

VILLAGE OF
LAKE ZURICH
ILLINOIS

At the Heart of Community



VENDOR HANDBOOK

**Sponsored by
The Village of Lake Zurich**

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STATEMENT OF PURPOSE

Our Market serves not just as a place for farmers to get the best prices and consumers to get the best products, but as venues for producers and consumers of food to come together, forge relationships, and exchange information.

APPLICATION PROCEDURES

Applications are available online at lakezurich.org. Paper applications are reserved only for those vendors that do not have internet access. If you require a paper application, please contact the Market Manager, Marisa Boynton at 847-540-1752 for a paper application. Once an application is approved, the vendor will be contacted by the Market Manager with further instructions.

PAYMENT

All payments must be made in advance. Please note that payments will not be accepted on Market Days, no exceptions. If payment is late, the vendor will not be able to begin the market until payment has been addressed. **THERE ARE NO REFUNDS, FEES ARE NON-TRANSFERABLE** (fees cannot be transferred to someone else, nor can they be transferred from one season to the next). If an application is denied, any payment made will be returned.

Make checks payable to: Village of Lake Zurich (Note “Farmers Market” in the memo line)

If paying in person, please go to the Barn located at 200 South Rand Road in Lake Zurich Monday-Friday between 8:30am-4pm.

Mail payments to:
Village of Lake Zurich
200 S. Rand Road
Lake Zurich, Illinois 60047
Attn: Marisa Boynton - Farmers Market

VENDOR OR GROWER DEFINITION

A grower, vendor or participant is a person offering for sale articles for human consumption, such as fruits, vegetables, edible grains, nuts and berries, apiary products, herbs, maple sugars, cheese, ciders, syrups, or prepared foods; and non-edible articles such as cut or potted flowers, dried flowers, and plant materials, which articles have been raised and/or grown by the vendors, members of their family, or by persons in their employ. Vendors may not bring in products not grown or prepared locally or personally. Products purchased for resale are not permitted at the Farmers Market.



Also, participants may not bring in products which are not specifically listed on his/her application, unless prior approval (via text or email) is granted by the Market manager. If this rule is violated and substantiated, the vendor will be asked to leave and forfeit any fee paid. Final approval of all applications is at the sole discretion of the Farmers Market Committee.

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/her, he/she 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.
- No portion of the Market fee will be refunded.

ORGANIC PRODUCE

Participating vendors may sell organically grown produce provided they certify the produce has been organically grown. Vendors must forward to the Farmers Market Committee an affidavit that they are selling organically grown products.

PRODUCT LISTS

A current product list must be submitted with the application to Lake Zurich Area Farmers Market. Only items listed in your completed application can be sold at Lake Zurich Area Farmers Market. You must list all food and products that you plan to bring to Market. Items not listed will be allowed for sale only with advance approval by the Market Director. If you wish to bring additional or new products to Market that are not on your original application, you must get them approved by contacting your Market Manager for committee approval before bringing these products to Market.



MARKET OPERATIONS

The summer market season for the Lake Zurich Farmers Market runs from the first Friday in June to early September. The Market takes place every Friday from 3pm until 7pm, RAIN OR SHINE. The Market is located in Henry J. Paulus Park, 200 South Rand Road, right off of Rt. 12 (nearest intersection is Rt. 12 and Rt. 22).

The Market Manager is responsible for administering and enforcing all rules and procedures as well as public safety, space assignments, market data collection, customer service and public education. The Market Director has final authority in resolving issues in a civil and efficient manner.

ARRIVAL

Vendors are asked to arrive/check-in no earlier than 1pm and must be completed no later than 2:45pm. Any space that does not have its assigned vendor present by 2:45pm may be reallocated or reassigned by the Market Manager. Vendors arriving after 2:45pm will not be permitted to enter the Market with their vehicle, but may park and walk their booth materials into the Market. *Vehicular traffic through the Market between 2:45pm and 7pm is STRICTLY prohibited.* Vendors may drive their vehicles into the Market after 7pm only after the safety barricades at the Market entrances/exits have been removed by staff. Any vendor wishing to leave the Market early must walk their items out of the Market. Vendors must load in/out of their spaces as quickly as possible, leaving clearance for other vehicles. Please do not unload vehicles and set up at the same time. The Village of Lake Zurich prohibits vendors from driving over sidewalks and medians.

SPACE ASSIGNMENTS

All vendor space assignments are issued by the Market Manager upon application approval. The highest priority for assignment of space is given to returning vendors and then on a first come, first serve basis. Vendors committing to less than half the season and who pay week-to-week may have a different space assignment each week that they attend.

VENDOR SPACE DIMENSIONS

A vendor rental space is the equivalent of 1 and a half standard parking spaces, approximately 13'x18'. Prior to the start of the season, vendors will receive a diagram showing your designated space. Unless other arrangements are made with the Market Manager, the vendor will occupy the same space for each market date. Some spaces at the Market may be purposely left vacant to allow for overlap of tents and to potential ease crowding within the rows. Vendors must keep their produce, displays, and employees within the marked space for selling purposes.

TENT AND SPACE SET-UP

Vendors must set up their booths/tents/etc. perpendicular to the curb and spaced according to the spray painted markings at the curb line. Please ask Market Staff for assistance if you're unsure how to set-up your booth. Booth space frontage should be consistently lined up with neighboring vendors along the row. Clearance in the aisle must be kept for crowds and accessibility. All tents/canopies must be weighted down with at least 25 pounds per leg, regardless of forecast weather conditions.



BOOTH MATERIALS

Products and goods may be sold from tables, carts, or other similar structures. All tables, chairs, tents, and other booth infrastructure will be supplied by the vendor. The Lake Zurich Area Farmers Market does not provide and is not responsible for the set-up of any tables, tents, chairs or other booth materials to vendors.

ELECTRICITY

Vendors who would like to use electricity must indicate this on the application, may pay an additional fee and obtain approval from the Market Manager in advance. Village-provided electricity is available on a limited basis and only in a rows/section within the Market. Vendors using electricity must secure cords tightly and safely to the ground using 4" wide tunnel tape or plastic cord covers provided by the vendor. Duct tape and/or rubber matting will be allowed ONLY with the Market Manager's approval. Electricity use is on a first come, first serve basis as it is limited. We have 15 amp, 110 volt standard outlets. Vendors are required to bring a 3-pronged outdoor rated extension cord for use.

COOKING EQUIPMENT & GENERATORS

- Vendors may use propane or gas generators. If you intend to use a generator, it must be noted at the bottom of your initial application form.
- If not using a propane generator, it is crucial you write down how much power you will need the Village to provide (up to 10 amps per vendor). Electricity is not guaranteed to everyone and will only be supplied on a first come, first serve basis.
- Generators may not exceed acceptable noise levels as determined by the Village of Lake Zurich to prevent distraction of other vendors or the events; violation of acceptable noise levels will result in removal.
- All vendor booths using a deep fryer and/or open flame burners are required to have both, a K class extinguisher and 10 lb. ABC fire extinguisher.
- Fire inspections by the Lake Zurich Fire Department are required for all events that have any type of cooking activities, whether under a tent or inside of a vendor type vehicle such as a Food Truck.
- All propane cylinders shall be secured and/or chained. All cylinders shall meet current safety standards and shall have a current inspection date on the cylinder. All propane regulators shall be secured and shall not be allowed to hang loose.
- All frying, cooking, or grilling operations, with the exception of food trucks, shall be done outside of any tent or covering.
- Extension cords shall not be used unless they are rated for exterior use and are sized correctly for the appliance.

PARKING

Only vehicles necessary for display or sale of products are permitted in the Market. Vehicles must fit in the space assigned. The decision of the Market Manager is final. *No vehicles will be permitted to enter the Market after 2:45pm.* Vendor vehicles must be parked in the designated vendor parking area outside the Market. Village retains the right to make changes at any time regarding vendor parking.



TRAFFIC CONTROL

A map will be given out prior to the first Market day which indicates how vehicles may enter and exit the Market site, both at arrival and departure of the Market. This route will be strictly enforced by the Market Manager and Market Staff. The route is important to follow to ensure the safety not only of yourself and your vehicle, but for vendors already setting up at the Market site.

ABSENCES & CANCELATIONS

Any vendor who is absent for two or more committed Market days without giving advance notice by 12pm. Thursday afternoon forfeits the right to his/her current space assignment for the season. Cancellations must be made by phone at 847-438-5146 or by email askparkrec@lakezurich.org. The Village of Lake Zurich 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.

LIABILITY

The vendor is liable for any incidents, accidents, or injuries resulting during setup, teardown, and during the hours of operation at the Market.

SAMPLES

Samples are allowed and encouraged, however, before producing samples please be sure that you are familiar with and abide by any and all Lake County Health Department regulations in regards to food sampling. To inquire about sampling procedures for your product(s) please call the Health Department at 847-377-2000.

GENERATORS

Vendors using generators will be placed on the ends of the Market if possible. Generators must be kept to minimum noise level, with deflectors/enclosures used as needed.

SIGNAGE

Signs prominently displaying the vendor name and price ranges of products are required. We suggest signage be at least 11"x17" in size. Signage is important not only for promotional purposes, but also for tracking vendor attendance and location/placement. Please keep this signage within assigned booth space(s). The Market will supply vendors approved to accept LINK tokens with the appropriate signage. This sign should always be posted and if it is in disrepair, please be sure to request a replacement sign.

VENDOR EMPLOYEES/STAFF

Vendors are responsible for the actions of their employees at the Market. Vendors should be sure to remind staff about preferred parking locations and to not park in spaces typically reserved for Market patrons.



HAWKING AND OTHER DISRUPTIVE BEHAVIOR

Vendors shall refrain from disorderly, impolite, or disruptive activities. Hawking of wares from inside or outside the assigned booth space is prohibited. Use of sound-amplifying or -producing equipment within vendor space is prohibited without prior approval by the Market Director. Participants may not erect signs of any kind other than pricing and identification information on their produce. All items must be clearly marked showing prices in full view of customers. Sellers must display their full business name and address.

SUBLEASING

Vendors may not sublease space to another vendor. All vendors must be registered with the Village of Lake Zurich.

WASTE DISPOSAL

Prior to leaving the Market area, each vendor must take any and all leftovers or waste with them. Discarded boxes must be taken with the vendor or deposited into the Village of Lake Zurich dumpsters and recycling dumpsters located in an enclosure near the entrance to Paulus Park. These items are NOT to be left in the Market area. A written warning will be issued the first time debris is left. A fine of \$50 will be levied if the infraction is repeated a second time. A vendor's lease will be revoked if the infraction is repeated a third time. Stall spaces are to be left in the same condition as when you arrived.

SANITATION

Vendors must maintain their stands and spaces in a clean and sanitary condition. Each vendor is responsible for bringing a broom and trash bags and keeping the Market area free of any debris.

HANDWASHING

Vendors that require hand washing stations per the Lake County Health Department must acquire and maintain their own temporary hand washing station. The Market does provide water for vendors via a spigot located in Paulus Park.

MAINTENANCE AND APPEARANCE

Table and other fixtures should be in good repair. All produce must be kept off the ground. Market products should be of a high quality. Products that do not meet this quality criterion may be removed at the Market Manager's discretion. Vendors who fail to comply with this requirement are subject to suspension or termination from Lake Zurich Area Farmers Market.

WEATHER CANCELATIONS

Lake Zurich Farmers Market is an outdoor market that takes place rain or shine. If the weather becomes unsafe for Market operations, the Market Manager will email all participants no later than 12pm to cancel the Market for the day. No refunds will be issued due to weather cancellations.



GENERAL REGULATIONS

No vendor 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 his/hers, or that of his/her family or persons in his/her employ.
- Sell or offer any unwholesome or spoiled articles; attract attention to his/her 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 his/her 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, pursuant to Lake County Health Department regulations.
- Allow any waste, garbage or any other refuse to remain in or near his/her space after the closing hour of any Market day. The vendor is responsible for removal of all such waste from the Market grounds.
- Conduct the sale or sampling of alcoholic beverages, without the prior approval of the Market Manager and acquisition of the proper permits

COMMUNITY ORGANIZATIONS

It is the sole discretion of the Farmers Market Committee to determine which community organizations may participate based on what it determines to be in the best interest of the Lake Zurich Area Farmers Market. There is no charge for community organizations.

ENFORCEMENT OF RULES

Participants of the Farmers Market (vendors and not-for-profit community organizations) must conform to Market rules at all times. The Market Manager has full authority to enforce all rules. Any participant failing to comply with the Market rules will lose their space at the discretion of the Farmers Market Committee. The Market rules supplement Village Code and other provisions.

EMERGENCY PROTOCOL

As with any large public event, it is necessary to establish an emergency/crisis management plan and ensure that all vendors and community groups are aware of this plan. Here are some examples of an emergency situation:



- There is an explosion or an accident involving multiple victims and there is potential danger to the public
- Firearm(s) being discharged
- A suspicious package
- A fire that is not under control or a chemical spill with fire or fumes
- Severe weather (i.e. tornado)

The Market does not have a speaker system, therefore, it is necessary that there is open communication with Market staff in regards to a potential emergency situation. As always, please call 9-1-1 if an emergency situation is taking place.

Our evacuation plan:

- Remain calm.
- Vendors, community groups, and patrons must immediately evacuate the Market site through the nearest exit/gateway.

In the event of severe weather, please immediately evacuate the Market and go inside the nearest entrance of the Barn. Market staff will assist in directing individuals indoors. This is not to set-up booths for sale during inclement weather. This is only to act as an indoor location for physical protection from severe weather/emergency situation.

Do not return to the Market site until directed by public safety officials.

If you have concerns during a Market, please reach out to the Market Manager or any Market staff.

VENDOR

Vendors at the Market, as well as their employees, shall at all times conduct themselves in a pleasant and courteous manner. Vendors and their employees shall avoid using unduly loud, vulgar, profane or otherwise disagreeable language. They shall further avoid all appearance of having been or being in a drinking or intoxicated condition.

They shall further avoid any belligerent action(s) which lead to or promote disputes, disagreements or altercations with other vendors, prospective customers, visitors, or any other persons on the Market premises. In the event other persons, other than a vendor or his employees, cause or promote an altercation or dispute with a vendor, the vendor shall seek the advice and assistance of the Market Manager.

The Lake Zurich Farmers Market is a public market, and as such is a special event. A vendor may be prohibited from participating in the Market when the Market Manager determines that a vendor does not fit any of the criterion of the Market as set forth in this handbook. Any complaints regarding a vendor should be directed to the Market Manager, who will investigate the complaint.

1st Offense/Complaint: Verbal Warning issued by the Market Director

2nd Offense/Complaint: Written Warning issued by the Market Director

3rd Offense/Complaint: Suspension of Market vendor privileges/cancellation of lease with vendor



If Market Director believes that any violations of any criminal statute have occurred, police will be notified immediately.

LIABILITY, INSURANCE, HOLD HARMLESS & INDEMNIFICATION

The Lake Zurich Area Farmers Market requires that all vendor participants carry liability and vehicle insurance and provide a Certificate of Insurance to the Village of Lake Zurich naming the Village of Lake Zurich as additionally insured.

Market is an arrangement whereby space at the Market is leased by the Village of Lake Zurich to vendors who are sole proprietors, partnerships, or independent entities not connected with the Village of Lake Zurich (or its owners, agents, employees, and management). All vendors agree to hold harmless and indemnify the Village of Lake Zurich, and agents, representatives and employees of those organizations, from any and all responsibilities, losses of income, claims, damages, lawsuits, reasonable attorney fees, costs, expenses or judgments incurred by, or resulting from, the enforcement of any rules or from the sale or consumption of goods sold by the vendors at the Market.

LAKE COUNTY HEALTH DEPARTMENT CERTIFICATE

All Market vendors who will be cooking, serving, or offering food samples will be required to obtain a Temporary Food Service Permit from the Lake County Health Department. If a permit is necessary, a copy must be on file at the Village of Lake Zurich. You must also have your Health Department certificate with you at your booth at all times. Representatives of the Lake County Health Department will make periodic inspections. Please contact the Lake County Health Department at 847-377-8040 for information or to request an application.

Vendors selling fresh produce, or non-potentially hazardous (i.e. needing no refrigeration or heating), or packaged products, do not require a permit.

SOLICITING

Soliciting for money, handing out of fliers, etc. outside of your booth space is prohibited at the Market.

ALCOHOL

Vendors may not conduct the sale or sampling of alcoholic beverages unless arranged with the Market Committee and Market Manager.

NO SMOKING

Smoking is not permitted anywhere within the Farmers Market area.

Market rules are subject to change at the discretion of the Village of Lake Zurich Area Farmers Market Committee. Vendors will be notified if changes are made during the market season.