



## 2020 Litchfield Farmers Market Application

**Overview:** The City of Litchfield, IL Tourism Department will be adding a Litchfield Farmers Market to the Litchfield Pickers Market for the months of September and October. The exact days of the event would be Sunday, September 13, and October 11. Vendor arrival is from 6-6:30 AM; more information regarding arrival will be mailed in confirmation paperwork after the application is received. The event itself is from 9 AM – 3 PM. The Litchfield Farmers Market is a “producer only” Farmers 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, prepared food, and skin care products. Sale of items not grown or created by the vendor is strictly prohibited.

**\*PRE-REGISTRATION IS REQUIRED. DEADLINES ARE FIRM.**

<b>Market Date:</b>	<i>Application Deadline:</i>
<b>September 13</b>	<i>September 4</i>
<b>October 11</b>	<i>October 2</i>

Specific details are defined below.

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

1. **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 skin care products. 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.
2. **Booth Size and Cost:** Advanced registration is required. The registration fee is **\$30** per market for two vertical parking spaces (20’x18’). More spaces can be purchased if needed; see attached application for details.
  - a. 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. During the market, 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. Spaces are assigned upon arrival.



- 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. Confirmation papers will be sent to the vendor after registering. These papers will contain arrival instructions.
4. **Market Dates:** The dates selected for the 2020 Litchfield Farmers Market will be September 13 and October 11.
5. **Set-up Time and Market Duration:** Vendors must arrive between 6 AM – 6:30 AM on the day of the market. The Litchfield Pickers Market and the Litchfield Farmers Market will be open from 9 AM – 3 PM. Vendors must be set up for the duration of the event, even if they run out of product. Any vendor who does not adhere to any and all guidelines may be disqualified from signing up in the future.
6. **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, and 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.
7. **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 be inspected by the State. It may be preferable to vendors to sell an item based on count rather than weight.
8. **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.
  - e) Refrain from smoking around the sales area.
  - f) Profane or vulgar language, signage, or materials will not be allowed.
9. **Weather:** This is an outdoor market. The market will occur rain or shine. **No refunds will be given.**
10. **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 cannot drill into the asphalt.



11. **Water/Electric:** Electric and water hook-ups are NOT available.
12. **Drugs/Alcohol:** No alcohol or drugs are allowed on the premises.
13. **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.
14. **Promotional Materials:** Vendor agrees that there will be no distribution of literature without prior approval of the Litchfield Tourism Office.
15. **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.
16. **Refunds:** There are no refunds or transference of registration fees.
17. **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](http://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](mailto: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. or B.). You may only need to complete one segment (A. or B.). 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.)

**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/](http://www.ams.usda.gov/nop/) Certification # \_\_\_\_\_  
*\*The use of the word "organic" is restricted by federal law*  
 Certified Naturally Grown [www.naturallygrown.org](http://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: \_\_\_\_ Yes or \_\_\_\_ No  
*-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 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 County: \_\_\_\_\_  
 Certificate # \_\_\_\_\_ Expiration Date: \_
  - IDPH Inspected Facility (State) (Producer) Certification # \_\_\_\_\_  
 Facility Name & Location \_\_\_\_\_
7. Will you be offering samples: \_\_\_\_ Yes or \_\_\_\_ No  
*-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.*

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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 (Check all that you are registering for)	Application Deadline	Booth Size	Booth Cost (check one)
<input type="checkbox"/> September 13	September 4	2 Vertical Parking Spaces (20' wide x 18' deep)	<input type="checkbox"/> \$30
<input type="checkbox"/> October 11	October 2	3 Vertical Parking Spaces (30' x 18')	<input type="checkbox"/> \$45
		4 Vertical Parking Spaces (40' x 18')	<input type="checkbox"/> 55
<p><b>Total Due</b>            Booth cost as listed above: \$ _____            Multiply (x) by # of markets registered: x \$ _____            Total Due = \$ _____</p> <p>Check or money order number (please complete): _____</p> <p>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</p>			

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: \_\_\_\_\_

