

WOODSTOCK FARMERS MARKET 2012 APPLICATION

PRODUCER NAME _____ PHONE _____

ADDRESS _____ E-mail _____

CITY _____ STATE _____ ZIP CODE _____ IL. Tax # _____

The Woodstock Farmers market will be held each Tuesday and Saturday from May 1st until October 30th. The hours of operation are from 8 am to 1 pm. You must be in your spot by 7:30 am. Electrical hook ups are available. Producers may only sell plants, farm produce, flowers or products grown or prepared on their premises or property rented or leased by the producer. Value added specialty products are determined on a case by case basis by the WFM board and must meet all state and county health regulations. Submit first two pages of this application to Keith Johnson, 1319 N. IL. Rt. 47, Woodstock, IL 60098. 815-338-5164, offsquare@gmail.com or cell 815-382-4240. Producers from previous years must have their application submitted by February 4th, 2012 to hold their seniority position. The Winter Market will be a separate application and those who attended in 2011 will have first choice.

- ✓ *Attach your Illinois Department of Revenue Sales Tax number certificate.*
- ✓ *Attach a Certificate of Insurance covering your activities while at the Market. The Woodstock Farmers Market must be listed as the certificate holder.*
- ✓ *Check the fee schedule on the following page and attach a check made out to the Woodstock Farmers Market.*
- ✓ Do you produce all the products on your own property? ____yes ____ no.
If no, please include rental or lease agreements with this application.
- ✓ Meat Producers: Are all animals born and raised on your property? ____ yes ____no If no, provide dated purchase documents to include weight & age. Include Illinois permit to sell meat.
- ✓ Egg Producers. Include your USDA permit to sell eggs.
- ✓ Baked goods. Include latest Health Dept. inspection report, and if leasing, the lease or rental agreement and inspection report. All baked goods must be produced in a licensed kitchen.
- ✓ Organic certification. Those vendors selling Organic products attach Certification Documents.
- ✓ Crafts: Items will be previewed by a screening committee and are allowed four times each season. Crafts will be inside the square and the fee will be \$25/day.

Do you plan to taste sample? ____ Are you certified in food service sanitation? ____

Please list in detail the Items *you* intend to sell. No items may be added without approval of the Board of Directors of WFM. Circle those that are new this year.

PUT A CHECK IN EACH MARKET YOU PLAN TO ATTEND: T=Tues. S=Sat.

All Tuesdays _____ All Saturdays _____ Both Markets _____

MAY ___1T ___5S ___8T ___12S ___15T ___19S ___22T ___26S ___29T

JUNE ___2S ___5T ___9S ___12T ___16S ___19T ___23S ___26T ___30S

JULY ___3T ___7S ___10T ___14S ___17T ___21S ___24T ___28S ___31T

AUG. ___4S ___7T ___11S ___14T ___18S ___21T ___25S ___28T

SEPT. ___1S ___4T ___8S ___11T ___15S ___18T ___22S ___25T ___29S

OCT. ___2T ___6S ___9T ___13S ___16T ___20S ___23T ___27S ___30T

BOTH MARKETS (outside square - \$350.00) (inside square -\$300.00) Total enclosed _____

ONE MARKET (outside square - \$250.00) (inside square - \$200.00) Total enclosed _____

(DAILY Fees @ \$25.00) Number of Dates _____ Total Enclosed \$ _____

ONE ADJACENT AVAILABLE SPACE (Tuesday or Saturday) \$175.00

Electrical Hook up: Seasonal \$30 one market/ \$60 for two markets/\$5 daily.

MOST SPACES WILL BE ADEQUATE FOR TWO TENTS OR 20 FEET.

The Woodstock Farmers' Market will be conducted in accordance with the attached rules of operation. The WFM Board will review all applications and contact you if approved. The undersigned producer has read the rules of operation and agrees to abide by its requirements. The WFM will make a farm visit to all new vendors during the first year and all returning vendors on a bi-annual basis and reserves the right to inspect any farm or producer when questions arise concerning the producer's items. All vendors are expected to help in rope and barricade placement and removal.

PRODUCER NAME _____ (Please Print Clearly)

SIGNATURE _____ DATE _____

ALL PRODUCERS AGREE THAT THE OPERATION OF THE WOODSTOCK FARMERS MARKET IS SUBJECT TO THE FOLLOWING RULES AND FURTHER AGREE THAT THE WFM BOARD HAS FULL AUTHORITY TO INTERPRET AND ENFORCE THE RULES TO ENSURE A SUCCESSFUL MARKET.

1. LOCATION: Tuesday & Saturday Markets along the inside roadway around the Square and some spaces inside the square. Spaces will be blocked off and assigned by the WFM.
2. HOURS OF OPERATION: Hours of Operation for both markets are from 8 a.m. until 1:00 p.m. or as amended by the WFM Board. Producers must be in their space by 7:30 am and have their booths set up at 8:00 AM. Vendors in the center need to unload their vehicles and move them before setting up their booths. All vendors should keep their booths open until 1:00 pm. **In case of an emergency, contact Keith to take down barricades and to cross the pedestrian walkway. If unable to attend, contact Keith Johnson at 815-382-4240, or offsquare@gmail.com. Failure to call or be there by 7:30 may result in re-assignment for the day. Those vendors arriving late will receive one warning and a \$10 late fee per market (at the discretion of the market manager) for further infractions.**
3. SPACES: The WFM's board has sole discretion in deciding which applications fit with the "market's needs." All spaces will be assigned by the WFM. There will be no sub-letting of market spaces by producers. No producer will have more than two spaces. Our policy is to refuse booth space to all groups wishing to promote a religious, political, or advocacy position. Such groups are welcome to apply to bring a locally produced product (as cook books, locally grown plants, produce or crafts).
4. MARKETS ON THE SQUARE: NOTE: A walkway of (5) feet must be left unobstructed for a pedestrian walkway and for public safety and convenience. A continuous walkway of (5) feet must be provided from one sales area to the next. The WFM will adjust the walkway as necessary.
5. SPACE RENTAL/FEES: All applications will be reviewed by the WFM Board. Full Season: Payment is due with the application. Refunds will not be given for dates the producer fails to show up for the market or in case of rain.
6. TENTS; All tents and coverings must be adequately secured for wind. Those vendors with inadequately secured tents or coverings may be required to dismantle and remove them.
7. Space will be assigned in the following order
 - (a) To farmers with good Market attendance in 2011 and who make full payment by 2-04-12. Every effort will be made to have farmers attending both markets in the same space.
 - (b) To new farmers accepted by the WFM Board who have made payment.

- (c) To producers whose goods complement other producer's goods, offer variety and help supply the needs of the market's customers;
- (d) Preference will be given to full season producers. Those producers coming after the market season begins will be on the end, those leaving during the season forfeit their spots.
- (e) If more qualified producers apply than space available, assignment will be on the above criteria and then on a first-come- first-served basis using date of receipt of application and fee.
- (f) Producers must sign up for at least 10 markets and pay for the full season, unless WFM board grants an exception. Then the \$25 per day will apply.

8. **INCLEMENT WEATHER.** All producers are expected to come rain or shine.

9. **GOODS OFFERED FOR SALE:** Producers may sell plants, farm produce, flowers and other products that were grown or produced by the producer, or value added specialty products as determined by the WFM Board. Obvious out-of-season products will be excluded from the market. **The WFM Board reserves the right to make a farm visit should questions arise concerning the producer's items. No flea market or garage sale-type items. All delivery trucks and other equipment used for transportation and display must be kept clean at all times. If a vendor wishes to add a new item at the beginning or any time during the season, the addition must be approved by the WFM Board.**

(A) Plants may be grown from plugs to a saleable size; however, plants may not be purchased at finished-sized and offered for sale. This also applies to nursery stock and trees.

(B) Meats. Vendors must have a Illinois permit to sell meat at the market. Animals not raised from birth must have been raised for 50% of its life span on the farm (or leased) land of the vendor. Purchase documents must be maintained and provided on animals not born on your farm.

(C) Eggs. Vendors must have a USDA permit to sell eggs at the market. Pullets must be owned for 30 days before eggs can be sold.

(D) Baked Goods. Bakers must bake in a licensed kitchen and have their certified food handlers license. Latest inspection report and lease agreement for facility to be included with application. Sampling must be by MCDH rules.

(E) Crafts. Any producer selling crafts along with their regular products can have no more than 20% of the total items as crafts. Vendors offering only crafts must submit samples for acceptance, and will be limited no more than four markets. A sales tax number and certificate of insurance must also be provided.

(F) Vegetables and value added items: Those vendors selling "Organic" products must provide Certification information to the market.

10. **TASTE SAMPLES:** The McHenry County Department of Health will allow up to 12 WFM vendors to taste sample food items under a variance to article IV of the McHenry County Public Health Ordinance.

A WFM permit for 2012 to sample food items to the public will be contingent on the WFM and vendors meeting the requirements set forth by the McHenry County Department of Health's Director of Environmental Health. A copy of the requirements can be obtained from the WFM Board. In addition the WFM requires all vendors desiring to taste sample be certified in food service sanitation and only sample low risk foods.

11. **COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS:** All producers are responsible for obtaining all necessary county or state health and/or other permits and are responsible for compliance with all state and federal food and drug laws including proper labeling.
12. **SCALES:** If goods are offered for sale by weight, the producer's scales must be in accordance with the local county requirements and with those established standards as set by the State of Illinois.
13. **SALES TAX:** Each producer is responsible for the reporting of and the payment to the Illinois Department of Revenue of all required taxes resulting from the sales made at the WFM. Each producer must attach to their application a copy of his or her Illinois Department of Revenue Sales Tax Number Certificate. Failure to do so will result in the rejection of the producer's application and his exclusion from the Farmers' Market.
14. **MARKET ETIQUETTE:** Producers are expected to wear attire that maintains the wholesome atmosphere of a farm market (i.e., must wear shirts and shoes, etc.). Producers are strictly prohibited from hawking, crying out, or engaging in activity designed to attract attention to their products. In the interest of fair trade, producers disparaging other producers' goods or the WFM risk expulsion from the market and forfeiture of their space rental fees including full season fee payments. Concerns about other producer's products should be kept confidential and directed to the WFM Board.
15. **CLEAN-UP:** Each producer is responsible for the removal of all waste, garbage or refuse from his or her space at the closing hour of each market day.
16. **PRICING:** At the discretion of the individual producer.
17. **ENGINES:** Producers can't run a diesel engine at the market without approval of the WFM.
18. **SMOKING:** Producers and their associates cannot smoke in the sales area during market hours.
19. **PARKING:** Producers may not park their "extra" vehicles in the square parking spaces, or in spaces on roads leading into the square.
20. **WINTER MARKET** Those attending the 2011 winter market will have first choice for the succeeding winter markets.
21. **INSPECTIONS:** All new vendors will be inspected during their first year. All returning vendors will be inspected every other year. Any vendor may be inspected if questions arise concerning their products.