



New Berlin Farmer's Market
Presented by the NBACDL

POLICIES & PROCEDURES 2016

New Berlin Farmer's Market is a producer-only farmers market located in the heart of New Berlin at Wabash Park. The 2016 season of the New Berlin Farmer's Market operates on the 2nd and 4th Thursday of every month starting on Thursday, May 19th and running til Thursday, October 13th. The market will take place from 4-7 p.m. RAIN or SHINE and is sponsored by the New Berlin Area Community Development League.

Market Mission

The New Berlin Farmer's Market is committed to:

- Support small farms and local growers by providing a venue to directly market their goods.
- Strengthen the local economy by providing a venue for the public to connect with local growers, artisans, and entrepreneurs.
- Build community by providing a public gathering space for community members to engage, interact, and exchange ideas with the people and projects around them.

Vendor Policies & Requirements

1. All items must be directly and personally homegrown, handmade, and/or created from locally-owned operations within the state of Illinois. Examples of approvable items include produce, flowers/plants, meat, honey, dairy, baked goods, prepared foods, art, and jewelry. Items that are mass-produced or purchased from wholesale auctions are not permitted.
2. Vendors and their employees are responsible for Certificates/Licenses/Permits: All products must comply with local, state, and/or federal health ordinances. Please contact the Sangamon County Department of Public Health at 217-535-3145 for current regulations. Please allow at least 30 days working time for any health department reviews and inspections. Food licenses, permits, and certification copies must be included with your application and must be kept current for the entire season. An application is not considered complete without the inclusion of all applicable permits for all listed products.
3. All vendors must display a sign clearly identifying themselves along with their location (city).
4. Vendors must provide their own 10x10 tent, table, chairs, signs and refrigeration (if needed).
5. Vendors are solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
6. Vendors must supply all materials and containers for customer sales.
7. Vendors are responsible for obtaining a Sales Tax Number if required by the State of Illinois.
8. Collecting, reporting and paying any sales tax that may be assessed is the sole responsibility of the vendor.

Local Food Vendor Policies

Local Food Vendors are any vendors who source more than 50% of their raw ingredients locally. All vendors who are capable of sourcing 50% of their products locally will be asked

to do so, including food trucks. Those who cannot comply may not be eligible to participate in the market. Signage to advertise the local products and/or the farms where your local ingredients were purchased is required. Vendors may be asked to provide proof of local purchases through receipts or other means. Vendors who cannot demonstrate proof of local purchases may forfeit their contract with the Market without refund. Illinois Stewardship Alliance is able to provide vendors with lists of local sources and aid in finding specific ingredients. Please call 217-528-1563 or contact molly@ilstewards.org for assistance. As a reminder, all products must be hand-crafted by the vendor.

Non-Local Food Vendor Policies

All non-local food items must be hand-crafted, produced, or freshly prepared by the vendor. For baked goods sold at the market, baked goods must be from scratch. The use of chemical preservatives and additives is strongly discouraged. Although the main ingredient for food products in this category may be difficult to source locally, highest priority will be given to vendors who demonstrate a commitment to using supplemental local ingredients (i.e. local blueberries in blueberry muffins or local beef in a hamburger being sold by a mobile food vendor) as this falls in line directly with the Market's mission of supporting local growers and celebrating the diversity of Illinois grown products. Signage to promote the use of locally-grown ingredients is highly encouraged. Illinois Stewardship Alliance is able to provide vendors with lists of local sources and aid in finding specific ingredients. Please call 217-528-1563 or contact molly@ilstewards.org for assistance. As a reminder, all products must be hand-crafted by the vendor. The Market reserves the right not to approve any application that does not adequately complement the Market.

Application Procedure

Applications should be completed and either emailed to (nbacommunitydevelopmentleague@gmail.com) or mailed to the New Berlin Area Community Development League, Attn: Farmer's Market, PO Box 431, New Berlin, IL 62670

Application Approval

Applications should not be considered approved until an approval notification is given by the Market Manager. A vendor may be prohibited from participating in the Market if the Market Manager determines that a vendor does not fit any of the criteria of the Market as set forth in the Vendor Policies. In no event shall the approval or disapproval of an application be based upon the applicant's race, sex, color, religion, creed, national origin, physical or mental disability, age, sexual orientation, marital status, or any other protected status.

Priority for application acceptance will take into account:

- Vendor type. In line with the Market mission, local growers will receive first priority.
- Locality. Priority will be given to growers within 200 miles. Growers outside of this radius

will be considered on a case by case basis.

- Use of sustainable practises. In line with the Market mission, growers who have demonstrated a commitment to using sustainable practises will receive priority.
- Quality and uniqueness of product. The Market encourages diversity and strives to offer a variety of locally grown and hand-made products to the public. In the case that the Market determines there are too many vendors already selling the same product, an application may not be accepted.
- Percentage of locally-grown ingredients used in value-added products. In line with the Market's mission, the Market encourages the use of locally-grown ingredients in order to provide further economic support for local growers and showcase the locally-grown products that are unique to central Illinois. Priority will be given to vendors who demonstrate a commitment to using locally-grown products.
- History of attendance, good conduct, compliance, and customer service.

Fees:

The 2016 vendor fee structure will be as follows:

Market Season Fees (prices based on a 10x20 space)

- Full Season 2nd & 4th Thursday, May 19th-October 13th: \$60
- Monthly rate: \$20, with \$10 being charged in May & October
- An additional 10x20 space may be purchased for each Market day for \$5 per event.

Payments □

All payments must be made in advance unless prior approval is granted by the Market Manager. A vendor will be asked to leave if their payment was not made. FEES ARE NON-TRANSFERABLE (they cannot be transferred to someone else, nor can they be transferred from one season to the next). If an application is denied, any payment made will be returned.

Attendance and Absence Policy

□ Vendors are required to notify the New Berlin Community Development League a minimum of 24 hours prior to Market Day if they do not plan to utilize their reserved space so it can be reassigned to another vendor. In the event of three unexcused absences, NBACDL shall have the option to permanently reassign participant's Market space without any further notice to vendor. In the event of a last minute emergency prohibiting the vendor from attending, the vendor must notify the Market Manager or NBACDL as soon as possible to report the absence. In such case of an emergency, vendor absence will be excused at the discretion of the Market Manager. Vendors will not be refunded vendor fees for cancellations or unexcused absences except in extenuating circumstances at the Market Manager's discretion. Cancellations may be made by phone at 217-717-4408 or by emailing the NBACDL at nbacommunitydevelopmentleague@gmail.com

Arrival

Vendors are asked to arrive no later than 3:30 p.m. Vendors arriving after 3:45 p.m. will not be permitted to enter the Market with their vehicle, but may park and walk their booth materials into the Market.

Set-up

Vendors are expected to provide their own tents and tables. All tents and canopies are strongly encouraged to be weighted down with at least 25 pounds per leg, regardless of forecast weather conditions. Market Staff may require that a tent be taken down if proper weights are not used and securely fastened to the tent legs.

Departure

Vendors may drive their vehicles out of the Market after 7:00 p.m. Vendors are not permitted to leave the market before the official market end time UNLESS they have run out of product. Vendors who run out of product early will not be allowed to drive their vehicles into or out of the Market but must either wait until the official closing of the Market or walk their booth materials out of the market.

Space Assignments

All vendor space assignments are issued by the Market Manager upon application approval. Space assignments are prioritized by longevity at the Market and/or to vendors whose operations most closely reflect the values and mission of the New Berlin Farmer's Market.

Sampling

Samples are allowed and encouraged. However, before sampling please be sure that you are familiar with and abide by any and all Public Health regulations regarding food sampling. Vendors must maintain their own temporary handwashing station if they plan to slice, cut or prepare food on-site (as required by IDPH). Please call the Sangamon County Department of Public Health, Environmental Health Division at 217-535-3145 for details on sampling and handwashing station regulations. *Note: New Sampling Regulations and Certificates are available for the 2016 season. Learn more at <http://www.ilstewards.org/policy-work/product-sampling-certificate-and-pol/>

Clean-Up

Vendors shall be responsible for cleaning their Market Space at the end of each Market Day. Any vendor caught leaving trash in the Market area, or disposing of trash in inappropriate areas will receive a written warning for a first offense. A \$50 fine will be levied if the infraction is repeated a second time.

Disciplinary Action

Any behavior deemed by the Market Manager to be disruptive or to cause a hostile work or shopping environment shall be cause for eviction of the vendor and possible legal action. Common courtesy and mutual respect are essential for a successful Market. Any complaints regarding a vendor should be directed to the Market Manager, who will investigate the complaint. The Market Manager reserves the right to choose disciplinary measures that match the infraction which may not necessarily follow the order below.

- 1st Offense/Complaint: Verbal Warning issued by the Market Manager
- 2nd Offense/Complaint: Written Warning issued by the Market Manager
- 3rd Offense/Complaint: Suspension of Market vendor privileges/cancellation of lease with vendor without refund.

Hold Harmless and Indemnify Agreement

All vendors agree to hold harmless and indemnify New Berlin Area Community Development League, the village of New Berlin, and agents, representatives and employees of those organizations, from any and all responsibilities, losses of income, claims, damages, lawsuits, reasonable attorney fees, costs, expenses or judgments incurred by, or resulting from, the enforcement of any rules or from the sale or consumption of goods sold by the vendors at the Market.

Important Contact Information

New Berlin Area Community Development Committee
 PO Box 431
 New Berlin, IL
 217-717-4408
 nbacommunitydevelopmentleague@gmail.com
 nbacdl.org

Stephanie Snyder - Market Manager
 217-370-3737
 stephanie.beard.snyder@gmail.com

2016 Vendor Agreement (turn in this page signed with vendor fee)

I have read the 2016 Vendor document and agree to adhere to the policies, guidelines and rules as stated and agree to submit all required documents and fee payments via mail to NBACDL, Attn: Farmer's Market, PO Box 391, New Berlin, IL 62670 by the May 1, 2015 deadline. I understand that failure to comply with all applicable rules may result in vendor termination and forfeiture of any paid fees.

Signature of Vendor Contact: _____