



Rules and Regulations for 2020  
Wednesdays, June 3 – October 7, 2020

Summary

- I. Selling hours are 2:30 – 7:00 p.m. Wednesdays. No set-up prior to 1:00 p.m. Growers/vendors must arrive no later than 2:15 p.m. for set up. This is a safety requirement. Late arrivals will not be permitted in the market area. The Market Manager reserves the right to turn away any late arrivals.
- II. No selling prior to 2:30 p.m. market opening.
- III. Goods must be grown or made by the grower or food maker attending the market. (See regulation #7 for co-op requirements). There will be no exceptions. **If it is discovered that a produce vendor is presenting and selling wholesale, non-local produce, the Farmers' Market Committee reserves the right to sanction any vendor selling wholesale products.** These sanctions may include, but are not limited to, requiring the vendor to offer refunds, publicizing the unauthorized sale of wholesale products, and possible suspension of participation in the market. Ultimately, any vendor that does not comply with this regulation will be removed from the market without a refund for any paid season fees. **Please initial that you agree to abide by this regulation.** \_\_\_\_\_
- IV. You must have a tent and a sign identifying your company. If you are a produce vendor, you must have a sign identifying where your produce was grown (Name and location of the farm). **All vendors must post their prices.**
- V. Tents must be weighed down every week with 40-pound weights for wind protection.
- VI. Vendors must park in the designated parking lot. No street parking near the market will be allowed. Please initial that you agree to abide by this regulation and will ONLY park in the designated parking lot. \_\_\_\_\_
- VII. Styrofoam products and non-compostable plastic straws (paper straws are preferred, compostable are permitted), cups, utensils, sampling containers/cups, plates and to-go containers including clamshell containers are **NEVER** allowed at the market. **Please initial that you will NOT use non-compostable items.** \_\_\_\_\_

Rules and Regulations

- 1. Market selling hours: 2:30 – 7:00 p.m. Set-up time is one hour prior to market opening. No set-up prior to 1:00 p.m. No selling prior to market opening. You must be ready to sell by 2:30.

2. Market will proceed each Wednesday from June 3 – October 7.
3. All producers selling eggs, meat, honey, jams, prepared foods, etc. must complete and submit the Health Inspection Professionals, Inc. application including a copy of their Dept of Agriculture licenses, provide a current certificate of insurance and receive approval from the Market Manager prior to market day to sell at the Riverside Farmers' Market. All vendors must submit a business license as well as two of the latest health inspection reports, and Certificate of Insurance listing the Village of Riverside as additionally insured for up to \$1M.
4. All produce/food products sold at the Farmers Market must be homegrown or grown within 400 miles of Riverside, IL, or handmade by the producer renting the space. (See regulation 7 for co-op selling allowances.) Vendors must provide a copy of their current property tax bill or a copy of their lease for land where crops are grown. If multiple parcels of land are used, documentation must be provided for each parcel. Each produce vendor must display a sign that identifies where the produce was grown and includes the name of the farm, the town and state.
5. Products suitable to sell include: fruits, vegetables, herbs, potted plants, cut flowers, baked goods, honey products, eggs, meat, fish, cheese, and food products made by the producer.
6. All baked goods must be handcrafted with no pre-mixes or pre-made ingredients. A producer must keep all recipes and receipts for ingredients on file and must be able to produce them if requested at an inspection. Baked goods cannot be brought and resold at the market unless they meet the requirements of regulation number 7. It is preferred, but not mandatory, that some of the items for sale be made with organic ingredients.
7. Growers and food producers may request to sell items grown or made by other growers and food producers. Requests to co-op must be made in writing at least 1 week prior to bringing to market. Selling of co-op products is not allowed if another grower/food maker is already selling sufficient quantity and quality of product. Co-op products must be grown or produced no more than 400 miles from Riverside, IL. Each co-op grower/producer must complete an application and will be subject to the same rules as any other vendor. **Purchasing from a wholesaler is NOT ALLOWED and any vendor found doing so will be penalized with a citation and may be suspended from the market.** A repeated violation may result in withdrawal from the market.
8. Insurance requirements: Producer must provide written certificate of insurance for business liability coverage in the amount of \$1 million. Village of Riverside to be named as an additional insured.

9. Producers are encouraged to contact Annie Hanrahan at 708-442-7025 prior to market day if they are unable to attend. Repeated absences may lead to dismissal from the market.
10. Producers will provide their own display table(s), tents and materials for their space. Producers must have a sign that identifies their business. All displays and signs must be kept in producers designated area. Water is not provided to producers. Electricity can be provided at an extra charge per outlet required. However, because there are limited electric outlets at our market, electricity will be allocated based on the order in which the producers return their applications and payment. Producers are required to bring canopies or tents and must windproof / weigh them down for safety reasons. At least 40 lbs. of weight for tents is required. Restrooms will be provided nearby.
11. Producers are requested to stay for the entire market day, unless weather becomes dangerous. Producers may only leave after the market has closed at 7:00 pm. and a safe exit can be made.
12. No crying out or “hawking” of products allowed.
13. The Riverside Farmers Market strives to be a sustainable and environmentally friendly market in every way. Therefore, Styrofoam products and non-compostable plastic straws (only paper straws are permitted), cups, utensils, plates and to-go containers are never allowed at the market. All sampling of products must be done in the most environmentally friendly way. (i.e. paper ketchup cups instead of plastic sampling cups). Any producers who offer samples must take responsibility for recycling/disposal of the waste as the result of sampling. All prepared food producers are encouraged to provide products in the most environmentally responsible packaging possible. Producers are responsible for cleanup of their own debris following the market. Your full cooperation is appreciated.
14. We have had repeated requests from patrons to eliminate plastic bags at our market. While patrons are encouraged to bring their own bags, we are also recommending that vendors explore compostable bags, such as BioBags ([biobagusa.com](http://biobagusa.com)). While this bag product is not required this market year, it is strongly encouraged.
15. Producers are responsible for following the laws of the State of Illinois, Cook County and the Village of Riverside with regards to the collection and reporting of any and all sales taxes, health requirements, permits and insurance. If a producer attempts to sell goods not approved by the Cook County Department of Health, those goods will be barred from the market. (See regulation 22). At the start of the 2020 Farmers Market you will be provided with a Special Event Tax Collection Report and Payment Coupon (payment coupon) and corresponding instructions. This payment coupon is to be used to report all sales taxes that originate at the Farmers Market and is to be filed with the Illinois Department of Revenue (IDOR) shortly after the close of the 2020 Market. Any

questions concerning this payment coupon can be directed to the Village Finance department at (708) 447-2700 or the IDOR Special Events department at (847) 294-4475.

16. Producers are expected to fairly price their goods. Undercutting of prices and dumping of product is not permitted. Complaints by other producers will result in review by the Market Manager. Overpricing or attempts to mislead the shopper by unusual measurements are not allowed. The Farmers Market Committee, based on feedback from its customers, requires all producers to post the price of their products.
17. The Market Manager must approve sharing of vendor space.
18. Smoking is illegal on Market property. You must share this with anyone selling for you.
19. Producers may not bring pets to the Farmers Market.
20. The Market Manager is permitted to randomly inspect products offered for sale at any time. The Market Manager may also visit and inspect the growing fields/food production facilities of any vendor by appointment.
21. Produce and food samples may be provided to customers if all sanitary and health department conditions are met. For sampling vendors must have: hand wash set up; compostable lidded containers for samples; compostable utensils, toothpicks, etc.; small garbage can for utensils, sample cups, toothpicks, etc.; if the items are potentially hazardous (need refrigeration) vendors can bring out small portions at a time to maintain temp; and extra utensils for refilling sample containers, if needed. However, all sampling must be done in the most environmentally friendly way possible (See regulation number 13).
22. In an effort to increase the amount of organic and sustainable items available at the market, we ask that anyone working with farming methods that are considered either certified organic or sustainable provide proof and market items as such. The Riverside Farmers' Market is very interested in promoting local and sustainable farming.
23. On the day of the market, the Market Manager has the sole authority to enforce and interpret the Rules of the market, to immediately settle any disputes regarding product legitimacy, procedural or vendor conduct violations and impose any penalties, including possible suspension or removal from the market. He/she also has sole discretion regarding stall placement at the market.
24. While it is our intention to be a rain or shine market, sometimes we may have to cancel the market for the safety of patrons and vendors alike. The Riverside Farmers Market Committee has sole discretion to cancel the market for dangerous weather conditions (such as storms and high winds) or the threat of dangerous weather. All efforts will be made to cancel the market with enough notice to prevent unnecessary travel by any vendors; however the safety of the public and the vendors is our primary concern always.

25. Free parking is provided to vendors at the Riverside Masonic Temple located at 40 Forest Avenue. The Market Manager will provide you with a parking pass for your windshield on the first day of the market. It is your responsibility to share this pass with others who may be attending the market in your absence. Parking on the street near the market for any length of time other than set up and break down is prohibited as it takes parking spots away from shoppers. **All vendors must park legally while loading and unloading. For safety reasons and traffic control this is strictly enforced. Double-parking while loading and unloading is never permitted.**
26. Producers are responsible for ensuring that all salespeople are aware of market rules.
27. Please sign and fax (708-442-9161), mail (Village of Riverside Farmers' Market, Attn: Annie Hanrahan, 10 Pine Ave. Riverside, IL 60546) or email (ahanrahan@riverside.il.us) the following statement back to Annie Hanrahan at the Village of Riverside with your application by 3/16/20. **You must also initial items III , VI and VII on page 1 of the Summary.**

TRANSPARENCY OATH

In an effort to be honest with my customers and fully transparent to the market management, I promise to sell only those products, which I produce, myself or which my cooperatives produce. I also agree to be honest about my production practices with both market management and my customers. **Finally, I also agree to abide by the rules and regulations of the Riverside Farmers Market.**\_\_\_\_\_ (please initial)

I understand that breaking this oath may result in removal from the Riverside Farmers Market.

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

Signature \_\_\_\_\_

(This can be an electronic signature)

Name of signature (please print) \_\_\_\_\_

Date \_\_\_\_\_

Initials also required on items III, VI and VII in the summary. This oath and page one including your initials must be returned. Incomplete applications cannot be processed.