



# Vendor Rules and Regulations 2020

EVERY THURSDAY, 3:00 P.M. - 7:00 P.M. • JUNE 4 - SEPTEMBER 24, 2019  
95TH STREET LIBRARY PARKING LOT • 3015 CEDAR GLADE DR., NAPERVILLE



## HOURS OF OPERATION:

The Market will open to the public at 3:00 p.m. and close at 7:00 p.m. every Thursday. Vendors may arrive no earlier than 12:30 p.m. for set up and must be ready to sell promptly at 3:00 p.m. All vehicles must be unloaded and moved out of the market area by 2:30 p.m. If a vehicle is required to remain at the booth location to support sales it must be noted on the Vendor Application and approved in advance by the Naperville Park District. Vendors must remain set-up until the market closes at 7:00 p.m., even if product is sold out.

## APPROVED VENDOR PRODUCTS/SERVICES:

Vendors offering items such as fruits, vegetables, edible grains, nuts and berries, apiary products, maple sugar, syrups, herbs and non-edible articles, such as cut or potted flowers which have been raised, prepared or processed by the grower or vendor, members of his/her family or by persons in his/her employment.

Vendors who are craftsman and artists who sell items that have been produced within their own home or workshop. Such items include soaps, candles, wood items, textiles, jewelry and baskets.

Vendors who provide a service such as knife sharpening or tailoring.

Vendors who provide food prepared on-site or in commercial kitchens. Such items include, bread, cheese, jams/jellies and other canned good for immediate consumption or take-out at the market.

**\*Vendors shall submit a detailed list of all products to be sold on their Vendor Application. All items must be approved in advance by the Naperville Park District. If this rule is violated, the participant will be asked to leave and forfeit any fees paid.**

**\*Craftsman and artists need to submit a picture of their work and/or product (or website link) with their application.**

## PROCESS FOR ADDING OR DELETING ITEMS:

If at any time a vendor would like to add additional products to the market they must be granted approval. All requests must be sent to Andrea Coates at [acoates@napervilleparks.org](mailto:acoates@napervilleparks.org) a minimum of 3 days prior to the requested sale date. No vendor should expect to be exclusive, as our customers expect diversity and choices as the market grows.

## CERTIFICATE OF INSURANCE:

All vendors must provide binding proof of comprehensive public liability insurance. The policy must include coverage against personal injury or death, property damage occasioned by reason of the operations conducted by vendor, and products liability. Your policy must include minimum policy limits of one million dollars (\$1,000,000) for bodily injury or death, and products liability to one or more persons in any one accident or event, and fifty thousand dollars (\$50,000) for damage to property resulting from any one accident or event. The Naperville Park District reserves the right to increase minimum policy limits.

Upon acceptance into the market the vendor must submit proof of insurance, listing the **Naperville Park District and the Naperville Public Library as additionally insured**. Certificates of insurance must be sent to the Naperville Park District, Attention: Andrea Coates, 320 W. Jackson Avenue, Naperville, IL 60540.

## HEALTH DEPARTMENT REQUIREMENTS:

All vendors are required to comply with the Will County Health Department regulations. Vendors are responsible for contacting the health department and obtaining any required permits. Vendors must submit a valid permit prior to the first market date. Vendors must also display this certificate in their booth at all times. Proper labeling and any items sold by weight must comply with County/State standards.



## SANITARY REGULATIONS:

- Hands and arms shall be washed and cleaned before selling, after visiting the restroom, and as frequently as necessary.
- Personnel with cuts, respiratory infections, and communicable diseases shall not be permitted to work in an area where food is being sold.
- Hair restraints are required where necessary to prevent contamination of food or food surfaces.
- Food shall be clean, wholesome, and free from contamination and misbranding.
- Vendor needs to provide appropriate scoops, tongs, spoons and forks to minimize contact with food where necessary.
- Food not subject to further washing and cooking before being eaten shall be stored so that it is protected from contamination, such as dust, rain, flies, insects, consumer handling and other elements during transportation, storage and display.

## GENERAL MARKET RULES/REGULATIONS:

- Smoking is prohibited in the market area. Vendors are required to abide by this regulation.
- Vendors are not allowed to have dogs or pets of any kind in their selling area. Customer pets are allowed at the market if leashed and under control. Any pets presenting a problem will be required to leave. The trade of live animals is not permitted.
- Solicitation by anyone who is not an authorized vendor will not be permitted.
- Vendors at the Market, as well as their employees, must conduct themselves in a kind and courteous manner. No loud, vulgar, profane or disagreeable language is acceptable. No drunk or intoxicated behavior will be tolerated. Vendors must also avoid any belligerent action or actions, which leads to or promotes disputes, disagreements or altercations with other vendors, prospective customers, visitors or any other person on the Market premises.
- No hawking or crying out by vendors will be permitted.
- At the end of each market day vendors are responsible for the clean-up of their booth area. Any remaining refuse must be removed by the vendor.

## PRODUCE LEGITIMACY PROCEDURE/ORGANIC PRODUCT:

If during the Market a farmer's produce is questioned regarding its origins the concerns will be discussed with the vendor and the person filing the complaint. If the matter is not resolved through discussion, the complaint will be put into writing and submitted to the Park District for further review. If it is found that the produce has not been grown by the vendor the vendor will be asked to leave the Market.

## BOOTH SPACE/TENTS/DISPLAYS

- Vendors must provide their own tents, tables, chairs and other equipment for displays.
- Vendor stalls are 10' x 16' (10' represents the front selling space and the 16' deep allows room beyond the tent for extra produce.
- 10' x 10' pop up tents are recommended for the overall visual effect and attraction. Tents must be secured appropriately using manufacturers recommendations. Due to the location of the Farmers Market no stakes are allowed.
- Pricing must be listed on each item or a list of all pricing must be posted.
- Electricity is not available on site for any vendor. If you require electricity you may provide your own generator. Generators must be quiet and free of fumes or disturbances.
- The Naperville Park District has the right to make necessary booth adjustments as needed and will notify vendors accordingly.
- Vendors are responsible for any damage to the parking lot caused by their booth or product sales.

## VENDOR ATTENDANCE

If you are unable to attend the Market on a date in which you are scheduled, please contact Andrea Coates at [acoates@napervilleparks.org](mailto:acoates@napervilleparks.org) by 7:00 a.m. on the day of the market.

This market is held rain or shine. In the event of severe weather conditions, the Market may be closed by the Naperville Park District to insure the safety of all vendors and patrons. Refunds will not be given for dates cancelled, or early closings due to weather.

## VENDOR PARKING

Parking for vendors will be available near the Market site.

**To ensure that the 95th Street Farmers Market operates safely, efficiently and in compliance with all laws, rules, permits and agreements, any vendor who does not comply with these rules and regulations will be asked to leave and will forfeit any fees paid.**