



Vendor Rules and Regulations 2022

EVERY THURSDAY, 2:00 PM - 6:00 PM · JUNE 2 - SEPTEMBER 29, 2022
95TH STREET LIBRARY PARKING LOT · 3015 CEDAR GLADE DR., NAPERVILLE



HOURS OF OPERATION

- The 95th St. Farmers Market will open to the public at 2:00 p.m. and close at 6:00 p.m. every Thursday.
- The market is held rain or shine.
- In the event of severe weather, patrons will be directed to our Rainout Line for updates and vendors will be notified in person or by email.

ACCEPTABLE VENDOR PRODUCTS/SERVICES:

- Vendors offering items such as locally produced fruits, vegetables, edible grains, nuts and berries, apiary products, maple sugar, syrups, herbs and non-edible articles, such as cut or potted flowers that have been raised, prepared or processed by the grower or vendor, members of his/her family or by persons in his/her employment.
 - Vendors shall submit a detailed list of all products to be sold on their Vendor Application. All items must be approved in advance by the Naperville Park District. If this rule is violated, the participant will be asked to leave and forfeit any fees paid.
- Vendors who are craftsman and artists who sell items that have been produced within their own home or workshop. Such items include soaps, candles, wood items, textiles, jewelry and baskets.
 - Craftsman and artists need to submit a picture of their work and/or product (or website link) with their application.
- Vendors who provide a service such as knife sharpening or tailoring.
- Vendors who provide food prepared on-site, in commercial kitchens or through Cottage Law certifications. Such items include, bread, cheese, jams/jellies and other canned good for immediate consumption or take-out at the market.

* Chain businesses, direct sales and resale vendors are not eligible to participate in the market.

* No alcohol or CBD products are allowed.

PROCESS FOR ADDING OR DELETING ITEMS:

If at any time a vendor would like to add additional products to the market they must receive prior written approval from the Naperville Park District. All requests must be sent to Angelique Harshman at aharshman@napervilleparks.org a minimum of 3 days prior to the requested sale date.

PRODUCE LEGITIMACY PROCEDURE/ORGANIC PRODUCT:

If, during the Market, a farmer's produce is questioned regarding its origins, the concerns will be discussed with the vendor and the person filing the complaint. If the matter is not resolved through discussion, the complaint will be put into writing and submitted to the Park District for further review. If it is found that the produce has not been grown by the vendor the vendor, the vendor will be asked to leave the Market and forfeit any fees paid.

VENDOR SELECTION PROCESS

Vendors are selected based on the quality of their products, the location of the vendor's business, the vendor's past history with the market, and the anticipated customer demand. No vendor should expect to be exclusive, as our customers expect diversity and choices. Due to being a small market, the number of artisans and home businesses that are accepted will be limited. Only vendors who add the highest value to the 95th St. Market will be approved. NOTE: Applying to the market does not guarantee acceptance. All vendor applications are subject to approval by the Naperville Park District. Applicants will be notified by May 2 whether or not they are accepted as a vendor.

REQUIRED DOCUMENTATION

INSURANCE:

All vendors must provide binding proof of comprehensive public liability insurance. The policy must include coverage against personal injury or death, property damage occasioned by reason of the operations conducted by vendor, and products liability. Your policy must include minimum policy limits of one million dollars (\$1,000,000) for bodily injury or death, and products liability to one or more persons in any one accident or event, and fifty thousand dollars (\$50,000) for damage to property resulting from any one accident or event. Auto liability must include minimum policy limits of one million dollars (\$1,000,000). Auto liability insurance is required when vehicles are parked within the booth stalls. Vendors must submit proof of insurance, listing the Naperville Park District and the Naperville Public Library as additionally insured. Certificates of insurance must be sent to the Naperville Park District, Attention: Angelique Harshman, 320 W. Jackson Avenue, Naperville, IL. 60540. The Naperville Park District reserves the right to increase minimum policy limits.

HEALTH DEPARTMENT CERTIFICATES, LICENSES AND/OR PERMITS:

All vendors are required to comply with Will County Health Department regulations. Vendors are responsible for contacting the health department and obtaining any required permits. Vendors must submit a valid permit/license/certification with their vendor application. Vendors must also display this certificate in their booth at all times. Proper labeling and any items sold by weight must comply with County/State standards.

Will County Health Department Links:

- Will County Temporary Food and Drink Service Rules
- Will County Temporary Food/Drink Event Permit
- Cottage Food Operations Registration/Certification
- Mobile Vending Regulations/Permits/Certification
- Environmental Food Safety

University of Illinois Extension Links:

- Illinois Cottage Food Operation Information

Illinois Department of Public Health Links:

- Farmers Market Food Product Sampling Handler Certificate/Training

MARKET RULES

VENDOR ATTENDANCE:

- In order to accommodate our customer base, vendors are expected to attend the market every week.
- For unforeseen circumstances, up to two absences are permitted per full season; one absence is permitted per half season.
- If you are unable to attend a market, you must contact the Market Manager no later than 8:00 am on the day of the market at aharshman@napervilleparks.org
- See ADDITIONAL CHARGES/FEES section for attendance violation fees.
- In the event of severe weather, the market manager or coordinator may close or cancel the market. No refunds will be provided.

BOOTH SPACE/TENTS/DISPLAYS:

- Set up may begin as early as 12:00 pm. Tents and displays must be set up and ready to go by the start of the market.
- Vendors must provide their own tents, tables, chairs and other equipment for displays.
- 10' x 10' pop up tents are required for the overall visual effect and attraction. Tents must be secured in accordance with recommendations from the tent manufacturer. Due to the location of the Farmers Market, no stakes are allowed.
- Pricing must be listed on each item or a list of all pricing must be posted.
- Electricity is not available on site for any vendor. If you require electricity you may provide your own generator. Generators must be quiet and free of fumes or disturbances.
- Vendors should not begin packing up products/displays before 6:00 pm, since some patrons visit the market right before it closes.
- The Naperville Park District has the right to make necessary booth adjustments as needed and will notify vendors accordingly.
- Vendors are responsible for any damage to the parking lot caused by their booth or product sales.
- See ADDITIONAL CHARGES/FEES section for booth/tent/display violation fees.

SANITARY REGULATIONS:

- Hands and arms shall be washed and cleaned before selling, after visiting the restroom, and as frequently as necessary.
- Personnel with cuts, respiratory infections, and communicable diseases shall not be permitted to work in an area where food is being sold.
- Hair restraints are required where necessary to prevent contamination of food or food surfaces.
- Food shall be clean, wholesome, and free from contamination and misbranding.
- Vendor must provide appropriate scoops, tongs, spoons and forks to minimize contact with food where necessary.
- Food not subject to further washing and cooking before being eaten shall be stored so that it is protected from contamination, such as dust, rain, flies, insects, consumer handling and other elements during transportation, storage and display.
- See ADDITIONAL CHARGES/FEES section for sanitary regulation violation fees.

GENERAL MARKET RULES/REGULATIONS:

- Vendor will adhere to all Federal, State, County, City and Park District rules, regulations, and ordinances. Vendor shall be responsible for the Vendor's employees, and/or agents and shall advise same of the applicable rules, regulations, and ordinances. All Vendors must adhere to Executive Orders and activity guidelines issued by the Governor's office. Failure to adhere to all rules, regulations and ordinances may result in removal of the Vendor from the Market.
- Smoking is prohibited in the market area. Vendors are required to abide by this regulation.
- Vendors are not allowed to have dogs or pets of any kind in their selling area. Customer pets are allowed at the market if leashed and under control. Any pets presenting a problem will be required to leave. The trade of live animals is not permitted.
- Solicitation by anyone who is not an authorized vendor will not be permitted.
- Vendors at the Market, as well as their employees, must conduct themselves in a kind and courteous manner. No loud, vulgar, profane or disagreeable language is acceptable. No drunk or intoxicated behavior will be tolerated. Vendors must also avoid any belligerent action or actions, which leads to or promotes disputes, disagreements or altercations with other vendors, prospective customers, visitors or any other person on the Market premises.
- No hawking or crying out by vendors will be permitted.
- At the end of each market day vendors are responsible for the clean-up of their booth area. Any remaining refuse must be removed by the vendor.
- See ADDITIONAL CHARGES/FEES section for general rules and regulations violation fees.

ADDITIONAL CHARGES/FEES

To ensure that the 95th Street Farmers Market operates safely, efficiently and in compliance with all laws, rules, permits and agreements, any vendor who does not comply with these rules and regulations will be held accountable.

FIRST INFRACTION

Reminder of the rules in the form of a written warning sent via email.

REPEAT OFFENSES

A \$20 fee will be charged per event for the following violations:

- Vendor arriving late (after 2:00 pm market start time)
- Packing up products/displays before 6:00 pm
- Vendor leaving early (before the 6:00 pm market end time)
- Vendors with unsafe or unsanitary conditions (e.g. vendor smoking, vendor with a pet, insufficiently weighted tent, lack of proper refrigeration)
- Produce vendors not labeling the origin of produce
- No show/no call prior to 8:00 am on market day
- More absences than allowed per season or half season
- Parking in a prohibited area
- Garbage left at market or improperly disposed of at market

Fees must be paid in order to set up for the following week's market. Payments in the form of a money order or check, made payable to the Naperville Park District, will be accepted by the Market Manager or Coordinator onsite at the next market. Any vendor who repeatedly does not comply with these rules and regulations will be asked to leave and will forfeit any fees paid.