



## **RULES & REGULATIONS**

### **MISSION**

The Poplar Creek Public Library District Farmers Market is a program created to pursue the following mission and goals:

1. To enhance the quality of life in the Streamwood area by providing a community service which fosters social gathering and interaction.
2. To give our local growers and producers alternative marketing opportunities.
3. To promote the sale of locally grown farm products.

### **WHEN**

Friday mornings 8 a.m. to noon. (rain or shine)

June 22, July 27 and August 24, 2018

### **WHERE**

Parking lot area of the Poplar Creek Public Library District and the Streamwood Park District. 1405 South Park Avenue, Streamwood, Illinois.

### **MARKET OPERATIONS**

1. Market selling hours will be from 8:00 a.m. – noon. Vendors may set up starting at 7:15 a.m.
2. The Market will NOT be canceled due to rain.
3. Vendors are to supply their own tent/canopy, tables, and chairs. If Library supplies table and chairs, a \$10 fee applies.
4. All display and signage must be kept within each vendor's designated area.
5. Vendors are required to comply with all directions of the Farmers Market Coordinator.
6. The Farmers Market Coordinator is authorized to enforce these rules, and vendors failing to comply will be asked to leave the Farmers Market.

### **GENERAL RULES**

1. Set-up is between 7:15 and 7:45 a.m. Please be aware of public traffic and other vendors setting up. Vendors are required to unload as quickly as possible and immediately go and park their vehicle at the far end of the parking lot. Vendors should wait to set up tent/canopy and arrange market space until their vehicle is out of the way. Vendors, please keep Market space open until noon.
2. Vendor space allocated or changed will be at the Poplar Creek Public Library's discretion.
3. Vendors must be courteous to other vendors and to the public at all times.
4. Vendors are responsible for clean-up of their own debris after Market closing. Not cleaning up your area will result in forfeiting not only you space, but of your right to participate in future Market dates.
5. It is the responsibility of each vendor to follow laws and administrative regulations, Cook County health ordinances and regulations, and all other applicable laws, regulations, rules, and policies.
6. Each vendor is expected to fairly price their goods.
7. Vendors who cannot attend requested date are asked to let the Farmers Market Coordinator know preferably by end of day the Thursday before Market day through telephone or email.

### **ALL PRODUCTS**

All products sold must be directly and personally homegrown, handmade, and/or created from locally-owned facilities within the state of Illinois. Items that are mass production or purchased from wholesale food auctions are not permitted. All products sold, such as fruits and vegetables should be produced in season and grown within a 250 miles radius of the Market. Please contact the Illinois Department of Public Health, the Cook County Department of Public Health, and the Village of Streamwood to obtain more information on current regulations and restrictions that may be applicable to the particular product you intend to sell at the Market.

### **RAW PRODUCE**

Fresh, whole, uncut, unprocessed produce that is minimally rinsed to remove visible soil or otherwise unprocessed and minimally packaged. Products sold by weight must comply with the standards of the State of Illinois for sales by weight. All scales must be legal and certified by the Illinois Department of Agriculture prior to participation at the Market. For a list of Illinois Registered Small Scale Service Companies, visit [www.agr.state.il.us](http://www.agr.state.il.us) or call 217/785-8466. Sampling is not permitted unless the vendor provides a state approved wash station.

### **HONEY**

Honey in the comb or that is removed from the comb and in an unadulterated condition is exempt from restrictions if the producer packs or sells less than 500 gallons a year. However, federal labeling laws must be followed.

### **PROCESSED PRODUCTS**

Eggs, meat and poultry must be a product of the vendor. All products must be processed in licensed facilities and properly labeled. All products must comply with local, state, and/or federal health ordinances. Please contact the Cook County Department of Public Health at 708-633-4000 to get more information on current regulations. Vendors who sell meat or poultry at the Market shall have a valid State license and shall provide a copy of such license to the Department. The meat and/or poultry sold at the Market by the vendor shall come from animals owned, raised or processed by Vendor in Illinois at a location identified by vendor. Vendor shall not sell any eggs at the Market unless Vendor complies with the Illinois Egg Law requirements and provides Department appropriate documentation thereof.

### **COMMERCIALY PRODUCED PREPACKAGED FOOD PRODUCTS**

Illinois products are allowed for sale at the Market if they meet applicable regulations and requirements, including labeling requirements.

### **VALUE-ADDED PRODUCTS**

Baked items must be prepared by the Vendor in an Illinois home kitchen and must be properly labeled. All baked goods sold shall be prepared in a certified commercial kitchen or meet the criteria of the Cottage Food Regulations as in compliance with the Cook County Health Department and the State of Illinois. Handmade soaps/locations must be made with locally grown produce and labeled properly according to local, state and federal guidelines.

All Vendors who have appropriate licenses and tax ID numbers should send a copy with their contracts. If you are unsure if your product is approved for the Market, please call the Farmers Market Coordinator.

**CONTACT INFORMATION**

Call the Farmers Market Coordinator, Kris Kenney at 630-483-4913 or email:kkenney@pclub.org. You can also visit the Poplar Creek Public Library District at 1405 S. Park Avenue, Streamwood, IL 60107.

**MARKET SETUP**

The market will be located in the Streamwood Park District parking lot across the street from the Poplar Creek Public Library. 1405 South Park Avenue, Streamwood, Illinois.

