



2018 La Grange Farmers' Market

RULES & GUIDELINES

Location & Dates: Outdoor parking lot adjacent to La Grange Village Hall, 53 S. La Grange Road in downtown La Grange at Southeast Corner of La Grange Road and Harris Ave. Market is held in the parking lot at side of Village Hall and on the sidewalk in front of Village Hall.

Markets held Thursdays 7am – 1pm from May 10 through October 25, 2018

1. **WHO MAY SELL?** Any person offering for sale goods normally considered the products of agriculture in an unprocessed state, with the exemption of maple sugars, which may be sold after the conversion to syrup. In addition, products/goods that are created by vendor may be approved for sale by the Village of La Grange. **These goods must be raised/personally created by the vendor/farmer.** Only members of the vendor/farmer's immediate family members or employees of the vendor/farmer may sell at the market.

2. **WHAT MAY BE SOLD?** Articles such as fruits, vegetables, edible grains, nuts, berries, apiary products, maple sugars and syrups may be sold. Also, fresh/frozen/smoked meats/fish/poultry, jams, jellies, breads, cookies, candy and items that are canned may be sold. Also, non-edible articles such as cut or potted plants, fresh flowers, bedding plants, and specific items that are approved, on a case-by-case basis, by the Village of La Grange, may be sold.

As applicable, the sale of all types of meats, fish, poultry and milk products require temporary food permits. Other products may be admitted at the discretion of the La Grange Business Association and must comply with the rule of quality of USDA criteria and guidelines, or governing bodies.

3. **WHAT CANNOT BE SOLD?**

- Any item defined as inappropriate by the Environmental Health Inspector
- Any item not approved by the Village of La Grange or the La Grange Business Association.
- Any item disallowed by the owner or community of the property in use.

4. **HOW MERCHANDISE MAY BE DISPLAYED?** Products may be sold from the vehicles in which they are transported, or from tables and stands supplied by the vendor. Vendors must be prepared for all types of weather and must restrain/tie weight down tents, canopies and tables with concrete blocks, jugs of water or weights. **Vendors accept all liability for any inability to restrain any part of their vending areas from wind & weather.** At no time may vendors block access to another vendor's market space or public access routes.

NOTE: The Illinois State Sales Tax Number must be displayed prominently in any market stall from which goods are sold. Application for a State of Illinois Sales Tax Number may be obtained by contacting the Illinois Department of Revenue at 312-814-5258. Vendors must comply with all Illinois food / health/ farmers market laws.

5. **CLEANLINESS:** All vendor spaces, delivery trucks, van and automobiles are to remain clean at all times. No unwholesome, spoiled, wilted, stale, and broken products are to be offered for sale. Prior to leaving the market, each vendor must remove all waste, refuse and containers. No dumping on site is allowed. The La Grange Market is a smoke-free/non-smoking market.

6. **LOCATION OF YOUR BOOTH/TENT:** Once your application, payment and insurance are received, you will have the opportunity to review and approve a location for your set-up, based upon availability. Once your location has been determined, you will not be permitted to move it without prior authorization from market management.

7. **PAYMENT:** Please submit payment with your application. Twelve feet of selling space for the season (May through October) is \$400. Acceptance of the application implies that you will participate every week unless inclement weather prevents your participation, or unless previous arrangements have been made with the LGBA. A refund of prepayment or a discount for non-use will not be considered. Your application must be accepted and all terms and conditions met including liability insurance on file before permission will be given for participation. Please make checks out to the La Grange Business Association, 26 S. La Grange Road, Suite 103, La Grange IL 60525. You may also pay by cash or credit card. Please contact Nancy Cummings/ LGBA Executive Director at 708-582-6510 to pay by credit card.

8. **DEPOSIT FOR UNAUTHORIZED NO SHOW/ EARLY DEPARTURE:** The gap caused by the unanticipated absence of a vendor from the market causes a disruption in the traffic flow which negatively affects all vendors. You will be charged a \$25 cancellation fee when you are unexpectedly absent from the market or decide to depart early – except in the case of inclement weather or if you have made previous arrangements with the market management with at least 24 hours notice. **A \$25 deposit check is required at the time of application and will be refunded, as necessary, at the end of the season.**

9. **Set Up and Breakdown Requirements:** All vendors shall be ready to open the market at 7 am and shall not breakdown their tents and display prior to 1 pm.

10. **Vendors must park in the designated parking lot.** No street parking near the market will be allowed without prior approval from market manager.

11. In an effort to increase the amount of organic and sustainable items available at the market, we ask that anyone working with farming methods that are considered either certified organic or sustainable provide proof and market items as such. The La Grange Farmer's Market is very interested in promoting local and sustainable farming.

**La Grange Farmers' Market
2018 APPLICATION FORM**

APPLICATION AND PAYMENT DUE BY March 17, 2018

PLEASE DESCRIBE THE ITEMS THAT YOU INTEND ON SELLING:

- Truck Garden? _____
- Orchard? _____
- Berries? _____
- Flowers? _____
- Greenhouse? _____
- Prepared Food? _____
- Other _____

[AGREEMENT] I, _____, hereby agree to sell or offer or sale at the La Grange Farmers' Market, only such items as listed above, as they are of my own production or creation. Further, I acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to adhere to the La Grange Business Association guidelines. (A copy of the guidelines has been provided to me.) I agree and will hold harmless the respective communities and organizations in which I participate in their farmers' market (Village of La Grange and the La Grange Business Association are both "additional insured's") and will indemnify these parties for any and all claims arising under this permit.

Vendors will provide a Certificate of Liability Insurance naming the respective communities and organizations (Village of La Grange and the La Grange Business Association) as additional insured's. The minimum liability insurance requirement level must be \$1 million or higher. If lacking proper insurance, vendor will not be allowed to set up or operate

Signature of Applicant _____ Print _____ Date _____

(or) Legal Agent _____ Print _____ Date _____

State License Number _____

Business Name: _____

Contact Name: _____

Address/P.O. Box: _____

County: _____

Section No: _____ Township: _____ State _____ Zip Code: _____

Email Address: _____ Website Address: _____

Business Phone: _____ Mobile Phone: _____

Exact location of land used for production:

If renting or leasing land, please include the name address of owner:

For marketing purposes, please provide a brief description of your business:

Please reserve _____ spaces (12 feet of selling space from May – October) **at \$400 per space.**
Space requests must be confirmed by LGBA.

We now require a separate **\$25 advance deposit** payable to La Grange Business Association for unauthorized no-shows and/or unauthorized early departures from the market. Deposit will be refunded, as necessary, at the end of the season. **\$40 application fee for new vendors only** (non-refundable).

Total Amount Due by March 17, 2018: _____

Please make checks out to the **La Grange Business Association** and mail to: 26 S. La Grange Road, Suite 103, La Grange, IL 60525. We also accept cash and credit card payments. Phone: 708-582-6510 (Office) or 708-522-6467 (Cell)

OFFICE USE ONLY:

Payment Received Amount: _____ **Check/Credit for** _____ **# of booth spaces @ \$400**

Certificate of Insurance

\$25 Deposit for Unauthorized No Show/ Early Departure _____ **Deposit Refunded:** _____
\$40 Application fee – new vendors only _____