

Quincy Farmers Market

May 7 to October 29, 2022



2022 Vendor Handbook

128 North 5th Street
Quincy, IL 62301

Market Managers:
TBD

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Market Sponsored By:

The District
128 North 5th Street
Quincy, IL 62301
Phone: 217-228-8696

Questions on Food Regulations:

**Adams County Health
Department** 330 Vermont Street
Quincy, IL 62301
Phone: 217-222-8440

The Farmers Market Vendor Guide was developed to provide standards, guidelines and consistent information for farmers, food vendors and sanitarians to provide fresh, safe and quality food to the consumer. The Farmers Market Vendor Guide offers advice on food items that may be sold and conditions that must be met at the point of sale. The Farmers Market Vendor Guide explains Market policies and proper procedures. The Farmers Market Vendor Guide represents a collaborative effort of The District, the Illinois Departments of Health and Human Resources (IDHHR), and the City of Quincy, IL.

QUINCY FARMERS MARKET MEMBERS, MARKET MANAGER, & MARKET COMMITTEE

Market Members/Vendors

Any person who participates in the Quincy Farmers Market for a minimum of (1) one market day as a Vendor, is considered a member for that calendar year and is required to abide by all rules and regulations listed within this handbook. Members may also be referred to as Vendors within this handbook.

Market Manager

The Market Manager(s) is a seasonal employee(s) of The District and is selected by The District from either the community or the membership. Under the direction of the Market Committee and the Executive Director of The District, the Market Manager is responsible for overseeing market operations. This includes market set-up, collection of fees, coordination of special events, and other tasks as needed. The Market Manager settles any disputes that may arise on market day, and the decision of the Market Manager is final. The Market Manager is required to work with the Market Committee and respond to all correspondence within (48) forty-eight hours. The Market Manager is required to document all time spent on Market management & improvement. This includes Market days and time spent outside of normal Market hours.

Market Committee

The Market Committee consists of five to nine members, of which a majority are District Board Members &/or community members, and oversees direction of the market throughout the year. The District Executive Director will be the tiebreaker, should there be a need, for any matter that comes to the Market Committee. The Market Committee holds periodic meetings to resolve problems, to help direct the progress of the market, and to keep it running smoothly. All decisions brought to the Committee will be made by a majority vote and all decisions are final for that calendar year. Revisions to decisions may be made on a case-by-case basis and will be enforced at the start of the next calendar year.

QUINCY FARMERS MARKET RULES & REGULATIONS

Occupants of spaces at this market must at all times conform to the Quincy Farmers' Market Rules and Regulations.

May 7 through October 29, 2022
Operational Hours: 8am to 1pm

Vendors may begin setting up after 7:00am. Please have your space completely set up by 7:45am. The Market closes at 1:00pm and vendors must remove all items no later than 1:30p.m.

The market will be located along the north side of Washington Park, parallel to Hampshire Ave. All vendors needing their vehicles during the market must set up within the northern

most grass area, alongside the street, facing into Washington Park. Vehicles are required to be parked within the city parking lines and cannot take up more than one parking space. There are a limited number of parking spaces available and seasonal vendors will be granted the option to keep their vehicle first. All parking stalls will be assigned by the Market Manager(s) accordingly.

Any vendor that does not need their vehicle during the Market is required to set up directly across the sidewalk from the northern-most grass area within Washington Park. These vendors will drop off their products between 7am-7:45am and park their vehicle at The Adams County Health Department. After 12pm, vendors may retrieve their vehicle for clean-up purposes.

Respecting parking for customers and surrounding businesses is paramount to the success of this Market. Vendor vehicles not assigned to a parking stall on Hampshire St. are prohibited from being located anywhere around or near Washington Park during Market operating hours. Failure to abide by this rule will be grounds for dismissal from the Quincy Farmers Market.

The Quincy Farmers Market cannot guarantee specific set-up location requests; however, the Market Manager(s) will attempt to honor such requests when possible. The Market Manager(s) decision is final.

Homegrown & Handcrafted

The Quincy City Code and your Farmers Market Agreement specifies that all items sold at Market must be homegrown or handcrafted. The resale of mass-marketed/mass produced merchandise is strictly prohibited.

The resale of wholesale or retail produce and/or crafts is strictly prohibited.

The Farmers Market Committee shall decide on a case-by-case basis if there are appropriate, complementary, and sustainable items or services to offer at the Quincy Farmers Market.

Vendors are to know that the Market Committee reserves the right to verify (by home/farm visit) that their product is a farm/home produced product.

Allowable Foods Approved for Sale:

The following are items approved for sale at the Quincy Farmers Market and do not require an additional license. This is not an all-inclusive list, but includes:

- Raw Agriculture Products - Fresh fruits and vegetables, honey in the comb—as harvested with no further processing. The products may be minimally rinsed to remove visible soil, but must otherwise be unprocessed and not packaged;
- Popcorn, grains, seeds, beans and nuts - whole, un-processed, un-packaged and un sprouted;
- Fresh herb sprigs (a little twig or spray); dried herbs in bunches - only cut for harvesting, minimally rinsed to remove visible soil and unpackaged.

The following are items approved for sale at the Quincy Farmers Market with certain restrictions. A copy of your permit must accompany your Vendor Application. This is not an

all-inclusive list, but includes:

- Cut fruits and vegetables, milk and cheese products, herbs (chopped, blended, packaged, or otherwise processed), meats, poultry, fish (fundraisers contact Health Department).
- Extracted honey, maple syrup, fruit/vegetable juices, herb vinegars, garlic-in-oil, flavored oils, pickles, relishes, salsas, (or any other “canned” items), shell eggs, and baked goods. These items are required to have labels. Labels must include the following information:
 - Common name of product, e.g. apple pie, wheat bread
 - Name and address of processor
 - Ingredient list with items in order from most to least
 - Net weight or numerical count, e.g. 1lb, 14 oz, 13 cookies. The weight should be in US and Metric equivalency.
 - Major allergens listed.

Labels for processed goods may be considered provided if a placard is placed on the sales table and not on the individual package. However, if the product contains one of the eight major food allergens (eggs, wheat, fin fish, shell fish, peanuts, tree nuts, milk products or soy) then a label must be provided with each product item. This could be a sheet of paper that includes the appropriate information.

Contact the Adams County Health Department at (217) 222-8440 to discuss the licenses, permits, labeling and requirements.

The following are not allowed at the Quincy Farmers Market under any circumstances:

- Raw Milk or and Dairy Products made with Raw Milk (except approved cheeses)
- Any products canned in the home (without proper certification)
- Any products vacuum-packaged in the home
- Sandwiches prepared at home
- Ice cream not prepared in an inspected facility
- Alcohol
- Any/all items purchased from outside sources

Any specific food questions should be directed to the Adams County Health Department by phoning: (217) 222-8440

We promote strong, trusting relationships between consumers and vendors by insisting on honesty and transparency in all aspects of the creation of products. We create a space for interaction between the consumer and the producer. All Vendors/Members are required to be knowledgeable about their products (how it is grown, used, produced, etc.) and be able to explain this information to customers, the Market Manager and Market Committee.

Sampling

A new Illinois law is in effect for product sampling at farmers markets. Vendors wanting to provide samples at the farmers market must have a “Farmers Market Food Product Sampling Handler Certificate” issued by Illinois Department of Public Health. This involves online food safety training and payment of a fee up to \$40 to Illinois Department of Public Health. Information on receiving this certificate is available at this website <http://www.dph.illinois.gov/topics-services/food-safety/farmers-markets> Adams County Health Department can also be contacted for more information at [217-222-8440](tel:217-222-8440).

On-site Food Sales

Vendors wishing to prepare and sell ready-to-eat food at Market must obtain a Temporary Food Permit. Ready-to eat foods include but are not limited to: hamburgers, pizza, burritos, nachos, hot or cold sandwiches, cut fruits and vegetables, fried foods, any/all non-alcoholic beverages, and the like. The permit is valid only in the county it was obtained. The application form is available by contacting the Adams County Health Department at (217) 222-8440. A copy of your permit must accompany your Vendor Application. Vendors will not be allowed to sell the above listed items without this permit.

Fee Schedule

Annual \$218.00 (10% off- must be purchased before May 1) Single Market \$9.00

Those who commit to the annual fee will have their vendor space reserved at each market until 7:30am.

Vending Stalls/Spaces

The size allowed per each stall is 10'x10'. When choosing/purchasing a pop-up tent, it needs to have a footprint of 10'x10' (usually these are the type with straight legs). Vendors may not solicit customers beyond their own assigned market stall(s) by signage or by “hawking”. The Market Manager will assign all stalls accordingly with preference to Seasonal Vendors. If any Vendor misses (2) two or more market days in a row, their assigned stall will be reassigned at the discretion of the Market Manager. The assignments are in the best interest of the QFM and are non-negotiable.

Stall/Space Set Up

Do not set up tables/stands that extend into nor block the walkway in front of your tables/displays to allow for the two-way flow of pedestrians, as well as wheelchairs and other walking assistance devices. **Stall set-up is not permitted to encroach upon the sidewalk.** The area directly in front of your stall must remain clear for safety and fire response requirements.

Vendors are required to furnish their own tables, chairs displays, canopies, cash-box,

change, supplies, and the like. Canopies must be secured in place with appropriate weights as recommended by the manufacturer. Strong winds will occur and canopies do get blown around. Be prepared for such weather if using a canopy. Prior permission must be obtained if you wish to drive stakes into the ground directly all tents must be either staked or weighted down. Vendors will be held financially responsible for any and all damages to property cause by improperly secured canopies.

Set up of tables, chairs, umbrellas, beverage and food stands, entertainment equipment, fencing, trash receptacles, and all other necessary equipment shall begin no earlier than 7:00 a.m. All market vendors shall close at 1:00 p.m. in accordance with the hours of operation, and removal of all items shall be completed no later than 1:30 p.m. Vendor tear down may not begin before 1:00 p.m. The market is open until 1:00 p.m. and customers expect to find vendors selling their goods until 1:00 p.m. Furthermore, vendors leaving the market before 1:00 p.m. pose a safety hazard to pedestrians and other vendors.

Signage & Permits

Each vendor is required to display a sign (no smaller than 8 ½ ex. 11) clearly identifying the vendor's business name (or the vendor's own name), and the location where their product is grown, raised, or produced. In accordance with the rules and regulations of the originating agency, please post any permits and/or licenses as required (for example, SNAP/EBT vendor, etc.) Signage on vehicles is acceptable, but not considered sufficient for Vendor Identification/Signage. The market will make a copy for the file.

Vendors, not the QFM, are individually responsible for conforming to all city, state and federal laws including the securing of any licenses or certifications required for the operation of their Market space and for the items they sell or distribute at the Market. **ALL licenses, permits, and certificates must be presented to the Market Manager prior to the start of the Member's first market.**

PEDDLERS LICENSES ARE REQUIRED BY THE CITY OF QUINCY FOR EVERY VENDOR. THIS LICENSE MUST BE PRESENTED TO STAFF BEFORE SET UP. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT QUINCY PARK DISTRICT 217-223-7703. Members without proper licenses, permits, and certificates will not be allowed to set up or participate in the Market.

Pricing

The Quincy Farmers Market does not set prices for products sold at the market. We encourage everyone to price fairly. Any claims of "price-gouging" will be dealt with by the Market Manager on a case-by-case basis.

Nutrition & Payment Programs

The Quincy Farmers Market accepts SNAP/EBT cards, as well as Debit/Credit Cards. The program works as follows:

Customers stop by the Quincy Farmers Market booth, staffed by the Market Manager. They request a specific dollar amount and the Market Manager will swipe their card at the booth. They will be given tokens for the amount requested. These tokens can be accepted by vendors as cash. At the end of the day, vendors should return to the Quincy Farmers Market booth to be exchanged for cash.

There will be two different colored tokens (Green & Red).

Green tokens will be for SNAP/EBT purchases and will only be accepted by accepted food vendors. These will be mostly growers/producers.

Red color tokens will be for Credit/Debit purchases and may be accepted by all vendors.

Farmers need to apply to be a WIC approved vendor and will have to collect those vouchers individually.

We will once again offer Quincy Farmers Market Dollars. We ask that you honor those and redeem them at the end of the market for face value.

Pets

Vendor-owned pets are not allowed within the Market area, with the exception of service animals. In addition, the sale of live animals is not allowed at the market by vendors.

Restrooms

Restrooms for vendors and customers are available in the park.

“Good Neighbor Policy” and Code of Conduct

As a vendor, you are asked to remain within the bounds of your assigned space and to respect the space of your neighbors. If you will not be coming to Market at the beginning of the season—or if you will be absent at certain times—you are required to tell the Market Manager, ahead of time. In some areas of the market, it makes sense for other vendors to “fill in” the empty spaces, and the Market Manager will determine when & if this is necessary.

The District stresses the “family nature” of our weekly market event. There will be no discrimination on the basis of race, color, creed, sex, religion, physical ability, sexual orientation, age, or nationality by anyone associated with the market. Please conduct business with appropriate “family” language. Remember, anyone with whom you come in contact while you are selling at market is a

potential customer, including other vendors. Loud, obnoxious, or verbally abusive language will not be tolerated and vendors should not have to tolerate it from customers or other vendors.

Vendors are prohibited from smoking while interacting with customers. Likewise, if you choose to take a 'smoke break' away from your stall, please be courteous of other vendors and avoid smoking where business is being conducted with their customers. In addition, vendors are prohibited from drinking alcoholic beverages while at market. Distribution of any/all printed or digital materials (other than pre approved vendor brochures), petitions, or political advertisements is prohibited. Committing a criminal act will cause immediate expulsion from the market and is subject to appropriate legal action. Vendors are not allowed to solicit tips.

Vendors are required to cooperate with the Market Manager, Market Committee and other Farmers' Market staff. While at the Quincy Farmers' Market, vendors are expected to behave courteously to customers, other vendors, market committee members, and volunteers, and to conduct himself/herself professionally at all times. Vendors must not publicly disparage other vendors or other vendor's products, the Market Manager, any member of the Market Committee or The District AT ANY TIME. This behavior will not be tolerated and will be grounds for immediate expulsion from the Quincy Farmers' Market. The District retains the right to prohibit a person and/or business from participating in the Market for conduct deemed inappropriate and/or unprofessional, devoid of verbal or written warnings.

Public Safety & Parking

The safety of consumers and vendors is paramount. Operating vehicles within the park is strictly prohibited. Respecting parking for customers and surrounding businesses is crucial to the success of this Market. Vendor vehicles not assigned to a parking stall on Hampshire St. are prohibited from being located anywhere around or near Washington Park during Market operating hours. Failure to abide by this rule will be grounds for dismissal from the Quincy Farmers Market. The Market Manager may make exceptions, rarely and selectively, at his/her discretion.

Parking in the "No Parking Zones" marked with a yellow curb is prohibited, and vendors must maintain a 5ft clearance around hydrants. Any damage caused by a vendor to City property is the responsibility of the vendor.

No vehicles may move in the area of the Market during Market hours.

Refuge/Recycling

All vendors are responsible for the proper and complete cleanup of litter, produce "spoilage," paper, balloons, pop cans, packaging materials, cartons, etc., in and around their area. Take ALL refuse items with you after market closes. Other City owned trash receptacles in the market are not the responsibility of the vendors nor may vendors use those receptacles for their trash. Such trash receptacles are intended for use by customers and not the vendors.

The Importance of Market Attendance

The strength of any farmers' market depends on the presence of many vendors and diversity of products. When you commit to being a vendor you become part of larger group and collectively everyone benefits. Not only do our customers appreciate your

regular attendance, but also your fellow vendors depend on you being there to make the market successful. Your continued attendance is very important.

A vendor's participation in the Market is important even on days with less than perfect weather. Customers do attend Market and shop on days with inclement weather. Our customers depend on vendors to be present and we don't want to let them down. There will be times when the weather is so bad that it is unsafe or simply impractical for customers to shop market. There are times when your produce or other goods are unavailable. There are also times when you simply can't get to market for personal reasons, vacations, etc.

If there are unforeseen circumstances or emergencies that arise that will significantly affect your attendance, please notify the market manager at your earliest convenience.

Special Events, Promotion, & Entertainment

The Market Committee & Market Manager(s) will determine additional entertainment, the presence of any outside organization, and which products to promote each month.

The District is planning several events that could positively affect the Farmers' Market. Some of these events will require the Market to be held at the Adams County Health Department. The District will promote any change of location and ask that all Vendors help notify their customers of the same. The events that will require that the Market be held at the Adams County Health Department are as follows:

If you know a person or group interested in performing at the market, contact The District Office at 228-8696.

Complaint Procedures

All complaints with or against the market or individual vendors (internal or external) must first be brought to the Market Manager. After investigating the incident, the Market Manager is responsible for trying to resolve the problem. A warning will be issued for the first rules violation. Issues that cannot be resolved by the Market Manager, that involve market direction or procedures, or matters that involve the Market Manager directly will be brought directly to the Market Committee and the issue will be resolved with a majority rule vote. The Market Committee has full authority to enforce all the rules with assistance from appropriate regulatory agencies. The Market Committee will handle additional violations.

Upon review of the complaint, the Market Committee will take no less than one (1) week and no more than three (3) weeks from receipt of the complaint to return their decision. During this time, the violator must adhere to the original penalty with no right to restitution for any losses. The Market Committee has the responsibility to solicit information from all concerned parties and, with the Market Committee and Market Manager's insight, take action to solve the problem. The Market Committee members may at some point come to visit your farm/production facility. The committee will send written notification as to need for a visit and the visit will be conducted within one (1) to seventy-two (72) hours after written notice is provided. If the problem is not solved or if the nature of the problem warrants it, the Market Committee can recommend that all involved parties seek formal arbitration or

mediation from outside the market with costs being paid by the vendors involved. If this action is taken, all parties involved and the Market Committee must agree up front to abide by whatever decision, direction, or compromise that is reached during the process.

Any complaint against any vendors regarding the origination of produce or goods, or any other matter, must be first directed to the attention of the Market Manager in writing. Any conflict, or potential conflict, which may arise between a vendor and a customer must be brought to the attention of the Market Manager for resolution, and, should further action need to be taken, to the Executive Director of The District and its Market Committee. When the Market Manager and the Market Advisory Committee, in their sole discretion, determine that a vendor has violated any provision of these guidelines, a vendor may receive a warning, temporary suspension, or expulsion from the Quincy Farmers Market. The Market Manager shall have the authority to warn or temporarily suspend a vendor for the current market day, based on the Market Manager's personal observation of a violation of the guidelines. Suspension of any further market days or expulsion will be made by the Market Committee. The Executive Director of The District will act as a tie-breaker if necessary.

The District reserves the right to cancel the approval of any vendor's application at any time if and when the District or Market Committee finds said vendor in violation of any of the aforementioned guidelines and eligibility requirements. In addition to expulsion from the market, any vendor found not to be growing the fruits and vegetables he or she sells at the market may be reported to local and state authorities. State statute allows for fines and imprisonment for such offenses.

Release and Indemnification

As a condition of participating in the Market, vendors recognize and acknowledge that they are ultimately responsible for their wares and conduct and agree to release, hold harmless, defend and indemnify the Market, the Market Manager, the Market Committee Members acting in that role, and The District from and against all liability, claims, demands, losses, damages, costs, expenses (including attorney's fees), fines, judgments, and penalties arising from:

Any failure of the vendor to abide by these Rules and Regulations; Any consumption or use of items that the vendor sells or distributes at the Market; Any presence, use, or misuse of an appliance, piece of equipment, vehicle or other item under the vendor's ownership, possession or control while at the Market; Any action, inaction or other conduct by the vendor associated with the vendor's participation in the Market; Any lack of care, expertise or experience on the part of the vendor associated with the vendor's participation in the Market; Any injury or loss the vendor may sustain in any way associated with the Market or conditions at the Market premises; and Any failure by the vendor to exercise supervision and control over its employees, helpers, agents, or representatives in any way associated with the vendor's participation in the Market will result in expulsion from the Quincy Farmers Market.

If any of the foregoing provisions should at any time be held unlawful, void, or for any reason unenforceable, that provision shall be deemed severable and shall not affect the validity and enforceability of any remaining provisions.

These rules are intended to be in the best interest of the Market, its vendors and customers. The Market Committee may, at any time, change, modify or add to these rules to better serve these interests. These operating guidelines may be amended at

any annual, spring, or special meeting called for such purpose, by a majority vote of the Committee members present, provided that the proposed amendment was included with the notice of the meeting.

I have read, understand, and agree to abide by all of the rules & regulations in this handbook. I acknowledge that I will show compliance for all market rules or risk termination of market privileges, a forfeit of vendor fees and possible suspension/ expulsion from the market.

Name (print)

Date

Signature



2022 QUINCY FARMERS' MARKET

Vendor Application

VendorName(s): _____

Business Name
(if applicable): _____

Product(s) for Sale: _____

Registration Type:

____ Annual (\$218) ____ Single (\$9/per) Date(s): _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Are you authorized to accept FMNP for
WIC & Seniors NO _____ YES _____

Are you a Certified Organic grower/producer? (USDA Organic)?
YES _____ NO _____

Do you accept Personal Checks? YES _____ NO _____

How many total years have you been in the Quincy Farmers' Market (not including this
year)? _____

In Order to help us better promote the market. Please answer the following:

What do you like best about the Quincy Farmers Market?

