

JUNCTION CITY FARMERS MARKET 2023

Rules and Regulations

SCHEDULE: Junction City Farmer's Market takes place EVERY WEDNESDAY, from 3pm to 6pm starting May 24, 2023 through September (weather pending).

REGISTRATION: Registration and management for the Junction City Farmer's Market is located at Junction City Shopping Center above the coffee shop, Café Santa Rosa. The address is 5901 N. Prospect Rd, Suite 7B, Peoria, IL 61614.

If you are registering in person, appointments are required. Please call or text 309-219-3187 to schedule an appointment. You may also mail in the completed application and fee. Please notify Brittany Brashers if you are mailing in your application and fee.

WHO MAY SELL?:

- Produce vendors who sell fruits, vegetables, herbs, flowers, or plants grown by them within the state of Illinois.
- Food vendors who sell baked goods or foods prepared and packaged by them in a licensed facility within the state of Illinois.
- Cottage food operations that prepare non-potentially hazardous foods and meet all requirements of Public Act 097-0393 (IL State Bill 840).
- A limited number of Ready-to-Eat Food Vendors selling food items prepared on-site.
- Artist vendors who sell original works of art created by them within the State of Illinois.

There will be no re-selling of any product or produce at the Junction City Farmer's Market. Anyone wishing to sell Ready-to-Eat foods (not packaged to take from the Market) must receive prior approval from the Junction City Farmer's Market Manager. A limited number of Ready-to-Eat vendors will be allowed each season. Approval in previous years does not guarantee approval for current year. **The Junction City Farmer's Market does not offer exclusive rights to any one vendor to sell any one product, however, if the Market Manager believes the number of vendors offering the same or similar products is excessive, duplicated products may be denied entry.** The Junction City Farmer's Market reserves the right to refuse any application and has final approval on all submissions.

All cottage food vendors (excludes whole, uncut produce) must register with the Health Department (county of residence) and provide proof of registration. Retail businesses must provide proof of license from County Health Department. Any vendor preparing and selling potentially hazardous foods must meet requirements and be licensed by the Peoria County Health Department. Health Department license fees may apply. All meats must be USDA inspected. For licensing requirements call the Peoria County Health Department at 309-679-6161. Health Department and other officials will visit the market to assure compliance with regulations.

All vendors agree to allow the Market Manager to make site visits, as needed, and to inspect any product sold at the Market. Vendors will be notified prior to a site visit. The Market Manager has the right to remove any vendor from the Market or refuse service to any vendor who does not comply with the **Market Rules and Regulations**.

VENDOR INFORMATION: An application must be completed and submitted to the Junction City Farmer's Market office each year. Applications should be submitted by May 1st. If approved, the vendor must prepay the appropriate fees at least one week prior to Wednesday, May 24th.

LEASING VENDOR SPACE: A single vendor space is the size of two vehicle parking spaces or 10 x 12 feet, depending on location. Spaces will be assigned upon arrival at the first market day. No permanent structures will be provided or allowed. **A tent or canopy is recommended and must be properly anchored with weights (not stakes) each week, regardless of weather conditions.** Only designated spaces allow for vehicles to remain parked during the duration of the market. All others should unload and move their vehicle prior to setting up tent/display to allow for traffic flow during set up. Everything brought to the site must be also taken away including but not limited to all trash generated, tents, chairs, and vehicles. Gas generators are not permitted, unless you obtain prior approved by Market Manager.

LATE VENDORS: Spaces of vendors who do not arrive by 2:35pm may be reassigned to another vendor. If you arrive after 3:00pm, do not attempt to enter the Market area with your vehicle. This is a safety issue and will not be tolerated. **Under no circumstance may you drive into your space after 3:00pm.** You may park your vehicle and hand-carry your product to your space. Or you may be designated to an outlying space that does not put our customers at risk. You may also choose not to participate that day, but will not be refunded any fees paid in advance. Remember this is for the safety of our customers and is not negotiable.

EARLY DEPARTURE: **Vendors are expected to participate each week until the stated closing time of 6:00pm.** If a vendor is completely sold out of product, he/she may hand-carry supplies out of the Market area. **No vehicles will be allowed in or out of the Market area 3pm to 6pm or prior to safety barricades or parking cones being removed by Market staff – strictly enforced!** Exceptions may be made in emergency situations or for drastic weather conditions at the discretion of the Market Manager.

PERSONS ALLOWED TO SELL AT THE MARKET: Persons selling a vendor's products must be a member of the vendor's family or a paid employee who participates in the production of products sold at the Market. Persons selling at the Market must be able to accurately answer questions about how the products were grown and harvested or how they were prepared, processed, or created.

PARKING: Only vendors in designated spaces are allowed to keep vehicles in their vending space. All others must move their vehicles out of the Market parking lot after unloading.

CODE OF CONDUCT: Vendor behavior, personal appearance, and maintenance of sales area should reflect positively on the Market's overall appearance, quality and reputation. To support this obligation, vendors are expected to:

- Maintain safe, clean conditions in and around the sales area
- Maintain a professional and tidy personal appearance; shirts and shoes required
- Maintain cordial relations with customers, market staff, and other vendors
- Refrain from smoking in and around the Market
- No crying out, "hawking", or other aggressive sales techniques are allowed.
- Maintain clear access for pedestrian traffic.

WASTE DISPOSAL: All vendors are responsible for removal and disposal of their own boxes and waste product, including old or damaged produce. Ready to eat food vendors must provide at least one trash receptacle and are responsible for taking that receptacle with them for disposal.

TAXES, LICENSES AND INSURANCE: Vendors are expected to familiarize themselves with local and state laws related to their business and are responsible for compliance including, but not limited to laws related to health regulations, sales tax, and insurance. All food vendors are required to have product liability insurance and must submit a copy to be on file with the Junction City Farmer's Market/Junction City Management Office prior to selling at the Market. Questions regarding general liability insurance should be directed to the agency that provides your farm coverage or personal insurance. Vendors are required to comply with the Illinois and Peoria County Sales Tax law and Peoria County Public Health Department regulations governing the preparation, handling and presentation of food. It is the responsibility of every vendor to know if they are required to collect and remit Illinois Sales Tax.

IDEMNIFICATION AND INSURANCE: All vendors participating in the Junction City Farmer's Market shall be individually and severally responsible for any loss, cost, expense (including court costs and attorney's fees), bodily or personal injury, death, and/or property damage that may arise as a result of the actions or negligence of the vendor or any of the vendor's servants, agents, or employees. By signing the 2023 Junction City Farmer's Market Application, each vendor agrees to indemnify and hold harmless the Junction City Farmer's Market, Time Equities Inc., Junction City Equities LLC, Duffield Brashers Real Estate & Management LLC, Brittany Brashers and any of its affiliates, the City of Peoria, and their respective officers, agents, members and employees from and against any and all loss, cost, damage, injury, and other expenses (including court costs and attorney's fees) suffered or incurred by reason of the actions or negligence of such vendor or its servants, agents or employees at the Junction City Farmer's Market. All vendors expressly acknowledge that no insurance is provided by the Junction City Farmer's Market or the City of Peoria for the benefit of participants or vendors in the Junction City Farmer's Market. If vendors want to have the benefit of insurance coverage, they must maintain a policy of insurance covering their obligations under this agreement.

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WEDNESDAYS • 3PM – 6PM

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2023 MARKET FEES:

Full Season: \$150

MAY 24TH – SEPTEMBER (PENDING WEATHER)

Please make any cashier's checks or checks payable to Junction City Equities LLC.

CONTACT INFORMATION:

Brittany Brashers

Junction City PM

Duffield Brashers Real Estate & Management

Owner, Licensed Managing Broker

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Peoria, IL 61614

309-219-3187

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