

PARK RIDGE FARMERS MARKET

RULES OF OPERATION

Adopted by the Farmers Market Committee July 17, 2019.

Amended August 21, 2019.

Amended August 12, 2020.

Amended July 20, 2021.

Amended February 9, 2022.

Amended May 10, 2023.

I. GENERAL

A. **Mission Statement**

The Park Ridge Farmers Market aims to be a vibrant destination for families and visitors to gather in the community and interact with and purchase goods from local and regional farmers, producers, and artisans. The Market endeavors to provide access to fresh and safe foods to all consumers, connect patrons with area businesses and organizations, and offer an opportunity for education. In addition to promoting healthy eating and wellness, the Market also supports resident participation in a thriving, local economy.

B. **Market Season and Hours**

The Farmers Market typically operates each Saturday from Memorial Day weekend through the end of October. Hours of operation are 7am – 1pm. The Market Master(s) (as defined below) reserve the right to adjust Market days and hours due to inclement weather or unforeseen circumstances.

C. **Market Location**

The Market shall be located in the City of Park Ridge on property owned or leased for this purpose.

D. **Market Management**

1. Market Committee

This Farmers Market is governed by the Farmers Market Committee, which consists of nine members, and is empowered to promulgate rules and regulations for the operation of the Farmers Market in a manner which protects the public health and safety and which results – to the extent practicable and in light of all lawfully available revenue sources – in the Farmers Market being a self-sustaining enterprise. The Committee shall appoint from its members up to two Market Master(s), who shall be charged with the duties set forth in Article 12, Chapter 7 of the Park Ridge Municipal Code and such other duties as may from time to time be assigned by the committee.

2. Market Master(s)

There shall be up to two Market Master(s) who shall be appointed by the Farmers Market Committee from among its members. The Market Master(s) shall have general responsibility for the administration of the Market and enforcement of rules and regulations. The Market Master(s) shall have the authority to approve Farmers Market permits, to revoke Farmers Market permits for any violation of this ordinance or any law or regulation or conduct detrimental to public health, safety, or welfare, to designate assigned spaces in the Market, and to do all other things necessary to the operation of the Market.

3. Market Manager(s)

a. Authorization

To assist with the operation of the Farmers Market, the Farmers Market Committee may engage the services of one or more independent contractors to serve as Market Manager(s). Procurement of the services of Market Manager(s) shall comply with City procurement rules and policies.

b. Duties

The Market Manager(s) duties shall include but are not limited to the following:

- i. Be available before, during, and after the Market hours of operation, generally between 5:30am to 1:30pm to provide overall support to Vendors, Market Master(s), and Patrons.
- ii. Supervise the setup and break down of the Market including:
 - Placing Market Direction and Condo signs before opening
 - Setting up tables and chairs in designated areas for patrons
 - Distributing trash cans around the Market
 - Erecting the Market tents
 - Posting signs for special activities and SNAP/Link
 - Breaking down and storing aforementioned items
- iii. Perform an hourly patron count.

- iv. Be familiar with the Park Ridge Farmers Market Rules of Operation.
- v. Send a weekly “wrap up” email to all Commission Members and City Liaison no later than 24 hours after the close of the event.

II. VENDOR PARTICIPATION & ELIGIBILITY REQUIREMENTS

A. Participation in the Market

Those persons or entities desiring to sell produce or other products must be approved as a vendor by the Farmers Market Committee. Such approval is a privilege granted for one Market season only, and renewal for the following season is not guaranteed. A Vendor permit grants no rights, but only gives the vendor a license to participate in the Farmers Market. See Item D below for vendor categories and Sections III and IV for application process and selection criteria.

B. Annual Market Fees

Fees for participation as a vendor are determined by the Farmers Market Committee and may be adjusted from year to year. Additionally, vendors offering prepared food and beverage items for on-site consumption may be required to pay the appropriate City food establishment or liquor license fee, which is determined per the City’s Municipal Code. All fees are non-refundable and non-transferable. Farmers’ Market fees will not be pro-rated based on vendor attendance or hours of operation.

C. Acknowledgements

Neither the City of Park Ridge nor the Farmers Market Committee makes guarantees about sales or attendance, and neither offers business or legal advice to vendors. Neither the City of Park Ridge nor the Farmers Market Committee makes any representations or warranties regarding the location assigned to each vendor or the condition of the property on which the Market is operated. All vendors participate based on their own investigation and not in reliance on any representations from any officer, agent, or employee of the City. By accepting a vendor permit the vendor agrees that no individual representative of the City is authorized to make any representations or warranties.

D. Vendors

A vendor is defined as any person or company approved by the Farmers Market Committee for a booth at the Farmers Market, or otherwise authorized for participation in the Farmers Market to offer or showcase goods or services.

1. Grower Vendor

a. Definition

Grower vendor is defined as any person or company offering for sale edible articles such as but not limited to fruits, vegetables, grains, nuts, berries, apiary products, herbs, spices, maple syrup, cider; or non-edible articles such as cut or potted flowers, plants, and dried flowers.

b. Location requirement

To be eligible for selection as Grower vendor at the Farmers Market, applicants must have a home, farm, or production facility located within the Midwest region.

c. Product requirements

All products or articles offered for sale at the Farmers Market by Grower Vendors must have been grown, raised or prepared by the vendor, or prepared from products grown or raised by the vendor, members of the vendor's family, or by persons employed by the vendor, or by cooperative growers with which the vendor is affiliated.

2. Artisanal Vendor

a. Definition

Artisanal vendor is defined as any person or company producing articles comprised of multiple raw materials and assembled or produced by the vendor, such as but not limited to baked goods, juices, canned or preserved foods, dried foods, pasta, sauces or dressings, and cheese; soaps, lotions, bath-related items, candles, and wood-worked items, animal food or treats; and other similar items.

b. Location requirement

To be eligible for selection as an Artisanal vendor at the Farmers Market, the vendor must have a production facility located within the Midwest region. Preference will be given to businesses located in the City of Park Ridge and the greater Chicago area, to showcase local artisans.

c. Product requirements

All products or articles offered for sale at the Farmers Market by Artisanal vendors must have been manufactured or prepared by the vendor or prepared from products grown or raised by the vendor, members of the vendor's family, or by persons employed by the vendor, or by cooperative growers with which the vendor is affiliated.

III. APPLICATION PROCESS FOR VENDOR BOOTHS

A. **Application Process**

Prospective vendors must complete and submit an application form found on the Park Ridge Farmers Market website at: <https://parkridgeil.rja.revize.com/forms/3067>.

B. **Documents Required with Application**

Applications will not be considered or approved until all documents are received. In addition to the application form, the following documents must be submitted prior to consideration of the application for participation in the Market:

1. Fee
The application fee must be submitted with the application. Fee is non-refundable. Checks should be made to “City of Park Ridge”.
2. Sales tax number
Illinois Department of Revenue certificate listing state sales tax number, or evidence of an application for such a certificate. The certificate must list the City of Park Ridge as the point of sale. For vendors serving multiple locations a form ST-2 can be submitted. (This certificate is required only for vendors selling items at the Market.)
3. Insurance
A certificate of insurance naming the City and the Farmers Market Committee as additional insured that will be in full force and effect during the operation of the Farmers Market in the amount of \$1,000,000 for commercial general liability per occurrence with coverage for personal injury, property damage or destruction, and medical care, from an insurance company licensed to do business in the State and with a minimum insurance rating acceptable to the City.

C. Application Submission

Vendor request forms and all application materials should be submitted to one of the Market Master(s) by mail, email, or in person at Park Ridge City Hall. All fees must be submitted in person, online, or through postal mail.

D. Review of Applications

The Farmers Market Committee and/or its subcommittees will review applications. Applications will be approved based on the eligibility requirements outlined in Section II above and the selection criteria outlined in Section IV below, and applicants will be notified of the determination by mail, email, or phone call from one of the Market Master(s).

E. Allocation of Space

The Farmers Market Committee shall determine booth size and assign booth space for each approved vendor. Normally, space allocation and assignments remain in effect for the duration of the Market season however, the Farmers Market Committee reserves the right to alter space allocation and assignment during the season.

IV. CRITERIA FOR ACCEPTANCE AS A MARKET VENDOR

Admittance as a vendor of the Park Ridge Farmers Market or renewal of a vendor is based on:

- A. Completion of the application process mentioned above in Section III
- B. The vendor’s history with the Park Ridge Farmers Market, including adherence to Market rules and regulations, customer feedback, friendliness with other vendors, seniority, and timely payment of fees.

- C. Vendor diversity – The Farmers Market Committee is responsible for creating a balance between Grower Vendors and Artisanal Vendors. The priority will go to Grower Vendors, however the Farmers Market Committee recognizes that a presence from other vendors helps drive attendance at the Market and contributes to patron satisfaction.
- D. Space available at the Market.
- E. The vendor’s product knowledge and ability to communicate such knowledge. The Farmers Market Committee is looking for passionate sellers who can answer questions and engage patrons.
- F. Product line characteristics – priority is given to vendors with products that are:
 - 1. Locally grown and/or produced.
 - 2. Contain seasonal and regionally-native ingredients that are high-quality.
 - 3. Produced sustainably.
 - 4. Unique or different from other products at the Market.

V. VENDOR REGULATIONS

- A. **City, State and Federal Regulations**
Non-compliance with City, State, or federal regulations is also a violation of these Rules of Operation.
- B. **Taxes**
Vendors are required to collect and remit their own state and county sales taxes, as applicable.
- C. **Farm Tours**
Field inspections may be performed by the Farmers Market Committee as deemed necessary to ensure that the vendor’s items come from the stated point of origin and that any claims regarding those items are true.
- D. **Space Allocation**
Space at the Market, or “booths” are assigned by the Farmers Market Committee. Vendors shall not switch, transfer, or sublet allocated space without approval of the Farmers Market Committee.
- E. **Market Day Operations**
 - 1. **Arrival and Set Up**
The Market opens at 7am. All vendors are expected to arrive no later than 6:30am and be ready to serve patrons by the opening of the Market.

2. **Departure**

The Market closes at 1pm and early departure by a vendor can be disruptive to patrons and other vendors. Thus, all vendors must remain in their space until Market closing. If vendor product is exhausted, vendors may distribute business cards or other materials on their business.
3. **No Shows**

The Farmers Market Committee realizes that emergencies arise. Vendors shall notify the Market Master(s) or Market Manager(s) by 6pm on Thursday if they will not be present, or if there is a need to depart the Market early.
4. **Scales**

Scales must be certified by the State of Illinois and have the current approved seal affixed.
5. **Tent/Booth Weights**

Vendors must weigh down each leg of their tent or corner of their booth with a minimum of 25 lbs. Weights cannot be tethered to tables, canopies, or umbrellas. Staking without weights is similarly prohibited. If a cement block is used, the block must be attached to the leg and not merely placed on top of the foot of the leg. If another form of weight is used (e.g., a weight or sandbag), it must be secured low to the ground and in a manner that prevents it from swinging. The weight itself also should not pose a danger to you or the public because of location, sharp edges, uneven weight-distribution, flammability, or other such factors.
6. **Pricing**

Prices for all goods and services must be clearly indicated.
7. **Inspections**

Market Master(s), Market Manager(s) and Environmental Health Officers may make inspections at any time.
8. **Sampling**

Vendors may offer samples of their products, provided they adhere to all Health Code provisions. Samples may be offered only at the vendor's booth; vendors are not allowed to roam the Market while offering or giving away samples.
9. **Branded Merchandise**

Branded items, e.g., t-shirts, shopping bags, etc. that bare the vendor's name and/or logo may be sold or given away at the Market regardless of category of vendor and regardless of origin of the branded merchandise. Branded merchandise may only be offered at the vendor's booth; vendors are not allowed to roam the Market to sell or give away branded merchandise.

VI. MISCELLANEOUS PARTICIPANTS (COMMUNITY, MUSIC, BUSINESS, KIDS TENTS)

A. Community Tent

1. Purpose

The Farmers Market desires to provide space for public service organizations to promote their operations and/or mission, which enhance the public welfare. The Farmers Market Committee characterizes the Community Tent as a limited public forum subject to the conditions and limitations herein described.

2. Limit on Activities

Organizations shall not sell products or services; no money shall be exchanged. No electioneering may occur.

3. Scheduling

The Farmers Market Committee will honor requests for the community tent on a first come, first serve basis. Each eligible organization shall be allowed to use the community tent no more than twice per Market season. The Farmers Market Committee may waive this limitation should demand for the community tent be sufficient to fill the tent each Saturday of the Market season.

4. Eligibility

To qualify as a community tent vendor an organization must meet one of the following categories:

- a. Having a membership greater than 25 people, of which 55% or more reside within the corporate limits of the City; or
- b. Having a charter or other official recognition by a parent, state or national organization that designates it as a Park Ridge chapter; or
- c. Being of the following taxing bodies serving City residents: City of Park Ridge; Maine Township; Leyden Township; Park Ridge Public Library; school districts D64 and D207; Park Ridge Park District; or
- d. Being one of the following entities serving the City: Federal and State Representatives; or
- e. Being an organization of Park Ridge businesses, whose purpose is to support and encourage commerce within the City; or
- f. Being an organization, which provides recreation services for people with special needs.
- g. Must be tax exempt or an agency of local government.

B. Business Tent

1. Purpose

The Farmers Market desires to provide space for businesses to promote their products or services. The Farmers Market shall provide opportunity to such businesses that meet the requirements set forth below. The Farmers Market Committee characterizes the Business Tent as a limited public forum subject to the conditions and limitations herein described.

2. Limit on Activities

Businesses shall not sell or distribute food items or other products but may distribute gift cards or solicit memberships or services to be provided at a later date.

3. Scheduling

The Farmers Market Committee will honor requests for the business tent on a first come, first serve basis. Each eligible organization shall be allowed to use the business tent no more than twice per Market season. The Farmers Market Committee may waive this limitation should demand for the business tent be sufficient to fill the tent each Saturday of the Market season.

4. Eligibility

To qualify as a business tent vendor an entity must:

- (a) pay the fee set by the Farmers Market Committee; and
- (b) have a current, valid business license issued by the City of Park Ridge;
- (c) not be in arrears for any fees and taxes to the City; and
- (d) not have any pending City Code violations.

C. Musicians Tent

1. Purpose

To enhance patrons' Market experience, the Farmers Market Committee may select musicians to perform at the Market. Musicians' performances at the Farmers Market are also intended to showcase local talent.

2. Space allocation and other restrictions

The Farmers Market Committee shall determine locations for the musical performances and establish other rules for the performances, e.g., volume of music, duration of performance, as it deems appropriate.

3. Scheduling

The Farmers Market Committee shall choose performers on a case-by-case basis or invite local musicians to perform. Parties interested in being considered for selection by the Farmers Market Committee may send their information to the Market Masters.

D. Kids Tent

1. Purpose

The kids' tent is a space for entertaining children at the Farmers Market. Individuals, businesses, philanthropic organizations, and public organizations shall be chosen to participate by the Farmers Market Committee.

2. Limitations
The kids tent participants may reflect their talents/businesses through the activity but may not sell anything or promote their business. This is a volunteer opportunity, and the focus is on the kids.
3. Scheduling
The Farmers Market Committee will select who gets to perform in the Kids Tent. Each participant shall be allowed to use the kids tent no more than twice per Market season. The Farmers Market Committee may waive this limitation should demand for the kids' tent be sufficient to fill the tent each Saturday of the Market season. Parties interested in being considered for selection by the Farmers Market Committee may sent their information to the Market Masters.

VII. ALL MARKET PARTICIPANT RULES

A. Responsibility

Compliance with these Rules of Operation and any regulations of the City of Park Ridge, the State of Illinois, or the federal government is the responsibility of the vendor.

B. Conduct and Attire

Market vendors are required to conduct themselves in a manner that contributes to a positive experience for Market patrons. While at the Farmers Market, vendors shall:

1. Not misrepresent his or her identity to the public.
2. Not conduct any activities in a misleading or fraudulent manner.
3. Not discriminate on the basis of race, creed, religion, age, color, disability, sex, sexual orientation, gender identity or national origin in conducting activities.
4. Not use obscene or profane language.
5. Not smoke, vape, chew, or otherwise use tobacco products.

VIII. PROHIBITED ACTIVITIES

A. Prohibited Activities

Vendors, patrons, and other visitors to the Farmers Market are prohibited from engaging in the following:

1. Hawking.
2. Distribution of flyers, other than from an approved booth, in any manner which results in litter or frustrates the safe and orderly circulation of patrons.

3. Use of amplification devices or equipment, except as permitted for authorized musicians.
4. Impeding traffic flow.
5. Carrying firearms (not applicable to on-duty law enforcement personnel).

B. Consequences

Those engaging in the above activities will be asked to cease or to leave the Market. Police may be asked to respond to and deal with violators.

IX. ANIMALS

A. Prohibited Animals

All animals except dogs are prohibited from all areas of the Market with the following exceptions:

1. Animals used for educations, display or demonstration purposes as part of approved activities.

B. Dogs

To ensure this policy continues, it is important that dog owners or handlers adhere to the following regulations:

1. Dogs must not bark excessively or display aggressive behavior toward vendors, participants, patrons, or other dogs. Dogs exhibiting such behavior shall be removed from the Market by their owners/handlers.
2. Dogs shall not roam free. City regulations require dogs on a leash. Dogs must be under the control of a person over 12 years of age at all times.
3. Dogs shall not defecate within the boundaries of the Farmers Market. Animals should be led to areas outside of the Farmers Market and allowed to defecate. Owners must pick up after their dogs and dispose of the dog's waste in a proper waste receptacle.
4. Non-food vendors may keep dogs within their booths, subject to prior approval of the Farmers Market Committee, but such dogs must also be on a leash.

X. NON-SEVERABILITY

In the event that any one or more provisions of the Rules shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of these Rules nor any agreement between the City, the Market, and the vendor.