

LAKE BLUFF FARMERS MARKET

2021 RULES OF OPERATION

INTRODUCTION

The Lake Bluff Farmers Market is located on the Village Green at the intersection of Sheridan Road and E. Scranton Avenue. The 2021 Market will take place each Friday from June 4 through October 8 (inclusive), 7:00 a.m. to noon. This is a total of 19 market dates. The date to submit a vendor application will be on March 19, 2021, and vendors will be selected by April 1, 2021.

ELIGIBLE VENDORS – *Reviewed by Farmers Market Committee*

Eligible vendors to sell at the Lake Bluff Farmers Market meet all of the following requirements:

- Offer for sale **only**:
 - Edible goods for human consumption, such as fruit, vegetables, edible grains, nuts and berries, apiary products, maple sugars, or syrups;
 - Non-edible plants, such as cut or potted flowers; or,
 - Knife sharpening services.
- Offer products or services produced by their own work, or the work of their employees or families.
- Offer **only** products or services listed on their application and approved.
- Hold and display prominently during each Market a valid Illinois sales tax license and, if applicable, a valid Lake County food service permit.
- Have paid all applicable fees due for their participation in the Market.
- Do not have a principal business location within the Village of Lake Bluff.

Any vendor found ineligible at any time during the Market is subject to discharge without a refund of any fees paid.

RENTAL FEE

The season fee shall be **\$300.00**. For vendors who are admitted to the Market after the start of the season, the vendor shall pay a fee of **\$25 per market**. No refund shall be provided to a vendor who fails to attend or who is discharged for failure to obey Market rules.

Fees are payable within 30 days of the vendor's acceptance to the market or the day of the vendor's first appearance at the Market, whichever comes first.

PARKING

Parking is limited near the Village Green and is primarily reserved for Market and downtown business customers. Vendors not allocated a space adjacent to their booth assignment will be provided a permit to the train station commuter parking lot, directly across the street from the Village Green.

DISPLAYING AND SELLING GOODS

Vendors must provide their own tables, chairs, and other display items. All items must be clearly marked displaying prices in full view of customers. Organically grown produce must be certified by a USDA sanctioned organization with a copy provided to the Farmers Market Committee. Goods may be sold directly from trucks only with the approval of the Market Manager.

LIABILITY AND INSURANCE

As stated on the application, vendors must agree to release, indemnify, and hold harmless the Village of Lake Bluff as a condition of participation. Additionally, the Village will not be responsible for theft or damage of property or equipment.

Each vendor must provide a certificate of insurance demonstrating an aggregate commercial general liability limit not less than \$2,000,000. The terms and endorsements of each certificate are subject to approval by the Village. Vendors must list the following as an additional insured: *"The Village of Lake Bluff and its officials, agents, employees and volunteers."*

GENERAL REGULATIONS

Vendors shall:

- Be present at the Market no later than 6:30 a.m.
- Conduct themselves in a pleasant and courteous manner.
- Avoid loud, vulgar, or profane language.
- Using or appearing under the influence of tobacco, drugs, or alcohol.
- Obey the directions of the Market Manager.
- Only sell the following in accordance with applicable State of Illinois standards:
 - Apiary products, maple sugars or syrup, or processed food without proper labels;
 - Any article according to weight.

Vendors shall not:

- Engage in disputes or altercations on the Village Green.
- Attract attention to their goods by hawking or crying out.
- Sell or offer any unwholesome or spoiled articles, or transport or display foods without adequate protection against contamination. Delivery trucks and other equipment used for transportation and display shall be kept clean at all times.
- Allow any waste to remain in or near their space after the closing hour of the Market. The vendor is responsible for the removal of all waste from the Market grounds.
- Bring any pets or animals to the Market.

Market participants must at all times conform to Market rules. The Market Manager has full authority to enforce all rules. Any Market participant failing to comply will lose their space at the discretion of the Village Administrator and Farmers Market Committee. The Market rules supplement Village Code and other provisions.

In the event other persons, other than a vendor or his employees, cause or promote an altercation or dispute with a vendor, the vendor shall seek the advice and assistance of the Market Manager.

COVID-19 REGULATIONS

Vendors Must (Mandatory):

- Wear face coverings at all times during the Market.
- Verbally screen staff for symptoms of COVID-19 at the start of each shift (See guidelines). Disallow staff from working if they are feeling ill, have a fever or other symptoms, or have been in close contact with a known COVID-19 case. Return-to-work after illness should follow State of Illinois guidelines.
- Provide at least one method for your employees to sanitize their hands (such as sanitizer or a portable handwashing station).
- Provide at least one method for your employees to sanitize surfaces (such as a spray bottle or wipes). Sanitize high touch surfaces periodically.
- Securely package (all sides enclosed) any food prepared at the market in a to-go container. No open plates or handheld food. *(To be clear, vendors are permitted to prepare food at the Market if doing so was part of their application, but customers must consume it elsewhere to minimize crowding.)*
- Not allow customers to touch any produce or products until they have been purchased.
- Not offer any samples.
- Provide disposable bags or some other way for customers to carry products home.

We Recommend Vendors (Optional):

- Create a pre-order system for customers to place orders and pay in advance. If you send details to us (like a preorder website URL), we will publish this information.
- Accept only credit, debit, or other touchless payments.
- Sanitize hands and any high-touch surfaces between each customer or transaction. The State recommends a disinfectant with a contact time (time to kill COVID-19) of one minute or less.
- Redesign their booths to promote separation between customers, vendors, and product. Consider placing products behind the table where transactions are performed, or portable plexiglass shields.
- Check each employee for fever (100.4F) at the start of each market, whether by using a non-contact thermometer at the worksite or by asking employees to confirm they have taken their own temperature at home before reporting to work.

The Market Will:

- Create additional space to promote social distancing by customers.
- Provide monitors at entry points to ensure that customers are wearing face coverings.
- Provide hand sanitizer for customers at entry points.
- Communicate with customers about new expectations for COVID-19 including signage.
- Continue to evaluate these rules based on the current circumstances surrounding COVID-19.

We will continue to follow operating rules necessary for your safety and public safety during COVID-19. Vendor and Market safety guidelines are outlined in the 2021 vendor application and the Farmers Market Committee will continue to evaluate COVID-19 effects on operations throughout the year as our operating rules are subject to change.