

## WOODSTOCK FARMERS MARKET 2016-2017 WINTER APPLICATION

PRODUCER NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ E-mail \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ IL. Tax # \_\_\_\_\_

The Winter Woodstock Farmers market will be held on specific Saturdays at Building "D" at the McHenry County Fairgrounds, 11900 Country Club Road in Woodstock. The hours of operation are from 9 am to 1 pm. You must be in your spot by 8:30 am and ready to sell at 9 am. Electricity is 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 this application to the Market Manager, **Keith Johnson, 1319 N. IL. Rt. 47, Woodstock, IL 60098. 815-338-5164 , [offsquare@gmail.com](mailto:offsquare@gmail.com) or cell 815-382-4240.** Those farmers who attended the 2016 Woodstock Summer market do not need to re-submit their sales tax number or certificate of insurance as long as they are still in force.

- ✓ *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.***
- ✓ *Processed foods and Baked goods. Include latest Health Dept. inspection report, and if leasing, the lease or rental agreement and inspection report. All must be produced in a licensed kitchen.*
- ✓ *Organic certification. Those vendors selling Organic products attach **Certification Documents.***
- ✓ *Crafts: Crafts must be of artisan quality and will be juried into the winter market.*

Do you plan to taste sample? \_\_\_\_ Are your products produced in an licensed Kitchen? \_\_\_\_

Applications are due on September 16, 2016. Any applications received after that will be considered in order of their receipt. Priority will be given to those attending the Woodstock 2016 Winter Market and the 2016 summer market.

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.

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PUT A CHECK IN EACH MARKET YOU PLAN TO ATTEND: You will not be required to attend all winter markets, but those attending all markets will be given priority. If you sign up for all winter markets and are

accepted, your spot will be reserved. If you sign up for only specific markets throughout the winter, your acceptance will depend on space available. The rate for October, November and December is \$25 per day. The rate for January, February, March, and April is \$20 per day. Make checks payable to the Woodstock Farmers Market.

2016: October 29 \_\_\_\_\_ November 12 \_\_\_\_\_ November 19 \_\_\_\_\_ December 3 \_\_\_\_\_ December 17 \_\_\_\_\_

2017: January 7 \_\_\_\_\_ January 21 \_\_\_\_\_ February 4 \_\_\_\_\_ February 18 \_\_\_\_\_ March 4 \_\_\_\_\_ March 18 \_\_\_\_\_  
April 1 \_\_\_\_\_ April 15 \_\_\_\_\_

SAMPLING FEE: IF YOU PLAN TO SAMPLE INCLUDE \$20 FOR A SAMPLING FEE:

2016 fee \$ \_\_\_\_\_ 2017 fee \$ \_\_\_\_\_ Sampling Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Building D at the Fair Grounds is divided by colored tiles into squares that are 10 ft. x 10 ft. That is the basic booth size. Farmers needing additional room for produce need to indicate that below. As in past winter markets, farmers will be accommodated where possible. If you are not a farmer and require additional space, please contact the Market Manager to make arrangements. Additional fees may be required.

\_\_\_\_\_ I am a farmer and will need additional space for my produce

***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. By signing below, you agree to the rules of operation on the following four pages.***

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **2016 WFM RULES OF OPERATION (Please retain these rules.)**

**ALL PRODUCERS AGREE 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:** Summer market along the inside roadway around the Square and some spaces inside the square. Winter market at McHenry County Fair grounds, 11900 Country Club Road. Spaces will be marked and assigned by the WFM.
- 2. HOURS OF OPERATION:** Hours of Operation for summer market are from 8 a.m. until 1:00 p.m. or as amended by the WFM Board. Winter market hours are from 9 am until 1 p.m. **Producers must be in their space by ½ hour before market opening and be set up by market opening. Vendors in the center need to unload their vehicles and move them before setting up their booths. All vendors must keep their booths open until the market closes. 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](mailto:offsquare@gmail.com).**
- 3. Failure to be on time may result in re-assignment for the day. Those vendors arriving late will receive one warning, then a \$10 late fee per market, to increase \$5 for each late arrival, to a max of \$50.**
- 4. Market attendance.** You are expected to attend each market checked on your application. In the event you miss markets, the following rules will apply. Two absences per year will be accepted without question if notification is given to the market manager. The third absence will result in a fine of \$25. Fourth absence a fine of \$50. A fifth absence may result in the vendor no longer being allowed at the market and any further infraction of any market rule will lead to expulsion from the market.
- 5. 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.** Every effort will be made to have farmers attending both markets in the same space. Each space is approximately 20 feet and will allow for two tents during the summer market, with no vendor having more than two spaces. At the winter market every effort will be made to have two tables for those farmers bringing produce into the building and one table for all other vendors. Special needs will be considered. There will be no sub-letting of market spaces by producers. 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). See #5 for guidelines for admitting new vendors.
- 6. BOOTH OPERATION:** Vendors are expected to stay until the end of market hours. If they are sold out, they should leave their tent and tables set up. Booths need to be staffed at all times by someone 16 years of age or older, except for bathroom breaks. All children under the age of 8 years old must stay within the boundary of the vendors booth space from arrival to departure of the vendor unless under the direct supervision of an adult. Any activity that is disruptive to the Market by the vendors will not be permitted.
- 7. GUIDELINES FOR ACCEPTING NEW VENDORS: No applications from Franchises will be accepted.**
  - a. If a farm product is available in our local area, local farmers will be encouraged to apply, however, if a product is not produced locally or local farmers are not participating in the market, product from Illinois, Michigan, Indiana, and Wisconsin will be considered.
  - b. In rare instances, applications will be accepted after the application deadline if the applicant provides an unmet need of the market, or if a vendor is forced to stop coming in mid-season.
  - c. The market will strive to have a minimum of 60% of the vendors selling farm products, the balance can be non-farm items.
  - d. Crafters will be permitted to come four times a year.
  - e. If a product is available only on Tuesday or only on Saturday, new applications can be accepted for that product.
  - f. If more product is needed in a specific category, the board will consult with farmer(s) bringing that product to determine such things as expansion plans or attendance plans for next season. The following criteria will be used to determine the need for additional product.
    1. Are existing vendor(s) meeting the needs of the market in terms of quantity, quality, and variety of the product? Do existing vendors run out of product early in the market or season?
    2. Special consideration will be given to organic products and products not presently in the market.
    3. Has customer volume increased enough to justify more vendors in that category?
- 8. WALKWAYS IN THE MARKET:** A continuous walkway of (5) feet must be left unobstructed for pedestrian

traffic and for public safety and convenience at the summer market. At the winter market, tables will be aligned by the market manager to allow for customer traffic flow and aisles must be unobstructed. **The WFM will adjust the walkway as necessary.**

**9. SPACE RENTAL/FEES:** All applications will be reviewed by the WFM Board. 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.**

**10. TENTS;** All tents and coverings **must be adequately secured for wind** with 35 lbs of weight on each corner not secured to a vehicle. Those vendors with inadequately secured tents or coverings may be required to dismantle and remove them.

**11. Space will be assigned in the following order**

- (a) To full time vendors attending both summer markets.
- (b) To farmers with good Market attendance in 2016, who make full payment by the deadline.
- (c) To new farmers accepted by the WFM Board who have made payment.
- (d) To producers whose goods complement other producer's goods, offer variety and help supply the needs of the market's customers.

Other Considerations: Vendors starting after the season begins will be assigned spaces that have not been filled. Those leaving during the season forfeit their spots. Producers must sign up for at least 10 summer markets and pay for the full season, unless WFM board grants an exception, Then the \$25 per day will apply.

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

**13. 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. Vegetables are to be raised from "seed to table." **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-size 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. Chickens must be owned 30 days before they can be sold as meat at the market.

(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. Refrigeration must meet the MCDH requirements. Refrigeration is required if more than 20 dozen eggs are brought to the market.

(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 must 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 to no more than four markets unless approved by the WFM Board. A sales tax number and certificate of insurance must also be provided.

(F) Those vendors selling "Organic" products must provide Certification information to the market.

**14. 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 2016 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 only sample low risk foods.**

**15. 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.

**16. 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.

**17. 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 have proof 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.

18. **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.
19. **CLEAN-UP:** Each producer is responsible for the removal of all waste, garbage and refuse from his or her space at the closing hour of each market day.
20. **PRICING:** At the discretion of the individual producer.
21. **ENGINES:** Producers can't run a diesel engine at the market without approval of the WFM.
22. **SMOKING:** Producers and their associates cannot smoke in the sales area during market hours.
23. **PARKING:** Producers may not park their "extra" vehicles in the square parking spaces, or in spaces on roads leading into the square. Ample parking is available at adjacent parking lots.
24. **WINTER MARKET:** Those farmers attending the winter market will have first choice for the following winter market.
25. **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.