



2020 Litchfield Farmers Market Application

Overview: The City of Litchfield, IL Tourism Department has partnered with HSHS St. Francis Hospital to bring you Live in Library Park and the Litchfield Farmers Market. The Litchfield Farmers Market is a producer only Farmers Market held in Downtown Litchfield on Kirkham Street adjacent to the Historic Carnegie Library and Park, located at 400 N. State Street. The Litchfield Farmers Market will be held in conjunction with Live in Library Park, a free concert in Library Park. The Litchfield Farmers Market will run every Thursday in June and July from 4 PM to 8 PM. The 2020 dates are June 4, 11, 18, 25, July 2, 9, 16, 23, and 30. All items sold at the market must be directly and personally grown, raised, or produced by the person who registers for the market. Examples of approved items include, but are not limited to, produce, fresh and dried flowers, plants, meat, dairy, baked goods, prepared food, and art. Sale of items not grown or created by the vendor is strictly prohibited.

***PRE-REGISTRATION IS ENCOURAGED FOR MARKETING PURPOSES. DEADLINES ARE LISTED BELOW. REGISTRATION CAN FILL UP PRIOR TO DEADLINE.**

Market Dates: June	<i>Application Deadlines: June</i>	Market Dates: July	<i>Application Deadlines: July</i>
June 4	<i>June 1</i>	July 2	<i>June 29</i>
June 11	<i>June 8</i>	July 9	<i>July 6</i>
June 18	<i>June 15</i>	July 16	<i>July 13</i>
June 25	<i>June 22</i>	July 23	<i>July 20</i>
		July 30	<i>July 27</i>

-Deadlines are firm. Advanced registration is encouraged to magnify marketing initiatives and attract visitors. Specific details are defined below.

In order to register for the Litchfield Farmers Market, vendors must adhere to the following requirements:

- Item Requirements:** This is a “producer only” market. All items sold at the market must be directly and personally grown, raised, or produced by the person who registers for the market. Examples of approved items include, but are not limited to, produce, fresh and dried flowers, plants, meat, dairy, baked goods, jams, jellies, honey, prepared food, and approved art. Sale of items not grown or created by the vendor is strictly prohibited. Vendors may not re-sell items they purchased elsewhere. Booths must follow standards set forth by the Montgomery County Health Department and the Illinois Department of Agriculture, and Illinois Department of Public Health).
- Booth Size and Cost:** Advanced registration is encouraged to magnify marketing initiatives and attract visitors. Registration fees are \$5 per market for one parking space (10’x18’), or \$40 for the season (all 9 markets). Larger spaces are available. If you miss a deadline you may register at the late registration fee, pending available space. Late registration is an additional \$10 fee per parking space (10’ x 18’), for a total of \$15 per parking space (10’ x 18’). Late registrants are required to provide all necessary permits with the completed application. No exceptions.
 - Vehicles are parked in the vendor’s booth space. Vendors may choose not to leave their vehicles at their space; if this is the case, the vendor will be instructed to park in the median while unloading and promptly

move the vehicle to the dedicated vendor lot. All vendor displays and sales must be contained and conducted within the space purchased by the vendor. The median of the road will be used as an aisle for shoppers to walk the market.

3. **Booth Locations:** The market takes place on the streets of downtown Litchfield, IL. It is an open-air market. (If looking at a Litchfield map, the market uses East Kirkham Street from State Street to Monroe Street.)
 - a) The Litchfield Tourism Office has the authority to shift or move any vendor at their discretion. Vendor spaces will be indicated by marks on the street.
 - b) **Market Dates:** The dates selected for the 2020 Litchfield Farmers Market are: Every Thursday in June and July the exact dates being: June 4, 11, 18, 25 and July 2, 9, 16, 23, 30 for a total of 9 weeks.
 - c) **Set-up Time and Market Duration:** Vendors must arrive between 3:00-3:45PM on the day of the market. For safety purposes, if you move a barricade, please put it back when you are finished. The open market hours are 4 PM to 8 PM. The concert in the park will begin at 6 PM, with open music from 3 PM to 5 PM. Vendors must be set up for the duration of the event, even if they run out of product. Due to the live entertainment and safety purposes, vehicles will not be allowed to enter or exit Kirkham Street during the event. Vendors may exit the market area only after the music has finished and the event is over for the evening, at 8 PM. This includes vendors who sell out of their inventory. Vendors who leave early will be recorded and may be disqualified from signing up in the future.
 - d) **Health Certificates:** Vendors must adhere to all health guidelines set forth by the Montgomery County Health Department and the Illinois Department of Public Health and the Illinois Department of Agriculture. Each vendor is required to complete the applicable portions of the attached application and provide proper certification (if applicable) to the City of Litchfield. Failure to provide required documentation will prohibit the vendor from participating in the market.

*****Each vendor must contact the Montgomery County Health Department (217-532-2001) to confirm what type of certification (if any) they need. Copies of permits are required with the application.**

- a) No permit is needed for raw produce, such as fruits, veggies, nuts, seeds, fresh and dried herbs, raw honey. HOWEVER, if sampling is offered, then a permit is needed from the Montgomery County Health Department. Items cannot be sampled without a permit.
 - b) Temporary Health Permit from the Montgomery County Health Department or a Cottage Food Permit is needed for non-potentially hazardous items, such as baked goods, jams, jellies, fudge, certain candies, etc.
 - c) Specialty permits are needed for cheese, meats, eggs, salsas, oils, and other potentially hazardous food.
 - d) An existing business, such as a coffee roaster, must provide proof of licensing if they wish to sell their product. If they wish to sample their product a Temporary Health Permit is required from the Montgomery County Health Department.
 - e) Food trucks and restaurants operating at the market also require a Temporary Health Permit or Food Truck permit from Montgomery County.
 - f) If a vendor wishes to offer sampling, the vendor must obtain a Temporary Health Permit from Montgomery County Health Department or a Sampling Permit from the Illinois Department of Public Health.
- e) **Scales:** If a vendor chooses to use a scale and claim an item is a specific weight, the State of Illinois requires that the scales to be inspected by the State. It may be preferable to vendors to sell an item based on count rather than weight.
 - f) **Code of Conduct:** Vendors must adhere to following etiquette:
 - a) No crying or “hawking” of products.
 - b) Sharing of vendor space must have prior approval from the Tourism Office.

- c) Vendors will not cause detriment to other vendors, and must always be courteous to other vendors, market staff, and the public.
- d) If a registered vendor cannot attend, they are encouraged to notify the market staff prior to the market date. Multiple “No Shows” may result in a returned application without refund.
- e) Refrain from smoking around the sales area.
- f) Profane or vulgar language, signage, or materials will not be allowed.
- g) **Weather:** This is an outdoor market. The market will occur rain or shine. **No refunds will be given.**
- h) **Supplies:** The vendor must supply his/her own tables, tents, appropriate covers for tents and booths, and weights, along with any other supplies needed. Spaces will be on asphalt, and vendors may not drill into the asphalt.
- i) **Water/Electric:** Electric and water hook-ups are NOT available.
- j) **Drugs/Alcohol:** No alcohol or drugs are allowed on the premises.
- k) **Cleanliness:** Vendor is responsible for maintaining space and area surrounding their display. Vendor area must be kept clear of clutter and hazards. Vendor is responsible for removal of his/her trash from the premises. No bags, boxes, containers, broken setup equipment, or debris of any kind are to be left on the premises.
- l) **Promotional Materials:** Vendor agrees that there will be no distribution of literature without prior approval of the Litchfield Tourism Office.
- m) **Damages:** The City of Litchfield and event organizers are not responsible for theft, loss, damages, or bodily injury to the vendor, employees of the vendor, or customers of the vendor due to vendor negligence. Injuries must be reported the day of the event and an accident report needs to be completed.
- n) **Refunds:** There are no refunds or transference of registration fees.
- o) **Announcements:** Announcements are made on the “Visit Litchfield Illinois” Facebook page, sent to the e-mail provided on the application, and posted online at www.VisitLitchfield.com/events under “Litchfield Farmers Market”.

*****Interpretation of all rules and assigned vendor locations shall be at the discretion of the City of Litchfield Tourism Department. Questions and concerns can be directed to the Litchfield Tourism Office at (866)733-5833 or tourism@cityoflitchfieldil.com. Please keep this portion for your records*****



2020 VENDOR APPLICATION

Please fill in all applicable information. This completed application, along with copies of required health certificate(s), and the registration fee must be submitted before the vendor may participate in the market.

Owner's Name: _____
Business Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____
E-Mail (used for alerts): _____

Please complete the necessary segment(s) below that applies to the product(s) you will be selling. Segments are defined below (A., B., and C.). You may only need to complete one segment (A., B., or C.). Vendors must list ALL products they plan on selling to ensure compliance with County and State Health Guidelines. Failure to do so will result in an inability to sell wares without refund.

- A. **Garden & Agricultural Products:** Complete this section if you have raw produce (fresh, whole, uncut, unprocessed produce, raw honey, or plants), processed meat, eggs, cheeses, or honey (must be properly licensed/inspected facility and properly labeled).
- B. **Temporary Health Permit, Cottage Kitchen, OR Inspected Kitchen Products:** Complete this section if your products are processed and will be made in the home or an inspected kitchen (such as baked goods, jams, and jellies). (Permit descriptions are found in section B.)
- C. **Studio (Art/Craft):** Complete this section if the product is an art or craft made by the individual registering for the booth. This section will also include any beauty products.

A. Garden & Agricultural Products:

1. Product(s) I plan to sell (list all): _____

2. List the address of cultivated land where items are harvested.: _____

3. Is your land a (check one):
 - ☐ Farm _____ acres
 - ☐ Garden _____ sq. ft.
 - ☐ Greenhouse _____ sq. ft.
4. Specialty Cultivation Methods: (if applicable)
 - ☐ Certified Organic*www.ams.usda.gov/nop/ Certification # _____
**The use of the word "organic" is restricted by federal law*
 - ☐ Certified Naturally Grown www.naturallygrown.org
 - ☐ No/low Pesticide and Herbicide

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5. Vendors selling eggs, meat, or dairy: State Certification is required. Please provide copies of certification:
- ☐ Certified Egg Producer Certification # _____
- ☐ Meat Brokers License Certification # _____
- Meat Processing Name & Location _____
- ☐ Certified Dairy Producer Certification # _____
6. Will you be offering samples: ☐ Y or ☐ N
- If vendors plan on sampling any product either a Temporary Food Permit is needed from the Montgomery County Health Department (217-532-2001) or a Sampling Permit from the Illinois Department of Public Health. Copies of the permit must be given to the Litchfield Tourism Office along with this application and displayed at the vendor booth on the day of the market.*

B. Temporary Health Permit, Cottage Kitchen, OR Inspected Kitchen Products:

1. Check which one applies to you:
- ☐ *Temporary Health Permit from Montgomery County:* Vendors who wish to sell specific items but do not have a licensed Kitchen or Cottage Kitchen certificate. To learn if your products qualify for the Temporary Health Permit, please contact the Montgomery County Health Department: 217-532-2001.
- ☐ *Cottage Kitchen:* Vendors who have a certificate to use an Illinois home kitchen to prepare their products.
- ☐ *Inspected Kitchen:* Vendors who are using an owned or leased kitchen that is inspected by a county health department.
- ☐ Owned OR ☐ Leased
2. Product(s) I plan to sell (list all): _____
- _____
- a) Please list any of the ingredients in the product that you grow (if applicable) _____
- _____
3. Location of kitchen if not at above address: _____
4. Please check the box and complete applicable information for the certificate that applies to you. Please provide copies of all applicable documents (you should have at least one):
- ☐ Temporary Health Certificate from Montgomery County
- ☐ Montgomery Co. Food Service Sanitation Permit (Mobil Unit)
- Permit # _____ Expiration Date: _____
- ☐ Cottage Kitchen Permit
- Certificate # _____ County: _____ Expiration Date: _____
- ☐ IDPH Inspected Facility (State) (Producer)
- Facility Name & Location _____ Certification # _____
5. Will you be offering samples: ☐ Y or ☐ N
- If vendors plan on sampling any product either a Temporary Food Permit is needed from the Montgomery County Health Department (217-532-2001) or a Sampling Permit from the Illinois Department of Public Health. Copies of the permit must be given to the Litchfield Tourism Office along with this application and displayed at the vendor booth on the day of the market.*

C. Studio (Art/Craft):

1. Location of Studio if not at the address above: _____
- _____
2. Product(s) I plan to sell (list all): _____
- _____
- a. Media Used: _____
- b. Describe your work: _____
- c. Price range: _____
3. Please send the following with your Art application:
- ☐ At least 1 image of your booth display
- ☐ At least 4 images of the type of product you will be bringing.
- Images can be e-mailed to tourism@cityoflitchfieldil.com

Due to limited availability, booth space will be awarded based on technical expertise, salability, originality, and variety.
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Please select the market(s) you would like to attend. Then select the associated price next to the size and type of booth you would prefer.					
Market Date	Application Deadline	Booth Size	Full Season (9) Cost	One Week Cost	After Deadline Cost
<input type="checkbox"/> June 4	June 1	1 space (10' x 18')	<input type="checkbox"/> \$40	<input type="checkbox"/> \$5	<input type="checkbox"/> \$15
<input type="checkbox"/> June 11	June 8	2 spaces (20' x 18')	<input type="checkbox"/> \$80	<input type="checkbox"/> \$10	<input type="checkbox"/> \$30
<input type="checkbox"/> June 18	June 15	3 spaces (30' x 18')	<input type="checkbox"/> \$120	<input type="checkbox"/> \$15	<input type="checkbox"/> \$45
<input type="checkbox"/> June 25	June 22	4 spaces (40' x 18')	<input type="checkbox"/> \$160	<input type="checkbox"/> \$20	<input type="checkbox"/> \$60
<input type="checkbox"/> July 2	June 29	Total Due Season Pass (Booth cost as listed above): \$ _____ OR Weekly Pass: Number of weeks registered: _____ Multiply (x) by booth cost as listed above: x \$ _____ Total Due = \$ _____ Check or money order number: _____ Payment in full is due at time of application along with any required application materials. Check or money order paid to: Litchfield Tourism, 120 East Ryder Street, Litchfield, IL 62056			
<input type="checkbox"/> July 9	July 6				
<input type="checkbox"/> July 16	July 13				
<input type="checkbox"/> July 23	July 20				
<input type="checkbox"/> July 30	July 27				

By signing this contract, I acknowledge that I have read the market guidelines and will abide by the aforementioned rules and regulations. I understand that if I do not adhere to the attached rules and regulations, I may be asked to leave the market. I also understand that if I do not enclose full payment for my vendor space(s) along with my signed contract, I will NOT be guaranteed vendor space. Any returned checks will incur a minimum of a \$25.00 return fee.

Signature: _____ Date: _____

Print Name: _____