



**VILLAGE OF FOX LAKE FARMERS MARKET
RULES OF OPERATION 2023**

LOCATION OF MARKET

The 2023 Fox Lake Farmers Market is located at the Fox Lake Community Garden Green at 17 E. School Ct., in downtown Fox Lake, IL 60020.

DATES AND ATTENDANCE

June – August: Every Tuesday evening from 3:00 p.m. – 7:00 p.m.

- June: 6, 13, 20, 27
- July: 11, 18, 25 (no market July 4)
- August: 1, 8, 15, 22, 29

ABSENCES & CANCELATIONS

Any vendor who is absent for two or more committed Market days without giving advance notice by 12pm. Tuesday afternoon forfeits the right to his/her current space assignment for the season. Cancellations must be made by phone at 224.224.1402 or by email whitisa@foxlake.org. The Village of Fox Lake requires a \$50 deposit to be refunded to vendors at the end of the season who had 2 or fewer market absences throughout the season.

PRODUCER DEFINITION

A grower or producer is a person offering for sale articles for consumption, such as fruit, vegetables, edible grains, nuts and berries, apiary products, maple sugars, syrups, baked goods, food ready for consumption, and nonedible articles, such as cut or potted flowers, which articles have been raised, prepared or processed by the grower or producer, members of his family or by persons in his employ and subject to committee approval. The participant must receive approval for all products being brought into the Fox Lake Farmers Market for sale.

If this rule is violated and substantiated, the participant will be asked to leave. No additional items for sale will be added during the market without pre-approval by the Village of Fox Lake and Fox Lake Farmers Market Management.

CRAFTER DEFINITION

A Crafter is a creator of manual arts. Products must be handmade, and not be manufactured or purchased from large distributors. The participant must receive approval for all products being brought into the Fox Lake Farmers Market for sale.

If this rule is violated and substantiated, the participant will be asked to leave. No additional items for sale will be added during the event without pre-approval by the Village of Fox Lake and Fox Lake Farmers Market Management.

ENFORCEMENT OF RULES

Participants of the Market (producers and not-for-profit organizations) must at all times conform to Market rules. The Market Manager has full authority to enforce all rules. Any participant failing to comply therewith will lose their space at the discretion of The Village of Fox Lake. The Market's rules supplement Village code and provisions.

TIMES AND HOURS OF THE MARKET

The Fox Lake Farmers Market will operate on Tuesdays from June 1, through August 29. Hours will be 3:00 PM to 7:00 PM. Producers are requested to have their vehicles in place by 2:30 PM. **By 8:30 each Tuesday, the Community Garden should be vacant.**

PLEASE DO NOT BLOCK TRAFFIC when unloading or loading. If you do not have a designated parking space within the market, do not park on the street where customers need to park. A violation of this rule could result in expulsion from the market.

DISPLAYING AND SELLING GOODS

Goods may not be sold directly from the trucks. You are encouraged to use your trucks for storage of extra produce and refrigerated goods. Participants must furnish their own tables, chairs, or other display items. You should provide a dolly or cart if needed to transport your products and your setup goods. Participants may not erect a sign of any kind that restricts traffic flows or sight lines to other vendors.

All items must be clearly marked showing prices in full view of customers. In case of rain, you must provide your own protection as the Farmers Market is the Fox Lake Community Garden with no shelter provided. A map will be provided to you to show you where your parking space will be.

PRODUCER CONDUCT

Producers at the Market, as well as their employees, shall at all times conduct themselves in a pleasant and courteous manner. Producers and their employees shall avoid using all unduly loud, vulgar, profane or otherwise disagreeable language. They shall avoid any belligerent action or actions, which lead to or promote disputes, disagreements, or altercations with other producers, prospective customers, visitors or any other persons on the Market premises. In the event other persons, other than a producer or his employees, cause or promote an altercation or dispute with a producer, the producer shall seek the advice and

assistance of the Market Manager.

GENERAL REGULATIONS: NO PRODUCER SHALL

- Sell apiary products, maple sugars or syrup and processed food unless properly labeled in accordance with State Standards for labeling.
- Sell or offer any article according to weight except in accordance with the established standards for weight in the State of Illinois.
- Sell or offer any article for sale, which is not theirs, or that of their family or persons in their employ.
- Sell or offer any unwholesome or spoiled articles
- Attract attention to their goods by hawking or crying out.
- Sell or offer any article without obtaining an Illinois State Tax License for the current year and have it in their possession.
- Transport or display food without adequate protection against contamination. Delivery trucks and other equipment used for transportation and display shall be kept clean at all times.
- Allow any waste, garbage or any other refuse to remain in or near his space after the closing hour of
- A participating farmer may bring in organically grown produce. They must be able to certify that the produce is organically grown and must forward to the Village of Fox Lake appropriate documents substantiating that they are organic growers.

LIABILITY AND INSURANCE

The Village of Fox Lake will not be responsible for theft or damage of property or equipment from the stalls, or elsewhere on the Market premises. The Village of Fox Lake **REQUIRES** that all producer participants of the Fox Lake Farmers Market carry Liability insurance and have proof of said insurance with them at all times when present at the Market, as well as on file at the Village of Fox Lake Village Hall Office. The minimum liability level of insurance is \$1,000,000, and Workers Compensation Insurance. Additionally, the Village of Fox Lake must be listed as an additional insured. **Proof of insurance must be submitted before the first day of Market. The certificate of insurance must list the Village of Fox Lake, 66 Thillen Drive, Fox Lake, IL 60020 as an additional insured.**

LAKE COUNTY HEALTH DEPARTMENT CERTIFICATE:

All vendors at farmers markets handling, selling, or sampling any ready to eat food product must have a valid Lake County Health Department, or meet their requirements. **You must have this certificate with you at your booth at all times.** Representatives of the Lake County Health Department will make periodic inspections. This is the responsibility of the vendor, not the Village of Fox Lake.

QUESTION OF PRODUCE LEGITIMACY

- The following procedure will be used if a farmer's produce is questioned regarding its

origin on his farmland:

- The person challenging a farmer's product legitimacy should first discuss the complaint with the Market Manager.
- Should the matter not be resolved in this manner, then a signed complaint should be put in writing and given to the Market Manager.
- The challenged farmer will be told by the Market Manager of the complaint and informed that if the questioned goods are not produced by him, he should cease to bring them to the Market.
- If the farmer in question continues to bring the challenged produce and a second complaint is entered, the farmer is notified that an inspection will be made of the specific location listed on the Farmers Market application as to where such items are reportedly grown.
- If the complaints are such and the amount is sufficient, it is the discretion of the Market Manager to make the recommendation that the farmer be removed from the Market.

***ACCEPTANCE OF RULES MUST BE COMPLETED
ON THE ONLINE APPLICATION***



2023 Fox Lake Farmers Market Vendor Application

Date: _____ IL Sales tax license number: _____

Applicant name: _____

Business name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Email: _____

Phone: _____ Cell phone: _____

Products intended for sale at the market: _____

Market Information

Location: Fox Lake Community Garden – 17 E. School Street, Fox Lake, IL 60020

Date and Time: June – August, Every Tuesday evening from 3:00 p.m. – 7:00 p.m.

- June: 6, 13, 20, 27
- July: 11, 18, 25(no market July 4)
- August: 1, 8, 15, 22, 29

The Fox Lake Farmers Market has no vendor fee for the 2023 season. Any vendor who is absent for two or more committed Market days without giving advance notice by 12pm. Tuesday afternoon forfeits the right to his/her current space assignment for the season. Cancellations must be made by phone at 224.224.1402 or by email whitisa@foxlake.org. The Village of Fox Lake requires a \$50 deposit to be refunded to vendors at the end of the season who had 2 or fewer market absences throughout the season.

Yes ___ **No** ___ A copy of my Certificate of Insurance is enclosed (certificate must be provided prior to setup). The certificate of insurance must list the Village of Fox Lake, 66 Thillen Drive, Fox Lake, IL 60020 as an additional insured.

Please contact the Lake County Health Department at (847) 377-8040 to make sure that you will be in compliance with their rules before they conduct an inspection on opening day. They also will follow-up with us at the Village of Fox Lake if you are not working with them as needed.

Affidavit

I would like to participate in the 2023 Fox Lake Farmers Market, and I hereby affirm that I have received a copy of the 2023 Fox Lake Farmers Market Rules of Operation, and will abide by those rules during my participation in the Fox Lake Farmers Market. I understand that the Market Manager has full authority to enforce all rules. Any participant failing to comply will lose their space at the discretion of The Village of Fox Lake. I additionally give the Village of Fox Lake all rights to advertise utilizing my provided business name, logo, and take any photos of my materials while on site at the Fox Lake Farmers Market.

Signature: _____ Date: _____

Applications may be faxed to (847) 587-2237 or emailed to whitisa@foxlake.org
For more information or questions – please call (224) 225-1402