

2024 summer WOODSTOCK FARMERS MARKET application:

Thank you for applying to the Woodstock Farmers Market.

We are the areas most beloved producer-only market, with 10,000+ consumers visiting our market on our busiest weeks.

2024 dates:

May- September: All Tuesdays, All Saturdays 8am-1pm

October: All Saturdays 8am-1pm

Vendors must be in place by 7:30am or face fines.

Spots include space for ONE 10' tent. Some spaces allow room for a vehicle to park behind it.

If you need more than that, you must request it below. Farmers may request one extra tent space for free. Others will incur a charge for more space.

Please indicate your needs on the application.

All applicants turned in by the deadline of Feb 20 will be reviewed by the WFM board and a letter of acceptance or denial by March 1. An invoice and vendor will be sent to accepted vendors in the weeks between acceptance and their first market.

Late applications will be considered at the next board meeting. Space is especially limited on Saturdays so we strongly suggest that you apply early for these dates. Late applications can take up to 4 weeks to process.

The board considers winter applications from growers, producers, makers, and non-profits.

Musician applications are separate and can be found on our website.

Please only complete the ONE category page that applies to your product.

Application Checklist

(all items must be included for all applications for both new and returning vendors.)

- Application page (all)
- Date Page (all)
- Category page (pick ONE: farmer, producer, maker, or non-profit)
- Attach insurance Certificate of Insurance, minimum of \$1,000,000 general liability covering your activities while at the Market. The Woodstock Farmers Market must be listed as the certificate holder.
- Attach health department inspection (all food producers)
- Attach food handlers license (producers and samplers)
- Attach lease agreement (commercial kitchen users)
- Product photos (new vendors or new products only)
- Booth set up photo (new vendors only)

Applications should be sent with only the necessary pages and all attachments to

- E-Mail: marketmanager@woodstockfarmersmarket.org (preferred)
- Hand delivered to the INFO booth of the Woodstock Farmers Market
- Or mailed to 720 S. Eastwood #164 Woodstock IL 60098

Application page

All applicants need to fill this out, please print legibly

Company name:

Owner Name:

Name WFM should put on any checks made out to you:

Illinois Department of Revenue Sales Tax number _____

FULL business mailing address:

Best phone number for regular market communication:

Best email for regular market communication:

Website:

Business Facebook:

Business Instagram:

Are you a returning vendor? yes/no

If Yes: last season you participated : _____

Where else do you sell your products?

What other 2024 summer markets are you applying for?

Dates

All applicants need to fill this out, please print legibly

Please note that there is no fee for a non-profit booth (no selling or fundraising)

Company Name:

- I will attend all Tue & Sat 2024 outdoor season (\$19 a day= \$950 base)
- I will attend all Tuesday 2024 dates ONLY (\$21.50 a day=\$450 base)
- I will attend all Saturday 2024 dates ONLY (\$32.70 a day= \$850 base)
- I will attend only the dates circled below
(\$40 single Tuesday/ \$55 single Saturday)
- I would prefer / accept (circle request) a space without room for a car
(-\$200 off of both days base, -\$150 Sat / -\$100 Tuesday only)

MAY 2024							JUNE 2024							JULY 2024							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
						4							1			2					6
	7					11			4				8			9					13
	14					18			11				15			16					20
	21					25			18				22			23					27
	28								25				29			30					

AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
						3			3				7								5
	6					10			10				14								12
	13					17			17				21								19
	20					24			24				28								26
	27					31															

(choose any booth add-ons that apply)

- I would like to request a second tent space if space is available
(base +\$450 for non-farmers, free for farmers)
- I would like a third spot (base + second spot fee+ \$450)
- I require electricity (\$70 a season, car spots only)
- I plan to offer samples/ taste testing (\$50 a season)

Farmers Application

(you GROW or RAISE your product per our attached rules)

Farm Name:

List all items that will be brought to market:

Any producer/farmer selling crafts along with their regular products can have no more than 20% of the total items as crafts. Please attach photos that represent your craft items.

Do you produce all the products on your own property? Yes No (Circle one)

Parcel numbers of owned land:

If you lease all or part of your land, please attach a rental or lease agreement with this application.

Organic Certification: Yes No (Circle one)

Yes: attach documentation

Meat Producer: Yes No (Circle one)

If yes, Are all animals born and raised on your property? Yes No (Circle one)

If no, attach dated purchase documents to include weight & age.

Where is meat processed? (must be a licensed IL or USDA approved facility)

Egg Producer: Yes No (Circle one)

If yes, attach your USDA permit to sell eggs.

Are you a farmer that offers Processed Foods and Baked Goods Yes No (Circle one)

If yes, attach the latest Health Dept. inspection report, food handler certificate, & lease for (or proof of use of) a commercial kitchen.

List items and what ingredients you grow:

If you are a no show/no call to any market, a \$25 fee per market missed will be assessed, even to non-profit groups. Please give 48 hours notice in writing to the WFM email above for any planned absences. By signing below you agree that all of the above is true and that you agree to all WFM rules and regulations outlined in the attached document.

_____/_____/_____
Signature of authorized individual & date

Food Producer Application (food products you do not grow)

Business Name:

Please detail all of the items that you intend to sell.

Be specific. No unlisted items may be added without approval of the Board of Directors of WFM. Please attach photos of new products if possible.

Where do you source your ingredients & produce your products?

- Attach the latest Health Dept. inspection report, food handlers certificate, and proof of use for a commercial kitchen (you must attach a current lease or agreement, or proof that you have a commercial kitchen on your own property.)

- **We do not accept Cottage Law Vendors.**

If you are a no show/no call to any market, a \$25 fee per market missed will be assessed, even to non-profit groups. Please give 48 hours notice in writing to the WFM email above for any planned absences. By signing below you agree that all of the above is true and that you agree to all WFM rules and regulations outlined in the attached document.

_____/_____/_____
Signature of authorized individual & date

Artisan Application

Includes anyone that makes products that are not food or not grown on their property.

You must make all of the products you bring to market.

There is no reselling at the WFM.

Business name:

Please detail all of the items that you intend to sell.

Please describe the processes and materials you use to make them. If any of them are from local farms (such as wool, herbs, flowers) please indicate. Be specific. No unlisted items may be added without approval of the Board of Directors of WFM. Please attach photos that represent all categories.

Notes for the market manager, special requests, or other information:

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_____/_____/_____
Signature of authorized individual & date

Non Profit Application

Non-Profit spaces are available on a very limited basis. Non-profits may apply for one space per month (one Saturday, one Tuesday) for no charge. Feel free to mark all available dates, we will assign them as space allows and flexibility is prioritized when assigning spots. Some special groups may be extended more dates if they are helping provide entertainment for the market or if space allows.

Non-profits must not sell items at their booth or solicit donations.

Booths can only be informational in nature.

Non-profit groups must not be associated with any for-profit business, religious group, or political organization. Only Non-profit groups that serve the immediate local community will be considered.

The WFM board reserves the right to refuse any application at any time.

Please attach samples of handouts you plan to distribute to this application.

Nonprofit Name:

Representatives Name:

Your position within the group:

Please detail the purpose of your organization, who you work with within the community, and what other events you have tabled at.

What are your goals in attending our market?

Notes for the market manager, special requests, or other information:

If you are a no show/no call to any market, a \$25 fee per market missed will be assessed, even to non-profit groups. Please give 48 hours notice in writing to the WFM email above for any planned absences. By signing below you agree that all of the above is true and that you agree to all WFM rules and regulations outlined in the attached document.

_____/_____/_____
Signature of authorized individual & date

WFM RULES OF OPERATION

(By signing the above application you agree to these rules. Please retain these rules.)

ALL PRODUCERS AGREE THE OPERATION OF THE WOODSTOCK FARMERS MARKET IS SUBJECT TO THE FOLLOWING RULES AND FURTHER AGREE THAT THE WFM BOARD HAS FULL AUTHORITY TO INTERPRET AND ENFORCE THE RULES TO ENSURE A SUCCESSFUL MARKET.

1. LOCATION: Summer market along the inside roadway around the Square and some spaces inside the square. Winter market at McHenry County Fairgrounds, 11900 Country Club Road. Spaces will be marked and assigned by the WFM.

2. HOURS OF OPERATION: Hours of Operation for summer market are from 8 a.m. until 1:00 p.m. or as amended by the WFM Board. Winter market hours are from 9 am until 1 p.m. Producers must be in their space by ½ hour before market opening and be set up by market opening.

Vendors in the center need to unload their vehicles and move them before setting up their booths. All vendors must keep their booths open until the market closes. In case of an emergency, contact the market manager to take down barricades and to cross the pedestrian walkway. If unable to attend, contact marketmanager@woodstockfarmersmarket.org. Written communication (text, email) about absences is required.

3. Failure to be on time may result in re-assignment for the day. Those vendors arriving late will receive one warning, then a \$10 late fee per market, to increase \$5 for each late arrival, to a max of \$50. Repeated lateness can result in further action. See # 4 below.

4. Market attendance. You are expected to attend each market checked on your application. In the event you miss markets, the following rules will apply. Two absences per year will be accepted without question if notification is given to the market manager. The third absence will result in a fine of \$25. Fourth absence a fine of \$50. A fifth absence may result in the vendor no longer being allowed at the market and any further infraction of any market rule will lead to expulsion from the market.

5. SPACES: The WFM board has sole discretion in deciding which applications fit with the market's needs. All spaces will be assigned by the WFM. Every effort will be made to have farmers attending both markets in the same space. Each space is approximately 20 feet and will allow for two tents during the summer market, with no vendor having more than two spaces. At the winter market every effort will be made to have two tables for those farmers requesting extra space and bringing produce into the building and one table for all other vendors. Special needs will be considered and larger end caps are sometimes available. There will be no sub-letting of market spaces by producers. Our policy is to refuse booth space to all groups wishing to promote a religious, political, or advocacy position. Such groups are welcome to apply to bring a locally produced product (as cookbooks), locally grown plants, produce or crafts). See #7 for guidelines for admitting new vendors.

6. BOOTH OPERATION: Vendors are expected to stay until the end of market hours. If they are sold out, they should leave their tent and tables set up. Booths need to be staffed at all times by someone 16 years of age or older, except for bathroom breaks. All children under the age of 8 years old must stay within the

boundary of the vendors booth space from arrival to departure of the vendor unless under the direct supervision of an adult. Any activity that is disruptive to the Market by the vendors will not be permitted.

7. GUIDELINES FOR ACCEPTING NEW VENDORS: No applications from Franchises will be accepted.

a. If a farm product is available in our local region, local farmers will be encouraged to apply, however, if a product is not produced locally or local farmers are not participating in the market, product from Illinois, Michigan, Indiana, and Wisconsin will be considered.

b. In rare instances, applications will be accepted after the application deadline if the applicant provides an unmet need of the market, or if a vendor is forced to stop coming in mid-season.

c. The market will strive to have a minimum of 60% of the vendors selling farm products, the balance can be non-farm items.

d. If a product is available only on Tuesday or only on Saturday, new applications can be accepted for that product.

e. If more product is needed in a specific category, the board will consult with farmer(s) bringing that product to determine such things as expansion plans or attendance plans for next season.

The following criteria will be used to determine the need for additional product.

1. Are existing vendor(s) meeting the needs of the market in terms of quantity, quality, and variety of the product? Do existing vendors run out of product early in the market or season?

2. Special consideration will be given to organic products and products not presently in the market. 3. Has customer volume increased enough to justify more vendors in that category?

8. WALKWAYS IN THE MARKET: A continuous walkway of (5) feet must be left unobstructed for pedestrian traffic and for public safety and convenience at the summer market. At the winter market, tables will be aligned by the market manager to allow for customer traffic flow and aisles must be unobstructed. The WFM will adjust the walkway as necessary.

9. SPACE RENTAL/FEES: All applications will be reviewed by the WFM Board. Invoices will be sent when the application is approved. Placement is guaranteed when payment is made by the indicated due date. Refunds will not be given for dates the producer fails to show up for the market or in case of rain

10. TENTS; All tents and coverings must be adequately secured for wind with 35 lbs of weight on each corner not secured to a vehicle. Those vendors with inadequately secured tents or coverings may be required to dismantle and remove them.

11. Space will be assigned in the following order

(a) To full time farmers attending both summer markets.

(b) To farmers with good Market attendance and who make full payment by the deadline. (c) To new farmers accepted by the WFM Board who have made payment.

(d) To producers whose goods complement other producer's goods, offer variety and help supply the needs of the market's customers.

Considerations: Vendors starting after the season begins will be assigned spaces that have not been filled. Those leaving during the season forfeit their spots. Producers must sign up for at least 10 summer markets and pay for the full season, unless WFM board grants an exception, then the \$25 per day will apply.

12. INCLEMENT WEATHER. All producers are expected to come rain or shine.

13. GOODS OFFERED FOR SALE: Producers may sell plants, farm produce, flowers and other products that were grown or produced by the producer, or "value added" specialty products as determined by the WFM Board. Obvious out-of-season products will be excluded from the market.

Vegetables are to be raised from "seed to table." The WFM Board reserves the right to make a farm visit should questions arise concerning the producer's items. No flea market or garage sale-type items. All delivery trucks and other equipment used for transportation and display must be kept clean at all times. If a vendor wishes to add a new item at the beginning or any time during the season, the addition must be approved by the WFM Board.

Value added: The processing vendor must produce the major ingredient by value or volume, unless otherwise specifically provided in these guidance rules, and must be actively and regularly involved in the production of the produce. If the product is processed by other than the vendor, the vendor must raise the first ingredient on the label and raise 51% of the product by weight or by value.

(A) Plants may be grown from plugs to a saleable size; however, plants may not be purchased at finished-size and offered for sale. This also applies to nursery stock and trees.

(B) Meats. Vendors must have a Illinois permit to sell meat at the market. Animals not raised from birth must have been raised for 50% of its life span on the farm (or leased) land of the vendor.

Purchase documents must be maintained and provided on animals not born on your farm. Chickens must be owned 30 days before they can be sold as meat at the market.

(C) Eggs. Vendors must have a USDA permit to sell eggs at the market. Pullets must be owned for 30 days before eggs can be sold. Refrigeration must meet the MCDH requirements.

Refrigeration is required if more than 20 dozen eggs are brought to the market.

(D) Baked Goods. Bakers must bake in a licensed kitchen and have their certified food handlers license. Latest inspection report and lease agreement for facility must be included with application. Sampling must be by MCDH rules.

(E) Crafts. Any producer selling crafts along with their regular products can have no more than 20% of the total items as crafts. Vendors offering only crafts must submit samples for acceptance, and will be limited to no more than five markets unless approved by the WFM Board. A sales tax number and certificate of insurance must also be provided.

(F) Those vendors selling "Organic" products must provide Certification information to the market.

14. TASTE SAMPLES: The McHenry County Department of Health will allow up to 12 WFM vendors to taste sample food items under a variance to article IV of the McHenry County Public Health Ordinance.

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WFM permit to sample food items to the public will be contingent on the WFM and vendors meeting the requirements set forth by the McHenry County Department of Health's Director of Environmental Health. A copy of the requirements can be obtained from the WFM Board. In addition, the WFM requires all vendors desiring to taste sample only sample low risk foods.

15. COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS: All producers are responsible for obtaining all necessary county or state health and/or other permits and are responsible for compliance with all state and federal food and drug laws including proper labeling.

16. SCALES: If goods are offered for sale by weight, the producer's scales must be in accordance with the local county requirements and with those established standards as set by the State of Illinois.

17. SALES TAX: Each producer is responsible for the reporting of and the payment to the Illinois Department of Revenue of all required taxes resulting from the sales made at the WFM. Each producer must have proof of his or her Illinois Department of Revenue Sales Tax Number Certificate. Failure to do so will result in the rejection of the producer's application and his exclusion from the Farmers' Market.

18. MARKET ETIQUETTE: Producers are expected to wear attire that maintains the wholesome atmosphere of a farm market (i.e., must wear shirts and shoes, etc.). Producers are strictly prohibited from hawking, crying out, or engaging in activity designed to attract attention to their products. In the interest of fair trade, producers disparaging other producers' goods or the WFM risk expulsion from the market and forfeiture of their space rental fees including full season fee payments. Concerns about other producer's products should be kept confidential and directed to the WFM Board.

19. CLEAN-UP: Each producer is responsible for the removal of all waste, garbage and refuse from his or her space at the closing hour of each market day. Vendors are expected to help set up and remove barricades per market manager directions at each market. Vendors **Producers also must wipe down their table(s) following each winter market.

20. PRICING: At the discretion of the individual producer.

21. ENGINES: Producers can't run a diesel engine at the market without approval of the WFM.

22. SMOKING: Producers and their associates cannot smoke in the sales area during market hours.

23. PARKING: Producers may not park their vehicles in the square parking spaces, or in spaces on roads leading into the square. Ample parking is available at adjacent parking lots.

24. WINTER MARKET: Those farmers attending the winter market will have first choice for the following winter market.

25. INSPECTIONS: All new vendors will be inspected during their first year. All returning vendors will be inspected every other year. Any vendor may be inspected if questions arise concerning their products.

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