



## **East Grand Farmers & Artisan Market**

### **Vendor Rules of Operation**

#### **Location of Market:**

3545 – 3575 Grand Avenue, Gurnee, IL

#### **Dates and hours of Market Operation: \***

Sunday July 15, 2018 11 am to 3 pm

Sunday August 19, 2018 11 am to 3 pm

Sunday September 16, 2018 11 am to 3 pm

Sunday October 21, 2018 11 am to 3 pm

\*The market will operate in light to moderate rain. There are no refunds due based on weather events.

#### **Eligible Vendors:**

##### **Growers/Food Producers:**

Defined as entities which offer for sale items for human consumption, such as fruits, vegetables, grains, nuts, berries, syrups, honey, preserves, baked goods, spices, sauces, oils, cheese, meat, fish, etc. and/or non-edible items such as cut, dried, or potted flowers or plants. All such items shall have been grown, prepared, or processed locally by the grower/producer and have seasonal integrity. Farming and production practices and location must be fully and truthfully disclosed.

Market-compatible value added items may be offered for sale at the discretion of the market manager.

NO Gurnee requirement. All applications welcomed.

Primary Contact: Julie Jason, Market Manager

**Artisans/Crafters:**

Defined as vendors displaying or selling arts, crafts, or artisanal products *created by the participating vendor*. May include, but is not limited to, ceramics, sculpture, metalwork or woodwork, photography, soaps, jewelry, accessories, clothing, pet items, garden items, home décor, gifts, quilts/needlework, etc. May also include services sold directly to the public at the market for immediate delivery, such as knife sharpening, custom engraving, portraits, etc.

NO Gurnee requirement. All applications welcomed.

Primary Contact: Julie Jason, Market Manager

**Prepared Food:** 15% Gurnee discount.

Vendors in this category are expected to sell or offer prepared food for immediate consumption at the market. Gurnee restaurants are encouraged to apply.

NO Gurnee requirement; however, in the event of competing items, the following preference will be given:

1. East Grand Avenue (\$0 fee)
2. Gurnee bricks and mortar (15% discount fee)
3. All other (full fee)

Primary Contact: Julie Jason, Market Manager

**Gurnee - East Grand Avenue:** No fee.

Defined as any business with a physical location (including home-based) within the municipal boundaries of the Village of Gurnee, east of Route 41. East Grand businesses will be granted preference across all categories to promote and/or sell their goods or services. Information-only tables are allowed.

Primary Contact: Ellen Dean, Economic Development Director

**Gurnee bricks-and-mortar businesses:** 15% Gurnee discount.

Catchall category for businesses with a bricks-and-mortar location in the municipal boundaries of Gurnee that do not fit into one of the other categories.

Vendors in this category are expected to offer products or services for immediate delivery to the public at the market. Information-only or scheduled services (e.g. gutters, roofing) are not allowed.

Primary Contact: Ellen Dean, Economic Development Director

**Demonstration-only:** No fee.

Demonstrations must be free to the public and primarily informative or entertaining in nature, including cooking, crafting, painting, music demonstrations, etc. No sales allowed. Vendors wishing to demonstrate *and* sell should apply in one of the other categories. Demonstrators are encouraged to use at least some products that are available at the market.

NO Gurnee requirement. All applications welcomed.

Primary Contact: Ellen Dean, Economic Development Director

**Gurnee service organizations/public agencies:** No fee.

Gurnee-based nonprofit service organizations or public agencies are invited to provide information or sell products so long as the products do not compete with those of other vendors.

Primary Contact: Ellen Dean, Economic Development Director

**Home-based marketers:** 15% Gurnee discount.

Defined as a resident selling a product or service out of their home. A very limited number of these businesses will be allowed. Only one vendor per item category, and preference will be given to East Grand Avenue residents, then Gurnee residents. Note: non-Gurnee residents are not likely to be accepted in this category.

Vendors in this category are expected to offer market-compatible food or product for direct sale to the public at the market. Information-only tables are not allowed.

Primary Contact: Julie Jason, Market Manager

In all cases, “Gurnee” refers to property within the incorporated municipal boundaries.

**Acceptance:**

Gurnee businesses and organizations are offered registration priority. Others will be approved on a case by case basis based on availability. Please see individual vendor categories for guidance.

The market has the right to decline an application if there is a product or service already represented or it is incompatible with the event.

Application does not guarantee participation. Market Manager and Village of Gurnee reserve the right to reject any application.

**Vendor Fee\*:**

<u>Stall Size</u>	<u>Weekly</u>	<u>All Markets</u>
12x12	20.00	\$60.00
12x24	25.00	\$75.00

There are 4 market dates. There are no refunds due based on weather events.

**\*Fee Exceptions:**

15% fee discount for Gurnee businesses.

There is no vendor fee for:

- Demonstration-only (no sales)
- East Grand Avenue Businesses or Organizations
- Gurnee service organizations/agencies

**Payment:**

Payment must be received one week before the start of a market day. Those applying under the All Markets discount, must have payment in one week before the start of the July 15<sup>th</sup> market.

Please send payment to Ellen Dean, Village Hall, 325 N. O'Plaine Road, Gurnee, IL 60031. Or call 847-599-7500 to pay by credit card (available for All Markets only).

**Refunds:**

Refunds will be issued for a market day if a vendor cancels at least one week prior to the start of a specified market date. Vendors under the All Markets discount will not be issued a refund if they cancel their attendance during the dates of the All Market program. To request a refund, please email Ellen Dean at [edean@village.gurnee.il.us](mailto:edean@village.gurnee.il.us).

**General Liability Insurance:**

All vendors are required to provide a Certificate of Insurance naming the Village of Gurnee and Rawda Capital as additional insureds. Commercial General Liability requirements: Each Occurrence: \$1,000,000. General Aggregate: \$2,000,000. Certificates must be sent electronically to [edean@village.gurnee.il.us](mailto:edean@village.gurnee.il.us) no later than one week prior to covered market date(s).

The Market is not responsible for damage to tents, products, supplies or injuries because of damage which is out of human control such as extreme weather events. The Market takes every precaution to monitor weather conditions

**Vendor Stall Size:**

Vendors will be assigned a designated stall space (12x12 and 12x24). Vendors may not change their stall location nor set up outside their designated space.

### **Vendor Setup/Takedown and Vendor Parking:**

Vendors may set up their operation between 9:00-10:45. All vendors must be set up and ready for business by the start of the Market at 11:00 am. Setup and takedown instructions will be distributed prior to the start of each market day. The location of the market will remain the same, however, stall setup will fluctuate based on vendor attendance.

All vendors must furnish their own tents, tent weights, tables, chairs and display arrangements. All tents must be secured with tent weights with a minimum of 25lbs per tent weight.

### **General Regulations:**

- All vendors shall obtain an IL State Tax license for the current year and have it in their possession, and properly record and remit tax on all items sold.
- All vendors and items are expected to be market-compatible. Market Manager and Village of Gurnee shall have discretion to prohibit sale of any item.
- All vendors shall adhere to all applicable laws and regulations governing the sale of their respective products, including but not limited to proper labeling, sale-by-weight standards, sanitation, storage, and transport, procedures. All items must be clearly priced.
- All food vendors shall be registered with the Lake County Health Department and shall adhere to all regulations, including but not limited to provision of a hand washing station.
- All vendors should contact the Lake County Health Department at 847-377-8020 to determine if a permit is required. It is each vendor's responsibility to contact the Health Dept. Onsite inspections are conducted by the Health Inspector. Failure to comply with the regulations could result in your losing your ability to participate in the Market.
- Anyone preparing food must have a valid Illinois Food Service Sanitation Manager Certificate and a placard that states (if applicable) "this product was produced in a home kitchen not subject to public health inspection that may also process common food allergens." This placard must be located and clearly visible where the food is sold.
- Vendors are responsible for compliance with all applicable laws and regulations.
- Delivery trucks and equipment used for transportation and display shall be kept clean always. Vendors are prohibited from bringing live animals to the market.
- Vendors are required to clean/sweep and remove all waste or refuse. Vendors must take all refuse with them as they depart the site. Vendors must bring their own brooms and waste receptacles for removing trash from the market area.

## **Gurnee Fire Prevention Bureau Farmers & Artisans Market Booth/Canopy Requirements:**

Vendors participating in the East Grand Farmers & Artisans Market shall comply with the following requirements for booths and canopies. Vendors are expected to be set up and ready for inspection by 10:00 a.m. on event day. The Gurnee Fire Prevention Bureau and/or authorized agent will periodically inspect vendor booths and canopies to ensure compliance. Vendors found to be non-compliant may not be allowed to participate in the event.

- All temporary fabric structures (e.g. tents and canopies) shall be properly erected and stabilized and weighted at 25 lbs per leg so as to prevent a tripping hazard and possible injury.
- All electrical service and devices shall comply with NFPA 70 for outdoor electrical service.
- All electrical service wires exposed to the general public shall be bridged so as to prevent tripping.
- All temporary fabric structures that are used for cooking or have electrical service shall bear a flame resistive label and be equipped with a 5 pound ABC fire extinguisher. The extinguisher shall be clearly visible and readily available for use.
- All cooking devices shall be UL listed for such application.
- Cooking devices shall be located outside of the tent/canopy; no cooking devices are permitted under the tent/canopy.
- LP gas cylinders shall be secured so that casual contact with the cylinders will not result in the cylinders being upset in any way.
- LP cylinders shall be located as to prevent tampering by the general public.
- A safe means of egress shall be maintained in temporary booths and fabric structures at all times.
- Combustible trash shall be regularly disposed of from booths and temporary fabric structures so as to prevent a hazardous condition.
- Contact the Gurnee Fire Prevention Bureau at 847-599-6650 for additional information or assistance.

## **Participant Conduct:**

Market vendors as well as their employees shall conduct themselves in a pleasant and courteous manner. They shall avoid using any unduly loud, vulgar, profane or otherwise objectionable language. Market vendors and their employees shall avoid playing radios, tape or CD players, etc., at a volume level objectionable to their neighboring participants

or market managers. They shall avoid all appearance of being or having been intoxicated. They shall avoid belligerent behavior or actions that might be reasonably expected to lead to disputes or altercations with other producers or their representatives, prospective customers, or other persons in the market area. In the event persons other than the producer or his/her representative cause or promote a dispute or altercation with a producer, the producer shall seek assistance from the market managers. Market vendors may only promote their products within the assigned booth space / area. No product promotion is permitted in the common areas of the Market. Vendors must not attempt to attract attention by hawking, yelling loudly, or distributing fliers throughout the market.

**Vendor Communication:**

The market manager will communicate via email news that relates to a market date. Please add [julierjason@hotmail.com](mailto:julierjason@hotmail.com) and [edean@village.gurnee.il.us](mailto:edean@village.gurnee.il.us) to your contact list. Vendors are responsible for reading emails and passing information to staff working the market.

**Notification of Absence:**

If you are not able to attend a market, please contact the Market Manager at [julierjason@hotmail.com](mailto:julierjason@hotmail.com).