

Homer Farmers Market

Vendor

GUIDELINES

&

APPLICATION MATERIALS

2016

Welcome to the 2016 season of the Homer Farmers Market! This year's season will run each Wednesday May 11th through Wednesday September 21<sup>st</sup> from 5 pm to 7 pm.

***HOMER FARMERS MARKET MISSION:***

*To connect the community to and promote local food growers and producers, educating the community on home grown fresh great produce, to strengthen our local food economy, provide access to local artisans, promote entrepreneurship, and as a social gathering place to serve as the community front porch.*

## **To that end, the Market will:**

**Provide** a venue for local growers, producers, and artisans to sell their products;

**Promote** the sale of locally grown and produced products;

**Encourage** interaction between consumers and producers leading to mutual understanding and appreciation of each other

**Enhance** the quality of life in the Homer area by providing an area for residents and visitors to socialize, network, and connect with each other.

## Definition of producer only

The Homer Farmers Market encourages the sale of a wide variety of goods and promotes the sales of local and regional growers and artisans. Items for sale must be directly and personally homegrown, handmade, and created from locally owned operations from within the state of Illinois or neighboring states. Examples of producer only items include: produce, art/crafts, plants, and baked goods.

## Vendor business types

- A grower is actively involved in and financially invested in planting, growing, and the harvesting of agricultural products. These products are fresh and consist of fruits and vegetables, flowers, and herbs, and honey. Special permits may be required for some of these items. Please see the permit section for more information.

- A value added vendor sells items in which the original state of the agricultural product has been altered. Items include jams, jellies, breads, pastries, and chocolates. Special permits may be required. Please see the permit section for more information.
- A mobile food vendor sells food that is freshly made and is available for immediate consumption on site. Certain licenses/permits are required.
- An arts, crafts, and handmade goods vendor sells items designed and hand crafted by the artisan vendor. Originality of design, materials, and production technique are crucial to quality and workmanship.

### Eligibility to participate as a vendor

- All items must be locally and personally homegrown.
- All items must be personally handmade.
- New growers to the market must complete an inspection by the Market Director or a member of the inspection team prior to the first participation date. Please contact the Market Director Susan Forsyth at 217-896-8004 to

schedule an inspection at your farm. If an inspection is not completed and you set up anyway, you will be asked to leave until an inspection is complete. Please bear in mind that if the origin of a fresh product ever comes into question, another inspection may be scheduled. In addition to an inspection, the grower must display a sign at the point of sale that shows the address of where the items were grown. Please list the name of the farm or your individual name and the physical address. The display sign should look something like this on an 8 ½ x 11 display:

**Fresh Farms or Individuals name**

**2200 North 100 East Road**

**Homer, IL 61849**

- **Non growers are not subject to inspections.**
- **All food items must comply with appropriate local, state,**

and federal health regulations. Please contact the Champaign-Urbana Public Health District, Environmental Health Division at 217-373-7900 to get current regulations. Food license, permit(s), and certification should be included with your market application—if applicable, or your application will be deemed incomplete and you will not be able to participate.

### Certificates/Permits/Licenses

Any product that requires a license, permit, or a certificate to produce must furnish that information along with products to be sold to the market director upon completion of the application. The information must also be kept current for the season. The market director will keep that information on file for the season.

The Champaign County Public Health District Environmental Health Division may be reached at 217-373-7900. Their website is: [www.c-uphd.org](http://www.c-uphd.org) or they may be visited in person at 201 West Kenyon Road – Champaign, IL 61820.

- Bakers must provide a certificate for an approved baking facility OR Cottage Food Operator notation from the County of residence.

Please visit [web.extension.illinois.edu/cottage/index.cfm](http://web.extension.illinois.edu/cottage/index.cfm) for what constitutes Cottage Food Operations and requirements for certification.

- Eggs are licensed under the Illinois Department of Agriculture for anyone that transports and sells eggs anywhere but on their farm. Please do not bring eggs to sell if you do not have an IDOA license, you will be asked to leave and your fee will not be refunded.
- Herbs that are chopped, blended, packaged, or in any way processed must be prepared in an inspected facility. Dry herbs, dry herb blends, and dry tea blends are allowed under the Cottage Food Act (with certificate) if they are for direct to consumer sale only.
- Honey from a producer selling more than 500 gallons must be processed in an inspected facility.
- Mobile Food Vendors must provide and licenses that are required by the County/City/State where they will be preparing the food on site.



- Value added food vendors must provide all local and state licensing and permits to sell the following products: jams, jellies, flavored oils, fruit butters, dried products, and herb vinegars.

### Miscellaneous

- Dogs/Animals— Vendors please do not bring your animals from home unless they are service animals. This is for your safety and for the safety of our patrons.
- Smoking—we are committed to making the market an enjoyable, healthy, and pleasant environment for everyone. Please refrain from smoking around the perimeter and within the area of the market. There is plenty of space across the street or in other places to smoke.
- Abiding by our guidelines- failure to abide by the guidelines will result in escalating consequences. **First violation** will be a verbal warning, **second violation** you will be asked to leave with no refund of the day's fee, and the **third violation** you will be asked to no longer participate with no refund of the season dues.
- The indemnification agreement must be signed and filed

as part of the complete application. This is supplied as the very last page of this packet.

- Booth materials are not supplied, please bring your own. In that same vein, please do not set up any earlier than 4:30 pm. New vendors will need to be checked in by the market manager, and the application and paperwork must be complete in order to participate.
- Vendor spaces are first come first served and are reserved for the season. You will be assigned a spot that is roughly 10x10 for the season. If you are new, you will be shown where to setup, and after that it will up to you to find your designated space.

## DATES & TIMES OF MARKET

Homers Farmers Market will run weekly on Wednesdays from May 1<sup>st</sup> through September 21<sup>st</sup> from 5–7pm. The Market will take place in downtown Homer just off of State Route 49.

In the event of heavy rain or potentially severe weather, the Market will be held the following day at the same place and time. Please use common sense

when severe weather is forecasted, and do not set up. There is no indoor shelter, and The Village of Homer assumes no liability for your safety during inclement conditions. In the event of a market cancellation, emails will be sent to those that have supplied one, and the market will take place the next day at the same place and time.

### FEES

Vendors are strongly encouraged to participate for the entire season. There is a \$50 fee for the season, OR \$5 (five dollars) per day you set up. Cash or checks are accepted. Checks may be made to the Village of Homer with FM dues written in the memo line. Payments can be made to the Market manager or dropped off at the Homer Village office at 500 E. Second Street.

## Homer Farmers Market Vendor Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Describe your business/organization:

\_\_\_\_\_

Items to be displayed at Market:

\_\_\_\_\_

## Dates of Participation

Please circle the dates you anticipate participating:

5/11   6/8   7/6   8/3   8/31

5/18   6/15   7/13   8/10   9/7

5/25   6/22   7/20   8/17   9/14

6/1   6/29   7/27   8/24   9/21

I have read the Market Guidelines  
and agree to follow them—

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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500E Second St, Homer, IL 61849, Telephone (217)896-

2521 Email: [villageofhomer@gmail.com](mailto:villageofhomer@gmail.com) Fax (217)896-2559

[homervillage.com](http://homervillage.com)

An Equal Opportunity Provider and Employer

"In consideration of our permitting us, our servants, our agents, employees and representatives from time to time to enter upon or to place or maintain equipment upon premises owned or controlled by you for the purposed of servicing our account, we agree to indemnify and hold harmless the Village of Homer and its' agents and employees from and against all claims for personal injury or servants, and all losses or expenses, including attorney's fees that may be incurred by the Village of Homer in defending such claims, rising out of or resulting from the performance of the work and caused in whole or in part by any negligent act or omission of the municipal *vendor*, or anyone directly or indirectly employed by the municipal *vendor* or anyone for whose acts any of them may be liable, the indemnification obligation under the paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the municipal *vendor*, under workers' compensation acts, disability acts, or other employee benefit acts."

**Date:** \_\_\_\_\_

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**Village President**

Raymond K. Cunningham Jr.