

PRINCETON FARMERS MARKET
May 26 – OCTOBER 27, 2018

GUIDELINES FOR THE FARMERS MARKET

1. **LOCATION OF MARKET:** 439 South Main Street, Princeton
The open lot just south of the Prouty Building on the East side of Main Street
2. **MARKET DATES FOR 2018 ARE:**
END OF MAY THRU OCTOBER (Market Starting May 26-October 27)
SATURDAYS- 8:30 A.M. - 1:00 P.M.
3. Due to safety concerns, do not place tent stakes or any type of rod in the ground more than 12 inches.
4. The Vendor shall abide by and comply with the hours of operations outlined. **Set up time is 30 minutes prior to start time.** Trucks are to be unloaded and moved 15 minutes prior to the start of the market. There is absolutely no selling out of the vehicles.
5. **ALL PRODUCE SOLD MUST BE GROWN BY THE SELLER.** Vendors must be able to certify their produce to be home grown and true to variety and type as advertised. An on-site inspection could be requested.
6. Each vendor shall pay a fee in order to participate in the market. The fee to participate is **\$75** for the entire season, **\$20** for a month. This fee will be paid to the Princeton Farmers' Market before sales of goods takes place. Payment must be received by the Treasurer, Drew Russell, before approval to sell at the market. This fee allows for marketing and promotional efforts locally. Additional costs for licenses, produce liability insurance or other business expenses are the responsibility of the vendor.
*** 4-H members enrolled in a vegetable project wishing to sell at the market are free of charge.**
7. Produce advertised in any way to be specially grown, such as organic, natural, chemical, or pesticide free, etc., will not be allowed at the market unless certified. Any misrepresentation of your product or other vendor's product will not be allowed.
8. New vendors interested in selling at the market should contact the Princeton Farmers' Market Board for space allowances. Spaces for new vendors will be assigned only after payment has been verified. Refunds on Vendor Fees will not be allowed for any reason.
9. If a vendor has an unexpected change in their schedule which prohibits them from attending the Market, the Market Board should be notified. If a regular vendor with an assigned spot is unable to attend the market, their spot may be given to another vendor in order to create a continuous marketplace atmosphere.
10. The vendor shall at all times keep their space including the surrounding area, cleanly swept and free of debris. All walkways must be kept clean at all times. All clean-up equipment is the responsibility of the vendor. No pets are allowed in the market area.
11. At the conclusion of each business day or at such other times as the vendor may vacate reserved space, he/she shall thoroughly clean and sweep the area and remove all personal effects, produce, and debris.
12. To register as a Market Vendor please send payments and proof of product liability insurance to: Drew Russell- 10 Park Avenue West, Princeton, IL 61356.
13. Prices of items to be sold must be openly displayed. If scales are used, they are subject to check by the Market Master or State of Illinois inspectors or any others with a legitimate reason to inspect.

14. No vendor in the Market shall attract attention to his own product(s) by outcry or in a boisterous or annoying manner.
15. All food items sold at the market must be in accordance of the Illinois Farmers Market Food Safety guidelines of the Illinois Department of Public Health. ***When in doubt contact Kurt at the Health Department at 815-872-5091.***
16. Non-Food items allowed include:
Cut or dried flowers, Live Plants, homemade soaps and Crafts from home grown products.
17. All retail vendors in Illinois must have a sales tax number. To obtain this number write to the Illinois Department of Revenue, Central Registration Unit, P.O. Box 4054, Springfield, Illinois, 62708-4054; telephone (217) 785-3707.
18. In the event a vendor fails to comply with these rules or the directions of the Market Board of Directors, he/she may be required to vacate their space. In this matter as in all other details of the market, the Farmers' Market Board of Directors shall be the judge.
19. For a copy of the state guidelines for vendors, market managers and consumers please follow this link <http://www.idph.state.il.us/about/fdd/ILFarmersMrktFoodSafety.pdf>