



Kankakee Development Corporation

KANKAKEE FARMERS MARKET 2022 POLICIES & PROCEDURES



K3FARMERSMARKET@GMAIL.COM
(815)263-9038

Kankakee Farmers Market Policies & Procedures Table of Contents



- A. Introduction
- B. Farmers Market Dates & Times
- C. Product and Merchandise Guidelines
 - 1. Product Categories
- D. Farmers Market Fees
- E. Space Reservations
- F. Farmers Market Set-Up
 - 1. Hours
 - 2. Regulations
- G. Vendor Requirements
 - 1. Attendance
 - 2. Liability Insurance
 - 3. Sales Tax
 - 4. Health Inspection/ Covid-19 Precaution
 - 5. Clean-up and Trash Removal
- H. Other Policies & Information
 - 1. Severe Weather Protocol
 - 2. senior, FMNP, Food Stamps, Link Up
- I. Important Contact Information
- J. Vendor Compliance Checklist
- K. Legal Agreement

2022 Kankakee Farmers Market Policies & Procedures

A. Introduction

The Kankakee Farmers Market is held at the Intersection of S. Schuyler Ave. and Merchant St. in downtown Kankakee. Home to distinctive businesses —art galleries, craft shops, religious & novelty stores, restaurants and unique destinations line our streets. Kankakee Farmers Market is run through a partnership with Kankakee Development Corporation and the City of Kankakee. Downtown Kankakee is also home to year round events including, Sunset Stroll, Sandwiches with a Side of Jam, Cruis'n the Square, and our premier event Merchant Street Music Festival (additional events may be found at www.downtownkankakee.com)

The vendors at the Kankakee Farmers Market offer fresh produce, arts and crafts, prepared foods, baked goods, specialty foods, flowers, plants and more. The Kankakee Farmers Market is the only market in the area which takes place on Saturdays, making it one of the most popular weekend destinations for miles and miles around.

The Kankakee Farmers' Market is family-friendly, providing activities and music to visitors of all ages. Open almost exactly half the year, be sure to spend Saturdays downtown at the only local market in the area which provides shopping carts to its customers.

Meet your friends and neighbors in Downtown Kankakee for this free event!

The application is available on our website:

<https://www.downtownkankakee.com/farmers-market/>

Contact us for more information:

k3farmersmarket@gmail.com

(815) 263-9038

www.downtownkankakee.com

By submitting the 2022 Farmers Market Application online, potential vendors acknowledge they have received, understood, and agreed to follow all the policies and procedures set forth by the Kankakee Farmers Market Committee. The Kankakee Farmers Market reserves the right to remove any vendor at any time for failure to comply with the Farmers Market Policies and Procedures. Disregard for any guidelines established in this document will be just cause for action to be taken. Kankakee Farmers Market retains the right to prohibit a vendor from participation in the Farmers Market, without refund.

B. Farmers Market Date & Times

The 2022 Kankakee Farmers Market will begin on Saturday, May 7th and will be held every Saturday through October 29th, 2022. The Kankakee Farmers Market is from 8am - 12pm.

C. Product & Merchandise Guidelines

The primary focus of the Kankakee Farmers Market is Illinois grown produce and other farm items—all other merchandise will be limited at the discretion of the Kankakee Farmers Market Committee. Merchandise available for sale must be produced or grown in your individual home or business. Mass produced or franchised items including Avon, Mary Kay, Pampered Chef and Tupperware, etc. will not be allowed. **The Kankakee Farmers Market reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of the Farmers Market.**

1. Categories The Kankakee Farmers Market includes nine categories as defined below:

- **Produce:** Certified organic produce, chemical free produce and Illinois home grown produce.
 - Products labeled organically grown will not have received chemically formulated pesticides or fertilizers. Certified organic growers must display certification.
 - Produce grown outside of the state of Illinois will be allowed only when such items are not in-season locally. Purchased products for resale must be purchased from adjoining states, acknowledging the source to the buyer, and the vendor selling purchased item(s) must produce or make more than 80% of sale items. Signage is required to be displayed at all times for purchased produce, e.g. IN melons, MI peaches.
- **Plants & Floral Products:** Fresh and dried flowers, seeds and potted plants.
- **Meat, Dairy & Eggs:** Farm raised meat, dairy, and egg products, such as beef, chicken, turkey, cheese, milk, ice cream, eggs, etc.
- **Baked Goods:** Breads, pies, cookies, etc. and other homemade baked goods.
- **Specialty Food Items:** Specialty homemade food items that are not considered baked goods, including honeys, mustards, salsas, jams and other homemade food items.
- **Crafts:** Homemade home décor items (candles, soaps, handmade jewelry, and other art items). Because the crafts category is very broad, it is important to maintain a high level of quality for our market. All vendors in this category must include three (3) photos of each type of item that will be sold in each booth. Photos may be emailed to k3farmersmarket@gmail.com upon completion of the application.
- **Prepared Foods:** Ready-to-eat items such as sandwiches, coffee, cooked items, and snack items. A complete menu must be submitted with the application and any changes must be to the Market Manager. Space for this category is extremely limited in order to maintain the integrity of the market.

- **Merchant:** Downtown Kankakee businesses who rent space to sell their store's products. Merchant spaces may not be sublet and are subject to all other market rules. This category is only available to current Downtown Kankakee merchants.
- **Other:** Vendor types that do not fit into the above categories. Mass produced and franchised items are not allowed at the Kankakee Farmers Market.

Product samples may only be distributed if approved by the Market board and indicated on vendor application. Sampling is only allowed in your booth.

All participants apply and are reviewed annually. Vendors are reviewed based on several criteria, including product quality and origin (how and where the product is made/produced), category and space availability, previous attendance and other pertinent criteria. In order to maintain a vibrant and appealing market, a limited number of applications are available in each category with the exception of produce and farm/agricultural products. All applications are subject to approval by Kankakee Farmers Market Committee and the Market Manager.

Application Acceptance is not guaranteed!

D. Farmers Market Fees

Farmers Market

Dates: Every Saturday from May 7-October 29

Hours: 8am-12pm

Fees: **Full Time Vendor:** \$400 (10 foot-frontage space) + \$15 Application (non-refundable)

Additional space is \$250 per space (limit 2)

Balance due for the Farmers Market is due no later than Friday, April 8, 2022

Vendors applying past the month of May must pay 5 days prior to first your scheduled day at the Market

Occasional Vendor: \$25 per week (10 foot-frontage space)

payable 5 business days prior to first your scheduled day at the Market

Fees due by April 8th, No Exceptions. Payment is due by Cash, Check, PayPal or Money Order. Vendors will not be allowed to set up until payment is received in full.

Occasional vendors will be accepted on a first-come first-served basis at the rate of \$25.00 per week. Each accepted occasional vendor will be allowed to vend a minimum of two Kankakee Farmers Markets. There is no guarantee that temporary spaces and/or a particular location will be available.

E. Space Reservations

To be considered for a full-time seasonal space, applications must be received by Monday, March 7, 2022. All applications received after this date will be placed on an available space basis. Each market space is approximately 10'x15'. Spaces fill quickly and a limited number of spots in each category are available. Kankakee Farmers Market management recommends submitting your application as early as possible, especially if you will be a new vendor for 2022. It is the sole responsibility of Kankakee Farmers Market to fill vacant spaces—vendors may not sublet space. Kankakee Farmers Market retains the right to approve and facilitate all arrangements for sharing a space. Preference of location requests should be marked on the of the application. Space preference will be considered, but is not guaranteed for any vendor.

F. Farmers Market Set-Up

1. Set-Up Hours

Set-up will begin at 6:00 a.m. each Saturday. Vendors not set up by 8:00 a.m. will have their spaces reassigned. If you will be arriving late or not attending the event, please notify the Market Manager by noon on Friday at (815) 263-9038. Official market hours are 8:00am–12:00 p.m. Vehicles are not allowed to drive in the Farmers Market Parking Lot 7:45am –12:05 pm during Farmers Market.

2. Set-Up Regulations

Vendor booths create a border around the parking lot facing towards the gazebo and the internal vendor booth spaces face out. The Market Manager will send a Map Layout prior to the first market date to clarify your booth location. Vendors must provide all set up materials (tent, tables, signage, etc.) Kankakee Farmers Market will not loan any materials to vendors. Vehicles not used for direct sales may be parked in the public lot.

Glass containers for products consumed onsite are unacceptable. Vendors may not smoke or drink alcoholic beverages within their booth space or outside of permitted areas. Failure to comply with these rules will result in immediate removal from the market.

Electricity is available for the Kankakee Farmers Market. Vendors whom require electricity for your merchandise, please indicate that on your application. Electricity is limited with the majority reserved for prepared food vendors. Vendors may also bring their own generator. All generators must be muffled to respect Farmers Market vendors & customers. (Suggested generator -Honda EU3000is or equivalent). Without refunding vendor fees, the Market Manager may request a vendor to leave if the vendor's generator is deemed too loud.

G. Vendor Requirements

1. Attendance

Because of the importance of keeping a full and active farmers market, all full-time vendors are expected to attend the farmers market each week for the full season. Occasional vendors are expected to attend each scheduled date, and should not request dates they cannot attend. An absence is considered unexcused if a vendor notifies the Market Manager after noon on the Friday

before the market or does not show up to the market without notification. **Vendors who have three or more unexcused absences will receive a \$25 fine. The following unexcused absences will result in removal from the market.** Vendors not able to attend a scheduled market date are required to notify the Market Manager with as much notice as possible (k3farmersmarket@gmail.com or 815-263-9038). Full-time vendors are required to notify management of planned absences on Manage My Market & in an email prior to date. Unforeseen emergencies will be taken into consideration on a case by case basis. Cancellation or no show date fees are not refunded or waived.

2. Liability Insurance

All Kankakee Farmers Market vendors are required to have a current Certificate of Liability Insurance for the minimum amount of \$1,000,000 on file. This certificate must be submitted by all vendors by Friday, April 8, 2022. Kankakee Farmers Market must be listed as additional insured and certificate holder. Please note that a copy of your insurance policy does not satisfy this requirement. An updated certificate will need to be provided to Kankakee Farmers Market for any policies renewed during the market season. You may have your insurance agent fax, mail or email a copy of the certificate directly to Heritage Development at landerson@hdcgc.com, (815) 932-0151 or Fax (815) 932-1135. Insurance requirements will not be waived for any Kankakee Farmers Market vendors.

3. Sales Tax

It is each vendor's responsibility to know if they are required to collect and remit Illinois Sales Tax. Kankakee Farmers Market does not accept responsibility for vendors who fail to meet this obligation. Vendors who are required to remit sales tax must have a permanent valid Sales Tax Permit. Failure to respond and reply to sales tax inquiries by the Internal Revenue Service will eliminate vendors from future participation in the Kankakee Farmers Market. For questions, please call the Illinois Department of Revenue at 1-800-732-8866 or 1-312-814-5258.

4. Health Inspection/ Covid-19 Precautions

All Kankakee Farmers Market vendors are required to comply with the Illinois Department of Public Health regulations governing the preparation, handling, and presentation of food. Prepared food vendors are responsible for obtaining all necessary licenses and permits required by the State of Illinois. Vendors are encouraged to contact the Kankakee Health Department at (815) 802-9400 or Illinois Department of Public Health at (217) 785-2439 with any questions or concerns regarding product regulations, licensing, and fees. Kankakee Farmers Market is not responsible for health permits/inspections.

All Kankakee Farmers Market vendors are required to follow CDC, State and Local Guidelines regarding Covid-19. The Market Manager will be sending Covid requirements upon acceptance to the Market.

5. Clean-up and Trash Removal

Vendors must provide tables, chairs, brooms, dustpans, and their own garbage removal. Any vendor serving food must place a tarp or mat under the space to protect the street from grease spills. Grease

spills may not be left on the street as it is dangerous. All vendors are responsible for cleaning their stalls at the end of each market. **Please dispose of all waste in the designated city truck.** The City Truck is located to the North of the Farmers Market Trailer. Garbage MAY NOT be placed in any blue trash bin, private dumpsters, or left on the curb. Failure to follow these standards is a violation of these policies and procedures and repeat offenders may be removed from the market without refund of dues. Repeat offenders may be subject to a \$25 fine.

H. Other Policies and Information

1. Severe Weather Protocol

The Kankakee Farmers Market is held rain or shine, and vendors are expected to attend regardless of weather. Announcements of cancellation due to severe weather will be made to vendors via phone, text and email by 7am on the day of the market. With regards to the personal safety of vendors, patrons, and the general public the Market Manager will determine if or when a closure or cancellation of the market is imminent. With the assistance of local police, the message and pertinent information will be broadcast to onsite vendors via verbal announcement.

2. Senior Checks, FMNP, Food Stamps and Link Up

Produce vendors may register to accept Senior Checks as a way of increasing sales at the Kankakee Farmers Market. To accept Senior Checks, vendors must be certified through the Kankakee Health Department. Kankakee Farmers Market is not responsible for losses incurred from accepting Senior Checks without certification. All Senior Checks certified vendors must adhere to the State of Illinois rules and regulations. A Senior Checks certified vendor found not adhering to the rules will be immediately reported. Vendors seeking certification in the Farmers Market Nutrition Program (FMNP) contact Farmers Market Nutrition Program (217) 782-2166. The Kankakee Farmers market will continue to implement the Link Up program in the 2022 season. This program gives Link Card holders double the amount of money for free, up to \$25.00. The Market Manager will be issuing Link Up updates prior to the opening of the market season.

Link Up tokens are used as a way of currency at the Kankakee Farmers Market. The Link Card holder can purchase the tokens at the Farmers Market information booth. Vendors may accept this token if your product is EBT approved. At the end of the market please submit the tokens to the Farmers Market information booth. The Market Manager will issue you a check by the following market date.

WIC is not accepted as a form of payment at the Farmers Market. WIC card holders can redeem checks at the Kankakee Health Department.

I. Other Policies and Information

Market Coordinator - Ashley Cantrell

Phone: (815) 263-9038

k3farmersmarket@gmail.com

On-Site Market Manager - Bill Yohnka

Phone: (815) 922-1219

Heritage Development & Construction, Inc. (Faxing liability insurance, and vendor payments)

Lori Anderson

Phone: 815) 932-0151

Fax: (815) 932-1135

Address: 200 East Court Street, Kankakee, IL 60901

Email: landerson@hdcgc.com

Illinois Department of Human Services (FMNP)

Phone: 217-782-2166

Website: <https://www.dhs.state.il.us>

Kankakee Health Department

Phone: (815) 802-9400

Website: www.kankakeehealth.org

Illinois Department of Public Health (Food Safety)

Phone: (217) 785-2439

Website: <http://www.dph.illinois.gov>

Illinois Department of Revenue (Tax Questions)

Phone: (217) 782-3336

Website: <https://www2.illinois.gov/rev/Pages/default.aspx>

I. Other Policies and Information

The following is a list of policies and procedures that vendors must follow in order to be in compliance with the Kankakee Farmers Market. Please understand that this is not an all-inclusive list, and policies and procedures listed on other pages of the application must also be followed.

1. Signage with the name of the business is neat, clear and visible within the vendor's booth space.
2. Vendors are not allowed to smoke or drink alcoholic beverages within their booth space or outside of permitted areas.
3. Driving is not permitted in the Farmers Market Parking Lot between 7:45 am and 12:05 pm on market days.
4. Vendors are expected to have consistent attendance. Failure to notify the Market Manager of an absence and repeat absences may result in removal from the market and/or a fine.

5. Vendors will not sublet their booth space. It is the sole responsibility of the Market Manager to fill any vacant spaces.
6. Vendors may not place garbage in blue trash bins, private dumpsters, or on the curb. The City Truck parked next to the Farmers Market trailer is available to all vendors. Failure to comply may result in a fine.
7. All vendors must provide Kankakee Farmers Market with proof of insurance.
8. All vendors must comply with health code regulations. No exceptions.
9. It is each vendor's responsibility to know if they are required to collect and remit Illinois Sales Tax. The Kankakee Farmers Market does not accept responsibility for vendors who fail to meet this obligation.
10. Vendors are expected to have positive, friendly conduct towards customers, fellow vendors, market staff, and volunteers. A smile is your best asset!
11. If a vendor is non-compliant, possible repercussions include vendor status being up for review with the Farmers Market Committee, fines, or suspension or expulsion from the market.

K. Legal Agreement

By renting a space at the Kankakee Farmers Market, each vendor agrees not to hold the City of Kankakee, and the Kankakee Development Corporation, and each of their respective members, directors, officers, staff, volunteers, and agents ("Affiliates") responsible for damage of any kind. Each Vendor assumes all responsibility for the operation of its booth, and any damages or injuries that may occur in the vendor's designated area during normal hours of market operation or from consumption of products or goods obtained at the vendor's booth. This assumption includes responsibility for all lawsuits, demands, and claims including court costs, legal fees, and damages. Vendors are also responsible for any loss or damages that Kankakee Farmers Market or its Affiliates may incur as a result of the a vendor's operation of its booth; including but not limited to court costs and attorney fees. All merchandise will be handled and displayed at the vendor's risk, and neither Kankakee Farmers Market nor its Affiliates assumes responsibility for theft, accident, or natural disaster.

The undersigned agrees to indemnify, defend, and hold Kankakee Farmers Market and its Affiliates harmless in regard to all liability for any damages to personal property, for any loss of life or personal injury or theft of property, or other claims related to the undersigned's operation its booth or performance under this agreement. I further give approval for Kankakee Farmers Market and its Affiliates to use photographs taken at this event, which might include my work, for publicity purposes.

You must sign this portion of the online application for consideration. Please review the application carefully as there have been several changes made to the application.