

# Farmers Market

Dear Chester Farmers Market Applicant,

The City of Chester is proud to be sponsoring the 2023 Farmers Market. This year's market will begin on Saturday, May 20, 2023 and run through October 14, 2023. The hours of operation for the market are 9 am- 12 pm. Vendors are able to sign up for individual days or for the season.

Market Vendors must be current on any license and/ or certifications required by the Illinois Department of Public Health and/or the Randolph County Health Department. A copy of those license/certifications must be attached to your registration.

The Marketing Plan is as follows: we plan to advertise on our Chester Farmers Market Facebook page, we will feature a different vendor each week, photos from the previous weeks, possibly live videos, we will use the city website, city Facebook pages, the city sign, banners and print media to spread the word about the market.

We are continuing to allow the addition of hand-assembled, handcrafted and hand-altered items if the item is 80% crafted by the crafter and not mass produced. We will allow natural food products and items. We will allow community organizations to raise funds for their groups by selling homemade baked goods and we will permit community groups to set up a booth and share information about their organization when space is available.

This packet includes this introductory letter, Chester Farmers Market 2023 Policy booklet, a copy of the Chester Farmers Market 2023 Rules, a copy of the IDPH Technical Information Bulletin/Food #30 (Sanitation Guidelines for Farmers Markets) and a copy of the IDPH Technical Information Bulletin/Food #44a (Supplement to Frequently Asked Questions-Cottage Food Operations).

The packet contains the information you will need to register. After reading and completing the information you should return the requested information to the Recreation Director's office at city hall. If, after reading the information, you have questions please call my office. I am more than happy to assist you.

My goals for the Chester Farmers Market are as follows:

- 1) Follow the rules and guidelines set forth by the Randolph County Health Department and the Illinois Department of Public Health.
- 2) To have the market grow with vendors and options for community.
- 3) To promote local, healthy options for shoppers.
- 4) To offer the opportunity for our vendors to share their knowledge and skills with the citizens of our community.

Again, if you have any questions contact my office at the number below.

I look forward to working with you!

Thank you,

*Patti Carter*

Recreation Director  
City of Chester  
1330 Swanwick Street  
Chester, Illinois 62233  
618-826-1430

## Chester, IL, Farmers Market 2023 Vendor Policies

We are continuing to allow the addition of hand-assembled, handcrafted and hand-altered items if the item is 80% crafted by the crafter and not mass produced. We will allow natural food products and items.

Chester's Farmers Market is a producer-only, farmer's market located at Chester Square Gazebo Park, at the intersection of Opdyke Street and State Street. This outdoor event will be held from 9:00 am-12 pm (or until sold out) every Saturday from May 20<sup>th</sup> to October 14<sup>th</sup>.

### **MARKET PURPOSE**

The primary purpose of the Farmers Market is to provide a place where residents can deal directly with the farmers who grow their food products and to increase their knowledge and appreciation for the quality and benefits of locally grown and produced agricultural products. Supporting goals include the following:

- Provide growers and producers of Illinois agricultural commodities and other farm-related products with alternative marketing opportunities.
- Promote the sale of local farm and garden products.
- Improve the variety, freshness, taste and nutritional value of produce available to consumers in our area.

### **MARKET MANAGEMENT**

The market is governed by the City of Chester and is directed by the Recreation Director.

The City of Chester is responsible for market operations, including registration, approval of applicants, space assignments, inspections, vendor disputes, educational programming and other processes involving vendors. Please contact Patti Carter at [chesterrecreation@chesterill.com](mailto:chesterrecreation@chesterill.com) with questions or call 618-826-1430 or 618-826-2326 ext. 229.

### **VENDOR REQUIREMENTS**

#### **PRODUCER-ONLY REQUIREMENT**

All items sold at the market must be directly and personally grown, raised or produced by the person selling the product at the market or be natural products or approved food items. Examples of approved items include produce, flowers/plants, meat, dairy, baked goods, prepared foods, spices and art. Sale of items not grown or created by the vendor is strictly prohibited without prior approval.

#### **CATEGORIES AND DEFINITIONS OF VENDORS**

A vendor is someone who is approved to sell at the Chester Farmers Market.

- **Farmers:** Fruits, vegetables, herbs, cut flowers, bedding plants, potted plants, meats, eggs, dairy products, and other agricultural products may be sold at the market. Value-added food products (e.g. baked goods, honey, jams, salsas, syrups, etc.) will be admitted:
  - a) If you have a Cottage Food License from the Health Department.
  - b) You use ingredients from your farm in the prepared good items.
- **Artists:** Quality arts may be sold if the vendor actively participated in their creation. This venue is for artist-produced products only. Buy-sell, mass produced or kit products are not allowed. An artist may sell a reproduction of their own original artwork.

- **Prepared Goods:** The market will admit a small number of vendors selling value-added foods or non-edible products that they process or prepared themselves.
  - a) Prepared food vendors must obtain a Cottage food License in the county in which their kitchen is located or must be certified by the local Health Department.
  - b) Pet food prepared goods vendors must meet the Illinois Department of Agriculture requirements.
  - c) Skin care items, including lotions and soaps, must be labeled with their ingredients.
  - d) NO CBD, HEMP, OR CANNABIS CAN BE IN FOOD PRODUCTS OR SOLD AT THE CHESTER FARMERS MARKET.
- **Non-Profit Bake Sale: and Community Information booth:** While the mission of the Chester Farmers Market is the promotion and support of local growers and artisans, we will also allow booths for non-profit community groups during regular market hours as a service to the community. Groups must submit an application and pay applicable fees, if any. To be eligible for these spots you must either be a non-profit, charitable, educational, or government organization.
  - a) **Non-Profit Bake Sale:** Community organizations can raise funds for their groups by selling homemade baked goods.
  - b) **Community Information Booth:** Community groups can spread the word about their organization at this booth. No selling of items is allowed.
- **Crafts:** Hand-assembled, handcrafted and hand-altered items are acceptable if the item is 80% crafted by the crafter and not mass produced.

### **FARMER VENDOR REQUIREMENTS**

The following criteria for determining whether a prospective farmer vendor is qualified to sell at the market. These criteria will be used to determining whether a vendor is in compliance with this requirement. Decisions of the Market Director will be based on their best judgement are considered final.

- The vendor must produce any and all products sold at the market.
  - a) Crops must be planted, maintained, and harvested by the vendor. In the case of perennial crops (e.g. trees, vines, bushes, etc.) the requirement is to maintain and harvest only.
  - b) Vendors selling floral items or potted plants must maintain any purchased plants on their premises for at least 30 days before selling as potted or cut products.
  - c) Farmers are responsible for ensuring they are in compliance with the requirements set forth in the food Safety Modernization Act (FSMA)

### **ARTIST VENDOR REQUIREMENTS**

Art must be original artwork of the exhibitor. Items made from kits, buy/sell items and castings from commercial molds are not allowed. The Farmers Market reserves the right to exclude any work it deems unsuitable, or which it judges not to have been accurately represented. Printed products featuring the artist's original work are permitted and include posters, photographic prints, Giclee prints, note cards, etc. A booth space is to be a representation from a single artist.

### **EXCEPTIONS**

A select number of natural products and/or approved food items will be accepted.

## APPLICATION PROCEDURE

The Market Director will register vendors, collect certifications, assign spaces, promote and oversee the market. All vendors must complete an application each year. All vendors are required to include a product registry and to update it as necessary during the season. **Only items listed and approved on the registry may be sold.**

### CERTIFICATES/LICENSES/PERMITS

All vendors and products must comply with local, state and/or federal health ordinances and all vendors must supply documentation of such compliance to the City of Chester Farmers Market. An application is not considered complete without the inclusion of all applicable permits for listed products. All permits and licenses must be submitted with the application and must be kept current during the entire market season. Copies of all certificates/licenses/permits will be kept on file at city hall.

### APPROVAL OF VENDOR APPLICATIONS

The Market Director will accept individual vendors based on the vendor's application. Priority for acceptance will take into account:

- Vendor type
- Use of sustainable practices
- Quality of uniqueness of products
- Good conduct, compliance, customer service and history of attendance

All vendors will receive an e-mail notification if they are approved or declined. Approved vendors will receive assignment information in a follow up e-mail. Postal notification can be arranged. All final decisions will be made at the sole discretion of the Farmers Market Director.

### NONCOMPLIANCE

The Market reserves the right to refuse acceptance of any vendor or product that is not in accordance with the rules or quality standards of the market and to terminate the participation of a vendor who does not comply with these requirements. Fees will not be refunded to vendors who are terminated for noncompliance.

The Market Director has the final authority to make decisions in compliance disputes, based on their discretion and best judgement.

### PROHIBITED

The following products are prohibited from sale or distribution at Chester Farmers Market:

- Raw milk or any dairy products made with raw milk
- Home butchered meat, poultry, or wild game animals

## MARKET POLICIES

### OUTDOOR MARKET

Sales will not be permitted before the market opens at 9:00 am and tear down must be complete by 2 pm. To allow adequate preparation time, all vendors are required to respect opening time and refrain from early sales, except to other vendors, who may purchase items from each other before the market opens. Vendors should not arrive before 8:00 am to set up.

This is an outdoor market and weather is a factor. NO REFUNDS will be given for inclement weather.

## **DRIVING RESTRICTIONS**

For the safety of vendors and customers, no vehicles may be driven through the market. Vendors may park curbside to unload and should then move their vehicle prior to set up. If a vendor needs to leave early, they will need to “cart” their products and equipment to their vehicle.

## **BOOTH SPACE**

Standard size of a booth space is approximately 10 x 10. Vehicles must be parked in the designated parking area. Booths will be assigned at the beginning of the season. However, the market is unable to guarantee that booth assignments will remain the same every week, unless you sign up for the entire season. All set up items (tent, chairs, tables, display boards, etc.) are the responsibility of the vendor. GENERATORS ARE NOT ALLOWED.

## **PERSONS ALLOWED TO SELL AT THE MARKET**

Persons selling at the market must be 16 years old or older, members of the vendor’s family or a paid employee. Persons selling must be able to accurately answer questions about the products, where grown, how harvested or, in the case of artists and prepared goods, how they were prepared/processed and/or created. There is no sharing of booth space.

## **DROP-IN SPACES**

“Drop-In spaces are limited and are on a first come, first serve basis each Saturday.

## **VENDOR SPACE ASSIGNMENTS**

Booth space is valid only for the vendor who submitted the original application and may not be assigned or sub-let to another party. All prospective vendors must go through the application and approval process to receive their space assignment.

## **LEGAL COMPLIANCE**

Vendors should familiarize themselves with local and state laws related to their products and are responsible for compliance, including but not limited to the laws related to health regulations, weights and measures (Illinois Department of Agriculture), sales taxes and insurance. Government officials may visit the market to assure compliance with their agency’s regulations.

## **REQUIRED SIGNAGE**

The State of Illinois requires vendors to display signage with their name (or business name), farm location and product origin. Signs identifying the vendors name and location must be posted before sales begin and should be located near the check-out area. This is also a requirement for farmers under the Food Safety Modernization Act.

[www.fda.gov/food/food-safety-modernization-act-fsma/full-text-food-safety-modernization-act-fsma](http://www.fda.gov/food/food-safety-modernization-act-fsma/full-text-food-safety-modernization-act-fsma)

Signs, boards, tags, or labels listing prices of all products for sale must be posted prior to the beginning of sales.

## **SALES PRACTICES**

No “hawking”, crying out, or other aggressive sales techniques are allowed. Vendors are prohibited from circulating through the market handing out free items and/or selling items.

## CODE OF CONDUCT

Vendor behavior, personal appearance, appearance and maintenance of their sales area should reflect positively on the markets overall appearance, quality, and reputation. Vendors are expected to:

- Maintain safe, clean conditions in and around the sales area
- Maintain a professional and tidy appearance
- Maintain cordial relations with customers, vendors, market staff, and volunteers
- Maintain clear access for pedestrians to shop

## SAMPLING

Samples are allowed and encouraged. However, be sure that you abide by any and all Illinois Department of Public Health regulations regarding food sampling. Vendors must maintain their own temporary handwashing station if they plan to slice, cut or prepare food onsite (as required by IDPH). You should call the Randolph County Health Department at 618-826-5007 for details on sampling and handwashing station regulations.

Learn more at [www. http://www.dph.illinois.gov/topics-services/food-safety/farmers-markets](http://www.dph.illinois.gov/topics-services/food-safety/farmers-markets)

## CLEAN UP

Vendors are responsible for cleaning all trash and waste in and around their space. Tear-down should be completed and the lot cleared by 2 pm.

## FEES

TYPE	FULL SEASON	SINGLE DAY/DROP IN
SINGLE BOOTH	\$25.00	\$5 EACH
DOUBLE BOOTH	\$40.00	\$10.00 EACH

**FARMERS MARKET 2023**

**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

All vendors participating in the Farmers Market shall be individually and severally responsible for any loss, bodily or personal injury, death, and/or property damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees.

Please read this information carefully and be aware that in signing the form and participating in the Chester Farmers Market, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss, bodily or personal injury, death, and/or property damage which you might sustain as a result of participating in any and all activities connected with or associated with this event.

I recognize and acknowledge that there are certain risks of physical injury to participants in this event and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity, that I may have (or to accrue to me) as a result of participating in this event against the City of Chester, including their officials, agents, volunteers, employees, and sponsors.

I recognize and acknowledge that I am fully responsible for any illnesses, deaths, injuries, damages or loss, regardless of severity that may arise out of may be connected with, or in any way associated with the consumption or use of the products/merchandise that I am selling. I further agree that the City of Chester, including their officials, agents, volunteers, employees, and sponsors are forever discharged from any claims for injuries, damages or loss.

I do hereby fully release and forever discharge the Chester Farmers Market, City of Chester, including their officials, agents, volunteers, employees, and sponsors from any and all claims for injuries, damages or loss that I may have, or which may accrue to me and arising out of, connected with, or in any way associated with this event.

No insurance is provided by Chester Farmers Market or the City of Chester, IL for the benefit of the participants in the Farmers Market.

My signature below indicates that I have read and agree to the Waiver and Release of All Claims and Assumption of Risk Form.

SIGNATURE	PRINTED NAME	DATE

**2023 ANTICIPATED SCHEDULE**

MONTH	DATE	SELECT	DATE	SELECT	DATE	SELECT	DATE	SELECT	DATE	SLEECT
MAY	X		X		X		20		21	
JUNE	3		10		17		24		X	
JULY	1		8		15		22		29	
AUGUST	5		12		19		26		X	
SEPTEMBER	2		9		16		23		30	
OCTOBER	7		14		X		X		X	

**INDICATES RIVERBOATS IN TOWN**

NAME											
ADDRESS											
CITY					STATE				ZIP CODE		
PHONE											
EMAIL											

ATTACH A LIST OF ITEMS TO BE SOLD.

DO YOU MAKE THE PRODUCT(S)/ITEM(S) TO BE SOLD?	YES			NO		
DO YOU GROW THE PRODUCT(S)/ITEM(S) TO BE SOLD?	YES	NO	IF NO, COMPLETE THE FOLLOWING			

NAME											
ADDRESS											
CITY					STATE				ZIP CODE		
PHONE											
LOCATION GROWN											

ARE YOU REGISTERED WITH THE RANDOLPH COUNTY HEALTH DEPARTMENT?	YES	NO	IF SO, ATTACH
DO YOU HAVE A COTTAGE FOOD LICENSE?	YES	NO	IF SO, ATTACH
DO YOU HAVE FOOD PRODUCT SAMPLING HANDLER CERTIFICATE?	YES	NO	IF SO, ATTACH
DO YOU HAVE AN ILLINOIS FOOD SERVICE SANITATION CERTIFICATE?	YES	NO	IF SO, ATTACH
DO YOU HAVE ANY OTHER ILLINOIS CERTIFICATION OR LICENSES?	YES	NO	IF SO, ATTACH
DO YOU HAVE ANY OTHER RANDOLPH COUNTY CERTIFICATION OR LICENSES?	YES	NO	IF SO, ATTACH

-----DO NOT WRITE BELOW THIS LINE-----

TYPE		RATE	AMOUNT
FULL SEASON SINGLE BOOTH		\$25.00	
FULL SEASON DOUBLE BOOTH		\$40.00	
DROP-IN		\$5.00 PER DAY	
TOTAL DUE		-----	
CASH	CHECK #	AMOUNT	DATE RECEIVED
			BY



Chester, IL Farmers Market  
2023 Rules

*Although each vendor works as an individual, working together will make a successful Market.*

1. **ALL** products must be locally grown (within 100 miles) or hand crafted by the vendor. By completing the application you verify that you are the grower or producer/crafter. If the produce is not grown by the vendor it must be clearly labeled with source, origin of production and you must have prior approval to sell.
2. All prepared food must be made by the vendor and comply with the Cottage Food Operation regulations (technical information bulletin / food #44). It is the responsibility of the vendor to comply with the regulations.
3. Baked foods which require refrigeration are not allowed. That includes, but is not limited to, soft or cream or meringue topped pies, custards, cream and custard filled bakery goods. Any other baked goods must be made within 24 hours of the sale date.
4. **Market is from 9:00 am to 12:00 pm or sell out whichever is earlier. There will be no selling to the public before 9:00 am.**
5. Vendors must set up in their assigned spot and take no more than the allowed 10 ft x10 ft area. Tents, canopies and tables are permitted.
6. **Vendors are allowed to start setting 8:00 am.**
7. Vendor pets are not allowed in the market area.
8. **Vendors will leave their spaces clean at the end of the Market Day must remove their trash.**
9. Vendors will be responsible for their own sales tax. Each participating vendor assumes all risks of liability for their employees, agents, and customers.
10. Eggs may be sold if state licensed and kept on ice in a cooler at 45 degrees or lower.
11. Live animals are not allowed to be sold.
12. Do not claim organic unless product has been CERTIFIED ORGANIC.
13. No flea market or yard sale type items.

I have read and understand the Chester Farmers Markets Rules.

Signed \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

I have received a copy of IDPH Technical Bulletins #30 and #44a. Initial \_\_\_\_\_

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**KEEP THIS COPY FOR YOUR RECORDS**