



Village of Buffalo Grove
 50 Raupp Blvd.
 Buffalo Grove, IL 60089
 847 459-2530
 www.vbg.org/market
 contact: Peggy Starczowski

2017 Vendor Application for Permission to Sell

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **EMAIL:** _____ **WEBSITE:** _____

ILLINOIS BUSINESS SALES TAX LICENSE #: _____

If your vehicle must be parked behind the stall during market hours, please indicate vehicle length _____

Are you registered to accept IL Senior Farmers Market checks? _____.

Please mark the dates	6/18 _____	7/2 _____	8/6 _____	9/3 <u>no</u>	10/1 _____
You plan to attend:	6/25 _____	7/9 _____	8/13 _____	9/10 _____	10/8 _____
		7/16 _____	8/20 _____	9/17 _____	
		7/23 _____	8/27 _____	9/24 _____	
		7/30 _____			

I, _____, hereby agree to sell or offer for sale at the Village of Buffalo Grove Farmers Market only such items as listed on the back of this application, which are either of my own production on the above described property or are purchased, manufactured, or processed from sources I have disclosed. Further, I acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Village of Buffalo Grove and the Buffalo Grove Park District harmless and to indemnify the Village and the Park District for any and all claims arising under this permit.

I agree that no sales of my products/produce will be made on Buffalo Grove Park District or Village of Buffalo Grove property other than during the dates and times when the farmers' market is open without the written permission of the Buffalo Grove Park District and the Village of Buffalo Grove.

Signature of Applicant (or) Applicant's Legal Agent: _____

 Print name and company name.

Village of Buffalo Grove, 50 Raupp Blvd., Buffalo Grove IL 60089 847.459.2530; farmersmarket@vbg.org; www.vbg.org/market

I plan to sell the following items at the Village of Buffalo Grove Farmers Market:

Indicate with an (*) asterisk all items that you do not grow or produce yourself, and explain further at the bottom of this page.

<u>Fruits</u>	<u>Vegetables</u>	<u>Other</u>

For all items you do not grow (or process) yourself, please provide information below or on separate page where specific product was grown or processed (country/state/name of farm, address, if known).

PLEASE SUBMIT:

- ALL GOVERNMENT LICENSES (USDA, IDPH, OR LOCAL HEALTH DEPT.) ASSOCIATED WITH YOUR FOOD PRODUCT
- PROOF OF LIABILITY INSURANCE –
See next page to copy and send to your insurance company.
- YOUR COMPLETED APPLICATION AND CHECK.

We look forward to working with you! We welcome your suggestions & comments!

To Insurance Company:

Both of these entities below must appear as certificate holders.

Village of Buffalo Grove, 50 Raupp Blvd., Buffalo Grove IL 60089

Buffalo Grove Park District, 530 Bernard Drive, Buffalo Grove IL 60089

Questions – Call Peggy at 847.459.2530. Thank you.



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2017 Operating Rules & Regulations

Objective

The purpose of the Buffalo Grove Farmers Market ("Farmers Market") is to provide a market where consumers can purchase fresh, high quality, locally grown or produced food items or food related services or agricultural products directly from their producers.

Application Process

Farmers Market permits are only valid for a single market season. All Vendors ("Vendor" or "Vendors") must apply annually. No approved permits shall be valid past October 8, 2017. Approval of an applied for permit shall be based upon the following criteria:

- A. Executed documentation:
 1. An executed signature page indicating compliance with these Rules and Regulations; and
 2. A executed hold harmless agreement; and
 3. Proof of insurance as required by these rules.
- B. Timely payment of application and space rental permit fee.
- C. Products offered for sale must be agricultural products, food items or food services, or liquor items by licensees that were granted Village of Buffalo Grove Class G6 licenses by the Village of Buffalo Grove.
- D. Products comply with all federal, state, and local laws and regulations.
- E. Uniqueness of the product offered.
- F. Vendor's history and compliance with the Farmers Market's rules and regulations.
- G. Vendor's positive history from consumer/producer relationships.
- H. Vendor's direct relationship to the grower and producer.
- I. Space availability.
- J. Application completeness and order it was received.

Vendor (including, not-for-profit and sponsor participants) Additional Requirements

- A. Vendors must have on hand during Farmers Market hours its current Illinois State Business Tax License
- B. Vendors must charge all appropriate federal, state and local taxes on items sold.
- C. Vendors may not sell or offer any article according to weight except in accordance with the applicable state standards. If sold by weight Every Vendor must keep on hand a true set of scales, which must be in full view of consumers for proper weighing of all commodities. Vendors may sell its products in such a manner so as not to need weights (e.g. 3 for \$1.00, or by the bunch).
- D. Vendors must properly label apiary products, maple sugars, syrups, or any processed foods in accordance with applicable state standards.
- E. Food items that are intended for human consumption and are perishable or subject to a health hazard must be approved, prior to sale, by the Village of Buffalo Grove's Health Department.
- F. Vendors may not sell any spoiled or outdated goods.
- G. Vendors may not cover any grass or landscaped area with tarps or any other material.
- H. Vendors must conduct themselves professionally and may not attract attention by hawking or crying out.
- I. Pets and other animals are not allowed at the market.

Location, Dates and Hours of Operation

The Farmers Market is located at 951 McHenry Road Buffalo Grove and is open every Sunday beginning June 18, 2017 and ending on October 18, 2017 (except for September 3, 2017, the Farmers Market will be closed and no Vendors shall be allowed to sell any goods or products on that date). Hours of operation are from 8:00am until 12:30pm. All Vendors must be completely set up and ready for business no later than 7:45am.

Vendors must contact the Market Manager no later than 6am. on the Sunday they will be participating in the Farmers Market by calling 847-912-0447 or email: vbgfarmersmarket@gmail.com if a Vendor decides to not participate in that particular market day. Failure to give such notice shall be a violation of these rules. After the second such violation, the violating Vendor is subject to expulsion from the Farmers Market for the remainder of Farmers Market season without refund.

Space and Rental Fees

Each Vendor shall be assigned a specific rental space prior to commencement of the Farmers Market. Space rentals are not transferable and no refunds shall be given for any failure by the Vendor to use such space. Spaces shall not exceed an area larger than 16' X 16' but spaces may be reduced in size upon the request of a Vendor or by a showing that the entire space is not being used. Larger spaces may be provided on a case by case basis at the sole discretion of the Market Manager.

Space rental fees must be paid in advance. The fees are as follows:

- A. Annual - \$225.
- B. 1 to 4 weeks - \$25/wk.
- C. 5 or more weeks - \$17/wk.
- D. Sponsorship - \$100 (see Sponsor of the Week on page 2).

Vendors shall park their vehicles as directed by the Market Manager.

Preparation, Display and Sale of Products

Sale of products on Buffalo Grove Park District or Village of Buffalo Grove property may only commence during Farmer Market business hours unless expressly authorized in writing from the Buffalo Grove Park District or the Village of Buffalo Grove. Vendors must furnish their own tables, chairs, drop clothes, and other display arrangements, including protection of their products from the elements. Vendor's tents or canopies must be properly weighted down and secured with a minimum 50lbs of weight at each corner. Spaces must be maintained in a neat, clean and sanitary condition. Designated space may not be used so as to block or inhibit the use of another space.

No open flames are permitted under any tent, canopy or other enclosed area. Vendors that use an open flame must do so in compliance with the Village of Buffalo Grove's Municipal Code and provide a fire extinguisher within 50 feet.

Only approved Food Truck Vendors may sell products directly from their licensed and approved food truck..

Product Signage, Prices and Product Authenticity

- All products must have proper signage, which include the following: price per unit, product name and variety
- All prices must be clearly marked or posted. Collusion and deceptive pricing practices are strictly prohibited. Bargaining with the consumer is not allowed.
- Vendors are trusted to represent their product truthfully. Misrepresentation of products will result in the appropriate disciplinary action of a fine, suspension or expulsion from market.

Vendor Signage

Vendors may display a sign, with lettering no larger than 3" inches high, clearly identifying the name.

Assigned market space must be cleaned up at the end of the market day. All garbage and distributed leaflets must be removed from the market grounds. Waste receptacles available on-site are for customers use only.

Liability & Insurance

Vendors shall maintain Comprehensive General Liability in the amount of \$1,000,000 per occurrence which shall include coverage from:

1. Products/completed operations liability
2. Personal injury
3. Advertising Injury Coverage
4. Automotive

and shall have a Minimum General Aggregate in an amount not less than \$2,000,000. Said insurance shall be purchased from a company or companies lawfully authorized to do business in the State of Illinois. The Certificate of Insurance shall state the Village of Buffalo Grove (50 Raupp Blvd., Buffalo Grove IL 60089) and the Buffalo Grove Park District (530

Bernard Dr., Buffalo Grove IL 60089) have been endorsed as an "additional insured" by the Vendor's insurance carrier. Specially, the Certificate must include the following language:

"The Village of Buffalo Grove and the Buffalo Grove Park District are and have been endorsed, as additional insured under the above reference policy number _____ on a primary and non-contributory basis for general liability coverage for the duration for the contract term".

Proof of liability insurance must be sent with the completed application and must be kept on hand during Farmers Market hours.

The Village of Buffalo Grove and/or the Buffalo Grove Park District are not responsible for theft or damage of property from the market premises.

Not-For-Profit Organizations

The Farmers Market provides space for a maximum of four not-for-profit organizations on any given Famer Market Sunday. A bona-fide not-for-profit organization may participate in the market no more than 5 times during a Farmers Market season. Space will be allocated on a first come first serve basis, except that an organization which has not previously been in the market during the current season will get preference over one that has. Information and related displays must be limited to that which can be placed on a tabletop. Life-size and/or stand-up displays are not permitted. Hawking is not permitted.

Question of Product Legitimacy

The Market Manager may request proof from a Vendor as to the location of growth or production of every item sold in the market. Documentation of a product's legitimacy must be submitted upon request. The Market Manager, or designee, also has the right to inspect the specific locations listed on the Vendor's application at any reasonable time. If it is found that the items sold at the market are not from the location specified on the application form, those items may be prohibited from sale and the participating Vendor's permit will be revoked without refund of the space rental fee. Questions regarding a Vendor's product should be discussed with the Market Manager.

Sponsor of the Week

The market allows one entity, each week, which does not qualify as a food Vendor to be "Sponsor of the Week". The Sponsor of the Week ("SOW") will be provided space similar to that of a food Vendor. Additionally, their information will be presented in the market's social media. SOW may display their product, hand out literature and samples, make appointments, take orders, etc. They may NOT make sales or deliveries at the market. SOW may demonstrate their product but may NOT require physical contact with potential customers as part of their demonstration.

Enforcement of Rules

Vendors must obey all federal, state and local laws and regulations. Vendors must also comply with Village of Buffalo Grove Board and staff directives, pertaining to the operation of the Farmers Market and all matters relating to the public health, safety and welfare.

Vendors must conform to market rules. The Market Manager or designee has full authority to enforce all the rules. Vendors failing to comply with these rules will be unable to continue to participate in the market for the remainder of the season, and no portion of the market fee will be refunded. These Rules and Regulations are subject to revision as may be required.