

# **Crete Farmers Market Guidelines and Policies**

Crete Farmers Market mission is to provide our community with fresh, locally grown produce and to enhance the Market with the wares of our talented regional artists. By bringing people together for a Farmers Market, we promote a greater sense of community and encourage local business development.

Crete Farmers Market is governed by a steering committee made up of members of the Crete Area Chamber of Commerce. These individuals advise, nurture and oversee all aspects of the Market.

The Market has been established for the benefit of the community, the vendor and the consumer alike.

## **Location, Times, and Dates**

The Market will be held every Monday, June – September 4:00 PM – 8:00 PM

The Crete Farmers Market is located on Cass Street at Main Street. The Market attracts vendors selling a broad array of goods. Specialty foods, bakery items, such as artisan bread and pastries, local produce from farmers and orchards, cheese, sausage, hand made soaps lotions and oils, jewelry, candles and fresh flowers are a few of the items found at our Market.

## **Vendor Information**

EZ-Up Canopies measuring 10' x 10' are encouraged to be used. Staking or otherwise disturbing the pavement to secure your tent is not permitted. Vendors may set up as early as 3:00 PM and must be complete by 4:00 PM. For safety reasons no vehicles will be allowed in the booth area after 4:00 PM. A limited number of booths with electric will be available.

## **Criteria**

This is a juried Market. Vendors will be required to provide photos of their products before final approval is granted. Quality and appropriateness will be the factors used by the steering committee to determine vendor eligibility. The committee will allow a limited number of same type vendors.

## **Fees**

10'x 10' booth rental for all vendors will be \$20.00 weekly. A booth 10' x 20' is available at \$30.00 per week. Vendors may rent more space at an additional cost. The weekly fee is payable one week in advance to reserve a spot. If you pay by check, please make it payable to Crete Area Chamber of Commerce. Returned checks will be assessed a \$35.00 NSF fee. Checks will only be accepted for pre-payment of a booth. To reserve a spot you must apply and pay at least one week in advance.

## **Season Vendor**

To qualify as a Season Vendor, the vendor must pay for the entire season according to the following terms. Season Vendors who pay by the designated dates will qualify for a 15% discount and may request a specific booth location (pending availability). A deposit of 50% is due by May 1 and the remainder due by July 1. A Season Vendor who pays for the entire season in the first payment will receive an additional 5% discount. Market organizers reserve the right to reassign booth space if Market layout changes. Vendors requiring electricity are limited to specific areas.

## **Part-Time Vendor**

Part-time Vendor is a vendor who chooses to pay for a booth weekly. No discounts will apply to part-time vendors. Fees must be paid before the start of the market and must only be in cash. This part-time status remains even if the vendor attends every Monday all season. A vendor who does this will be referred to as a Part-Time Vendor.

## **Booth Space Reservations**

Vendors may reserve a specific space in the Market by paying for the season in advance. This pre-paid status is referred to as "Season Vendor" and is the only way to reserve a specific space. The Market organizers reserve the right to change all vendor locations if necessary.

## **Hours of Operation**

No selling shall begin before 4:00 PM, the official time the Market opens. Vendors are **required to stay until closing**. Any exceptions must be cleared with the Market manager. The Market is open rain or shine. In case of severe weather all final decisions are made by the Market manager in regards to set up and tear down. If you are unable to make the Market as scheduled please call Judy @ 708-351-7558.

## **Signage**

All Vendors will post a sign identifying the name of the farm/business represented and where it is located. Signs should not be smaller than 24” wide by 8” tall, but may not obstruct the view of another vendor’s booth or wares. Failure to have a sign will result in a first warning. Vendors will have their signs displayed before sales begin. The second offense will result in a \$10.00 fine.

## **Price Signage**

Produce and other allowable Market products should be clearly marked with their price. This can be done with a sign or by listing all produce and prices on a large sign or blackboard.

## **Selling Space**

The vendor sales area (where your produce is marketed) must not extend beyond the allotted boundaries of the booth space.

## **Vendor Vehicles and Loading/Unloading**

Vendor booths and/or vehicles must not extend beyond allotted booth space. Most of the Market stall spaces have been designed with on-site vendor vehicles in mind (that are not larger than the space of the booth). Your vehicle must be parked off-site in vendor designated areas.

## **Booth Clean Up**

Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner, including protecting the pavement from drips from any part of the vendor’s vehicle. Each vendor is responsible for keeping his/her booth space clean during the Market and for complete cleanup of his or her space at the close of the Market. Including providing customers with a secure receptacle to dispose of throwaway wares generated from your booth. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product

debris left on the ground. Farmers are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site garbage cans or dumpsters. Trash, debris and leftover produce removal by management will result in a cleaning charge to the vendor. Any such cleaning charge must be paid prior to the next market date or the vendor will not be allowed to set up space and prepaid fees will be forfeited.

## **Courtesy/Conduct**

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market. Any language or behavior considered deleterious to the normal operation of the Market will be grounds for denial of the vendor's contract. Consumption of alcoholic beverages or any controlled substance while at the Market is prohibited. Any participating Market vendor or representative who is under the influence while at the Market will be immediately expelled from the Market.

## **Hawking**

Hawking (calling attention to your products in a loud, repetitive, public manner) during the Market is discouraged and may be limited or prohibited by the Market manager.

## **Vendor Dress**

Vendors are required to wear proper attire. Shirts and shoes are required.

## **No Smoking**

Smoking is not allowed in the vendor sale areas.

## **Taxes**

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor.

## **Permits and Licenses**

All vendors shall carry the applicable permits and licenses necessary to the sale of their products. These may include an Illinois State tax number (or the state they are from), Nursery License, Food Processors License, Certification for Organically Grown Produce or Pesticide Applicator's License.

## **Children**

Due to the dangers of other exhibitors setting up & dismantling, children under the age of 12 must be accompanied by a parent when not in their booth.

## **Processed Foods**

Processed foods must be licensed by the Department of Agriculture as a Food Processor. These foods include dried fruits, herbs, teas, baked goods, cider, preserves, salsas and salad dressings. Other Will County Health Department requirements may apply.

## **Vendor Contributions**

Vendors may be asked, by a representative of the market, to contribute product to the Market promotional and educational events such as chef's demos, produce tastings and special events. Please consider that the local food bank is the best resource for distributing your unsold product to the local community in need.

## **Disputes**

If a vendor has a dispute with either another vendor or the Market, they can have their dispute heard at our next regularly scheduled month meeting.

## **Indemnification Clause**

Vendor agrees to indemnify, defend, and hold harmless the Village of Crete, Crete Township and Crete Area Chamber of Commerce and their officers, directors, agents, employees and volunteers from and against any and all demands, claims and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused by the above groups or its attendees' actions, omissions, negligence or willful misconduct.

# Application Instructions

Crete Farmers Market must receive the following items with the completed application.

## All Vendors

1. A copy of one of the following:
  - a. Federal Tax Identification
  - b. State Tax Identification
  - c. Social Security Card
2. Completed Application
3. Advance payment for your first week or payment in full to be a “Season Vendor”
4. 3-5 photos that clearly show the product you will be selling.

## Food Concession / Produce Vendors

A current Health Permit from Will County, IL  
Health permit information can be obtained from:  
Will County Health Department  
501 Ella Ave  
Joliet, IL 60433  
815-727-8480

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

I am attaching a copy of (choose one)

- Federal Tax ID
- State Tax ID
- Social Security Card

Please select a category that best describes the items that you will be selling at the Market:

\_\_\_produce \_\_\_food \_\_\_jewelry \_\_\_plants \_\_\_herbs \_\_\_herbs

\_\_\_fresh flowers \_\_\_art \_\_\_clothing \_\_\_soaps/candles/lotions \_\_\_other

Please describe in detail the items that you sell and how they could change during the course of the season:

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Please choose rental options:

- 10' X 10' or  10' X 20' Selling from front only
- 10' X 10' or  10' X 20' Selling from the front & one (1) side
- I require a larger space. Contact our office for pricing.
- Require electricity (1 120v 20a outlet)
- Rent for entire season
- Rent weekly (no discount available)

**Personal Biography:**

The Steering Committee is interested in gathering information about your farm or business. This background information would be shared with members of the press and media on request so they can get a better sense of the work and commitment necessary for your farm or business to survive and prosper.

This part of the application is not required, but would be very useful for our marketing and outreach efforts.

In your own words tell us briefly about your farm or business. How many years (generations) are represented on your farm? What are some of the unique, special and unusual aspects of your farm/business. Why do you believe in your particular business? What role do Markets play in your business? Do you have a particular recipe, tip or trick pertaining to your trade that we could include in our newsletter?

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As a vendor, I agree that I have read the guidelines and policies set forth by Crete Farmers Market and if accepted as a vendor at the Market, I agree to follow these guidelines and policies and require people working with me to also follow them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Return application with attachments to:

Crete Farmers Market  
PO Box 263  
Crete, IL 60417-0263

Questions:

Judy – Market Chair Person  
Phone: 708-351-7558 cell

Phone: 708-672-9216 office  
Email: [info@CreteChamber.com](mailto:info@CreteChamber.com)