



January 2015

Dear New Arlington Heights Farmers Market Vendor,

The start date of this year's Market is just around the corner! The Market has flourished and is entering its 16th season!

First, we would like to welcome you and thank you for joining us as a NEW vendor! The first day of the Market is **Saturday June 6th**. The hours are from 7:30am until 12:30pm.

This is the Arlington Heights Historical Society's second year as market manager. We are a not for profit, mostly volunteer organization that is responsible for the collections, exhibits and events for the Arlington Heights Historical Museum.

Attached you will find the **Rules of Operation**, but we want to reiterate a few things as a reminder here:

- We will be on site the first day to assign you a spot. (The typical allotment is two parking spaces for a single booth and four spaces for a double booth.)
- No new product other than ones stated in your application may be sold at the market unless discussed with the Market Manager and approved by the Village Health Department, if necessary.
- For those of you selling products other than produce, please be sure to follow all Village Health Department rules...they will be checked and reported. Repeated violations may result in elimination from the Market. Products must be kept as required and temperatures (if applicable) maintained at all times.
- Cut fruit samplings are only allowed if Village Health Department rules are followed and washing stations are available. You are welcome to hand out a whole fruit if you wish.
- The Market is partially located amongst private residences and since you arrive early in the morning on a non-workday for most of these residents, **we must ask that you please set up your booth as QUIETLY as possible!!**
- Please understand that for the benefit and continuity of the Market, you are expected to participate EVERY WEEK and to remain on site until CLOSE of Market at 12:30pm...**NO EARLY PACKING**. (Of course, you are not required to stay until close if you run out of product.)
- We will be holding a weekly "Market Basket" drawing and will be asking you to donate an item once or twice a month to highlight in the basket. We suggest you include a flyer or business card with the item.

Should you need to contact us, please call 847-255-1225 and ask for Carol or Michelle. You must let us know if you are unable to attend on any given Market Day.

Thank you for your cooperation. We look forward to your participation in our Market and may it be a successful season for us both!!

Arlington Heights Historical Society
Market Manager

Arlington Heights Farmers Market Rules of Operation

The Arlington Heights Farmers Market is a public market where Vendors sell their products directly to consumers.
The Arlington Heights Historical Society manages the Market.

Location of the Market:

The Farmers Market is located in parking Lot "S" which is bordered by Fremont Street on the north, St James Street on the south and Vail Avenue on the east, across the street from the Arlington Heights Memorial Library.

Hours of Operation:

The 2015 Farmers Market will operate every Saturday from June 6th through October 17th. Farmers Market hours are 7:30 am to 12:30 pm.

Definition of "Vendor"

A Vendor is a producer/grower who is offering for sale, products that have been raised or prepared by the Vendor, members of his family or employees:

- Products for human consumption, such as fruits, vegetables, edible grains, nuts, berries, apiary products, maple sugars, syrups, poultry, fish, meat, eggs and products for pet consumption.
- Non-edible products such as cut or potted flowers or plants, garden or kitchen items, food related products, or natural beauty items.

Farmers Market Rules

Vendors and their employees must conform to the Market rules or will forfeit their space. The Market manager has full authority to enforce the rules:

- **Vehicles must be in place by 7:00 am.** After 7:00 am, barricades are put in place and the lot will be open to pedestrian traffic only. Failure to arrive by 7:00 will forfeit the space for the day.
- Vendors must only sell products produced by them, their family or their employees.
- Vendors and their employees must, at all times, conduct themselves in a pleasant, courteous and respectful manner and must avoid unduly loud or vulgar language, drinking alcohol, being intoxicated or engaging in any behavior that is argumentative or belligerent. Attracting attention by hawking or calling out is prohibited.
- Vendors must obtain a current year Illinois State Sales Tax License and prominently display the number of such license.
- Sale of any type of meat, poultry, fish, refrigerated dairy product/baked goods must be approved by the Village Health Department and must be kept refrigerated/frozen at all times. Sale of spoiled or unwholesome products is prohibited.
- Vendors must weigh products in accordance with the established standards for weights in the State of Illinois. All scales must be in full view of the customer. The market committee recommends selling in a manner as to not need weights – such as "3 for \$1, or \$1 a bunch, etc."
- All apiary products, maple sugars, syrups or any processed product must be labeled in accordance with Illinois State label standards.
- All items must be clearly marked showing prices in full view of customers. Signage should be limited to the allotted space.
- Goods may be sold directly from the trucks. Vendors must furnish their own tables, chairs, refrigeration, display equipment and tents or shelter (in case of rain).
- Vendors are responsible for transporting and displaying food with adequate protection against contamination. All trucks, equipment and displays must be kept clean at all times.
- Vendors are responsible for and must remove all waste, garbage or refuse from their space after the market closes.
- Vendors shall not bring any pets or animals into the Market.

Liability:

The Village of Arlington Heights, the Arlington Heights Historical Society and the Arlington Heights Park District are not responsible for the theft or damage of property or equipment on Market premises

Space Rental:

- **Each 18' by 12' permanent space (two lined parking spots) for the entire season is \$300.00/single, \$600.00/double (two 18'by 12' spaces = four lined parking spots.) Display may not extend beyond the allotted space. Season permits are not transferrable and no refunds will be given. Payment is due with your application to guarantee your space.**

**FARMERS MARKET: ONE DAY SALES
APPLICATION TO SELL
AND CONTACT INFORMATION.**

Office Use Only:
☐ Application
☐ Certificate of Insurance
☐ Agreement and Indemnification
☐ Payment in Full

Date _____ Illinois Sales Tax License No. _____
 [If license has not been received, give date of application for license:]

Business name _____ Contact _____

Address _____

Town _____ State _____ Zip _____

County _____ Email _____

Phone No. _____ Fax No. _____

Cell Phone (____) _____ Website: _____

List products to be sold:

Check date requested:

(Dates are reserved on a first come, first served basis – please check your first and second choice)

June	6 th	13 th	20 th	27 th	
July	4 th	11 th	18 th	25 th	
August	1 st	8 th	15 th	22 th	29 th
September	5 th	12 th	19 th	26 th	
October	3 rd	10 th	17 th		

Payment

Check # _____ made payable to Arlington Heights Historical Society or

Credit Card:

oMC oVISA oDiscover Credit Card # _____

Exp date _____ 3 digit V-code _____

AFFIDAVIT

I, _____, hereby agree to sell or offer for sale on the Arlington Heights Farmer's Market, only such items as listed above, as are my own production. Further, I acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Village of Arlington Heights, The Arlington Heights Historical Society, and the Arlington Heights Park District harmless and to indemnify the Village of Arlington Heights, The Arlington Heights Historical Society, and the Arlington Heights Park District from any and all claims arising under this permit.

Vendor's Name _____

Date _____

By: _____

Name: _____

Title: _____