



Village of Buffalo Grove
50 Raupp Blvd.
Buffalo Grove, Il. 60089
847 459-2530
www.vbg.org/market
Contact: Greg Sauser

June 16, 2024, through October 13, 2024

2024 Operating Rules & Regulations

Objective

The purpose of the Buffalo Grove Farmers Market ("Farmers Market") is to provide a market where consumers can purchase fresh, high quality, locally grown or produced food items or food related services or agricultural products directly from their producers.

Application Process

Farmers Market permits are only valid for a single market season. All Vendors ("Vendor" or "Vendors") must apply annually. No approved permits shall be valid past October 13, 2024. Approval of an applied for permit shall be based upon the following criteria:

- A. Executed documentation:
 - 1. An executed signature page indicating compliance with these Rules and Regulations; and
 - 2. An executed hold harmless agreement; and
 - 3. Proof of insurance as required by these rules.
- B. Timely payment of application and space rental permit fee.
- C. Products offered for sale must be agricultural products, food items or food services, or liquor items by licensees that were granted Village of Buffalo Grove Class G6 licenses by the Village of Buffalo Grove.
- D. Products comply with all federal, state, and local laws and regulations.
- E. Uniqueness of the product offered.
- F. Vendor's history and compliance with the Farmers Market's rules and regulations.
- G. Vendor's positive history from consumer/producer relationships.
- H. Vendor's direct relationship to the grower and producer.
- I. Space availability.
- J. Application completeness and order it was received.

Vendor (including, not-for-profit and sponsor participants) Additional Requirements

- A. Vendors must have on hand during Farmers Market hours its current Illinois State Business Tax License
- B. Vendors must charge all appropriate federal, state, and local taxes on items sold.
- C. Vendors may not sell or offer any article according to weight except in accordance with the applicable state standards. If sold by weight every vendor must keep on hand a true set of scales, which must be in full view of consumers for proper weighing of all commodities. Vendors may sell its products in such a manner so as not to need weights (e.g., 3 for \$1.00, or by the bunch).
- D. Vendors must properly label apiary products, maple sugars, syrups, or any processed foods in accordance with applicable state standards.
- E. Food items that are intended for human consumption and are perishable or subject to a health hazard must be approved, prior to sale, by the Village of Buffalo Grove's Health Department.
- F. Vendors may not sell any spoiled or outdated goods.

- G. Food must be protected during storage and display using packaging, covers, or method approved by the Health Inspector.
- H. All prepared foods shall have re-heating/preparation instructions.
- I. Vendors may not cover any grass or landscaped area with tarps or any other material.
- J. Vendors must conduct themselves professionally and may not attract attention by hawking or crying out.
- K. Pets and other animals are not allowed at the market.

Location, Dates and Hours of Operation

The Farmers Market is located at 951 McHenry Road Buffalo Grove and is open every Sunday beginning June 16, 2024, and ending on October 13, 2024, except for September 1, 2024. The Farmers Market will be closed, and no Vendors shall be allowed to sell any goods or products on that date. Hours of operation are from 8:00am until 12:30pm. All Vendors must be completely set up and ready for business no later than 7:45am.

If an emergency arises and a Vendor is not able to attend the market, the vendor must contact the Market Manager by calling 847-912-0447 or emailing: vbgfarmersmarket@gmail.com, no later than 6am. on Sunday stating they will not be at the market that day. Failure to give such notice shall be a violation of these rules. After the second such violation, the violating Vendor is subject to expulsion from the Farmers Market for the remainder of Farmers Market season without refund.

Space and Rental Fees

Each Vendor shall be assigned a specific rental space prior to commencement of the Farmers Market. Space rentals are not transferable, and no refunds shall be given for any failure by the Vendor to use such space. Spaces shall not exceed an area larger than 16' X 16' but spaces may be reduced in size upon the request of a Vendor or by a showing that the entire space is not being used. Larger spaces may be provided on a case-by-case basis at the sole discretion of the Market Manager.

Fees are due at least 7 days before the first event. The schedule is finalized the Wednesday before opening day and vendors who have not submitted their fee will not be able to participate that Sunday.

Space rental fees must be paid in advance. The fees are as follows:

- A. Annual - \$250
- B. 1 to 4 weeks - \$25/wk.
- C. 5 or more weeks - \$20/wk.
- D. Sponsorship - \$100 (see Sponsor of the Week)

Vendors shall park their vehicles as directed by the Market Manager.

Preparation, Display and Sale of Products

Sale of products on Buffalo Grove Park District or Village of Buffalo Grove property may only commence during Farmer Market business hours unless expressly authorized in writing from the Buffalo Grove Park District or the Village of Buffalo Grove. Vendors must furnish their own tables, chairs, drop clothes, and other display arrangements, including protection of their products from the elements. Vendor's tents or canopies must be properly weighted down and secured with a minimum 50lbs of weight at each corner. Spaces must be maintained in a neat, clean, and sanitary condition. Designated space may not be used to block or inhibit the use of another space.

No open flames are permitted under any tent, canopy, or other enclosed area. Vendors that use an open flame must do so in compliance with the Village of Buffalo Grove's Municipal Code and provide a fire extinguisher within 50 feet.

Only approved Food Truck Vendors may sell products directly from their licensed and approved food truck.

Product Signage, Prices, and Product Authenticity

- All products must have proper signage, which includes the following: price per unit, product name and variety.
- All prices must be clearly marked or posted. Collusion and deceptive pricing practices are strictly prohibited. Bargaining with the consumer is not allowed.
- Vendors are trusted to represent their product truthfully. Misrepresentation of products will result in the appropriate disciplinary action of a fine, suspension or expulsion from the market.

Vendor Signage

Vendors may display a sign, with lettering no larger than 3" inches high, clearly identifying the name. Assigned market space must be cleaned up at the end of the market day.

Vendor Generated Waste

All garbage and distributed leaflets must be removed from the market grounds or placed in the dumpster onsite. **The waste cans available on site are for customers use only.**

Liability & Insurance

Vendors shall maintain Comprehensive General Liability in the amount of \$1,000,000 per occurrence which shall include coverage from:

1. Products/completed operations liability
2. Personal injury
3. Advertising Injury Coverage
4. Automotive

and shall have a Minimum General Aggregate in an amount not less than \$2,000,000. Said insurance shall be purchased from a company or companies lawfully authorized to do business in the State of Illinois. The Certificate of Insurance shall state the Village of Buffalo Grove (50 Raupp Blvd., Buffalo Grove IL 60089) and the Buffalo Grove Park District (530 Bernard Dr., Buffalo Grove IL 60089) have been endorsed as an "additional insured" by the Vendor's insurance carrier. Specially, the Certificate must include the following language:

"The Village of Buffalo Grove and the Buffalo Grove Park District are and have been endorsed, as additional insured under the above reference policy number _____ on a primary and non-contributory basis for general liability coverage for the duration for the contract term".

Both entities must also be listed as the certificate holder.

Proof of liability insurance must be sent with the fees once the application has been approved and must be kept on hand during Farmers Market hours.

The Village of Buffalo Grove and/or the Buffalo Grove Park District are not responsible for theft or damage of property from the market premises.

Completed Certificates of Insurance are due 3 weeks before the first attended market event.

Not-For-Profit Organizations

The Farmers Market provides space for a maximum of two not-for-profit organizations on any given Farmer Market Sunday. A bona-fide not-for-profit organization may participate in the market no more than 4 times during a Farmers Market season. Space will be allocated on a first come first serve basis, except that an organization which has not previously been in the market during the current season will get preference over one that has. Information and related displays must be limited to that which can be placed on a tabletop. Life-size and/or stand-up displays are not permitted. Hawking is not permitted.

Question of Product Legitimacy

The Market Manager may request proof from a Vendor as to the location of growth or production of every item sold in the market. Documentation of a product's legitimacy must be submitted upon request. The Market Manager, or designee, also has the right to inspect the specific locations listed on the Vendor's application at any reasonable time. If it is found that the items sold at the market are not from the location specified on the application form, those items may be prohibited from sale and the participating Vendor's permit will be revoked without refund of the space rental fee. Questions regarding a Vendor's product should be discussed with the Market Manager.

Sponsor of the Week

The market allows one entity, each week, which does not qualify as a food Vendor to be "Sponsor of the Week". The Sponsor of the Week ("SOW") will be provided space similar to that of a food Vendor. Additionally, their information will be presented in the market's social media. SOW may display their product, hand out literature and samples, make appointments, take orders, etc. They may NOT make sales or deliveries at the market. SOW may demonstrate their product but may NOT require physical contact with potential customers as part of their demonstration.

Enforcement of Rules

Vendors must obey all federal, state, and local laws and regulations. Vendors must also comply with Village of Buffalo Grove Board and staff directives, pertaining to the operation of the Farmers Market and all matters relating to the public health, safety, and welfare.

Vendors must conform to market rules. The Market Manager or designee has full authority to enforce all the rules. Vendors failing to comply with these rules will be unable to continue to participate in the market for the remainder of the season, and no portion of the market fee will be refunded. These Rules and Regulations are subject to revision as may be required.