

ALL SPACES FREE AGAIN THIS YEAR! DISREGARD BELOW PRICING!

Sugar Grove Farmers' Market Vendor Application

Name _____
Business Name _____ Email _____
Address _____
City _____ State _____
Zip _____ Cell Phone: _____ Home Phone: _____
Illinois Sales Tax No. _____
Liability Insurance Company _____
Agent _____ Policy Number _____

All Vendors must provide Certificate of Insurance naming the Village of Sugar Grove as additional insured and holding them harmless.**

Vendor Fees: Farm/Nursery - \$125.00 for 10 x 10 season space (season is all 17 weeks)

Farm/Nursery - \$150.00 for 16 x 22 season truck space for season (season is all 17 weeks)

All other vendors - \$125.00 for season (season is all 17 weeks)

*Early sign-up discount – If you sign & pay before first market date, you will be given a refund of \$25 dollars at the end of the market if you have come to 15 of the 17 weeks.

Individual Dates – Farms/Nursery \$20.00 for 16 x 22 space

Vendors - \$12.00 for 10x10 season space

No early-sign up discount

Not for Profit – Free but you must follow rules and regulations listed below for non-profits

Payment: *Due upon completion of application! 1st come, 1st served.

Make check payable to:

Send payment & application to: Disregard this year.

Dates & Locations: Every Saturday, June - September, Rain or Shine! 8 AM til Noon!

Village of Sugar Grove Municipal Center Parking Lot

10 Municipal Drive, Sugar Grove, IL 60554 (Corner of Rt. 30 & Municipal Dr.)

Vendor Categories:

Grower/Producers

Naturally produced items such as: fruits and vegetables, plants and herbs, flowers and shrubs, honey, cheese, cider, breads and bakery products, syrups and jellies, & wine (Village of Sugar Grove liquor license required). List the items you plan to sell: All products are subject to approval by the Farmers Market Committee and Kane County Health Department

Craftsperson/artist

Handmade items only and must be produced in craftsperson/artist's home or workshop. The Farmers Market Committee must approve these items.

Local organizations

Local, non-profit organizations which are incorporated as not-for-profit corporations or which are operated solely for educational, religious, or charitable purposes allowed one free space. Fundraising purposes for these groups will be limited to bake sales or market related goods. You must reserve your date at least 2 weeks prior. Fliers describing the organization must be displayed and given out upon request.

Please indicate your vendor category and the items you wish to sell. Also indicate the dates you will be attending the Farmers' Market All products are subject to approval by the Farmers Market Committee.

Market Contact: Pat Graceffa, (630) 466-1014, E-mail: patdangraceffa@msn.com

****Your Home Owners or Business Insurance Agent will provide the liability waiver to you. Simply request it by phone or stopping at their office!**

Please list Sugar Grove on sales tax registration forms!

Please follow the rules - when everyone plays fair, we all benefit!

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Rules of Operation for Sugar Grove Farmers Market

All vendors are responsible for compliance with all rules applicable to their operation. The Farmers Market Committee reserves the right to revoke selling privileges at anytime.

Attendance

- ❑ **No more than two absences are permitted** for the full season vendors and those must be approved by the Market Manager at least 2 wks prior.
- ❑ Space assignments will be made on first come first serve basis with the manager's authorization. Farmers & full season vendors top priority.
- ❑ Individual date attendees must prepay & reserve dates in advance. **No absences** from reserved dates. No refunds or reschedules.
- ❑ All vendors must be set up 15 minutes before start of market and all vehicles cleared from market area.
- ❑ All vendors required **to stay until closing time. No exceptions this year!**

Selling Regulations

- ❑ Food vendors are required to post a copy of their Health Department permit.
- ❑ Scales must conform to State of Illinois regulations.
- ❑ **Prices must be displayed on each item or a list of all prices must be posted.**
- ❑ **Prices must be visible at all times.**
- ❑ Price fixing among growers is not permitted.

Health Department Regulations

Kane County Health Inspection Requirements must be met.

- ❑ FDA approved food preservatives and additives must be clearly identified.
- ❑ Organic grown items must be labeled as organically grown and shall display grower's definition of organic or organically grown.
- ❑ Prepared food products must list all ingredients in the order of volume.
- ❑ Processed foods must be prepared in a commercial kitchen.
- ❑ Proof of an approved kitchen inspected by an appropriate governmental agency shall be submitted with application
- ❑ Packaged food products must meet Health Department Requirements
- ❑ Department of Agriculture license is required for anyone who sells eggs anywhere except on the farm where the eggs are produced. Eggs must also be refrigerated

Display of Products

- ❑ **Vendors must provide their own tables,**

tents, chairs, and display necessities.

- ❑ **10 x 10 Tents are mandatory for market operation.**

- ❑ All trucks must be clean to avoid contamination.
- ❑ All produce must be clean and free of dirt.
- ❑ Products must be attractively displayed.
- ❑ Appropriate and attractive signage must be used. Custom signs are available for purchase through market supplier: *Signs Now (630-262-1700). Custom signs with Market logo give professional look to the market.*

Organic Products

- ❑ Any items identified as "organic" or "organically grown" shall be displayed as such with the definition of "organic" as it applies to the product.

Product Origin

- ❑ The **origin of all produce must be clearly displayed** on signage provided by vendor.

Clean Up

- ❑ **All vendors must remove all refuse from the event & take with them before leaving the market. Failure to do so could result in loss of permit to sell at the market.**

Bake Sale Requirements

- ❑ Not-for-profit organizations must keep an itemized record of the names and addresses of those individuals who prepare the baked goods. This record must be available to the Kane County Health Department upon request.
- ❑ Baked goods must be covered at all times to protect against contamination.

Personal Hygiene

- ❑ No smoking is permitted in the sales area.
- ❑ Persons with boils, cuts, respiratory infections and communicable diseases shall not be permitted to work in a food stand.
- ❑ Overall good hygiene is to be used.

Kane County Environmental Health Services

1240 N. Highland Ave., Aurora, IL 60506

1750 Grandstand Place, Elgin, IL 60123

630-444-3040

http://kanehealth.com/food_service.htm

If you leave early, come late or if your attendance is not consistent, it hurts your business and the Market! Most of all, it hurts market attendance!

Please follow the rules - when everyone plays fair, we all benefit!

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Sugar Grove Farmers Market

I have read all of the rules and regulations pertaining to market operation. I agree to abide by these rules knowing that any infraction could result in dismissal from the market with forfeiture of any fees.

Vendor Name

Signed Date

Received by (Market Manager/ Date Received
Chamber of Commerce)

Amount remitted Date Received

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Sugar Grove Farmers Market Liability Waiver

Liability Waiver: The applicant agrees for itself and or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the Sugar Grove Chamber of Commerce, it's agents, officials and members and authorized volunteers, and Village of Sugar Grove and the Sugar Grove Fire Department, from said application, except for acts caused by the willful and wanton misconduct by members and volunteers of the Chamber of Commerce acting with in the scope of their duties.

Hold Harmless: The applicant agrees for itself and or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to indemnify and hold harmless the Sugar Grove Chamber of Commerce, officials, members and authorized volunteers and Village of Sugar Grove and the Sugar Grove Fire Department, from any and all legal actions, claims, damages, losses or expenses arising out of the permitted activity and any activity associated with the conduct of the applicant's operations, including but not limited to claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by volunteers and members of the Sugar Grove Chamber of Commerce acting within the scope of their duties. Further, the applicant agrees to indemnify the Sugar Grove Chamber of Commerce, officials, members and authorized volunteers for any attorney fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the applicant's use of public property as set forth in this application.

I have read and understand the above liability waiver and hold harmless.

Signed Date

Vendor name

Received by: Date

**This is an all-volunteer market. The Village and Chamber are not responsible for its operation. You are!
So make "your" market the best it can be.**

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