attached to this application before approval.

**WHAT ARE THE TIME AND HOURS OF OPERATION?**

The Market will be open from 8 a.m. to 12 Noon. The 2018-19 Winter Market will be held on Saturdays on the following dates: November 17, December 15, January 12, February 9, March 9.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date