

2021 Discover RLB Farmers Market

Saturdays 9AM - 12PM | July 10 - September 11

Memorial Park | Corner of Cedar Lake Rd. & Clarendon Dr.
Round Lake Beach, IL

APPLICATION, RULES & REGULATIONS

Application Date: _____ Applicant Name: _____

Business Name: _____ Address: _____

City: _____ State/Zip: _____

Email: _____ Website: _____

Phone: _____ Cell Phone: _____

Illinois Sales Tax License Number (required) _____

(If license has not been received, give date of application)

Items for sale: Please provide a comprehensive list of the items you intend to sell at the market - utilizing additional sheets as necessary.

Farmers - Complimentary

Home Based Business/Crafter - \$50.00 for Full 10-Weeks

Drop In w/ Reservation - Limited Availability - \$20.00/Week - Must pay/reserve one week prior.

Will you be handling, preparing, selling or sampling food on site? Yes or No (check one)

* All food vendors must comply with standard and/or cottage law as required by the State of Illinois, Lake County Health Department and Federal Rules and Regulations.

1. <https://www.lakecountyil.gov/DocumentCenter/View/9691/Cottage-Food-Operation-FAQs-PDF>
2. <http://www.dph.illinois.gov/topics-services/food-safety/farmers-markets>

* Please 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 Department. Failure to be certified when needed will result in losing your ability to sell at our market. Onsite inspections are conducted by the Health Department.

1. Registration

The Discover RLB Farmers Market has a limited number of spaces available. Spaces will be filled on a first come first serve basis. Early registration is encouraged. Registration is not accepted without completed application and payment.

2. Hours of Market Operation

The market will operate from 9:00 a.m. – Noon on Saturdays from July 10, 2021 through September 11, 2021.

Participants may begin setting up at 7:45 a.m. and must be ready to begin sales no later than 8:45 a.m.

All participants must be open for business until closing at Noon. The area must be cleared by 1:00 p.m.

When setting up, Market Vendors must limit themselves to their assigned spaces.

3. Sell/Rent/Lending Booth Space

No vendor shall sell/rent/lend out their booth to another business or organization for any or all of the market duration. Should another extension of your business or organization, under the same name, insurance, and ownership want to share the booth space or rotate out during the market duration, this must be brought to and approved ahead of time by the Market Manager.

4. Notification of Absence.

You must notify the Village of Round Lake Beach immediately of any dates you cannot attend within 48 hours via email rlbeachcenter@roundlakebeachil.gov. No refunds.

5. Village of Round Lake Beach reserves the right to refuse vendors.

6. Displaying and Selling Goods

A. Booth size 10'x10'. All items must stay within the assigned 10'x10' booth area.

Participants must furnish their own tents, tables, chairs, display arrangements and tent weights. Tent stakes are not allowed. All tents must be secured with weights to assure the safety of our shoppers and vendors alike. No electrical is available on site.

B. Prices of all items must be clearly marked and in full view of the customers.

C. All vendors who are selling foods intended for human consumption (with the exception of produce) are required to provide a hand washing station. This consists of the following items:

-Water dispenser that allows for free flow water to facilitate two handed hand washing

-Waste bucket

-Water

-Soap

-Paper Towels

D. All rules and regulations must be followed according to the Lake County Health Department. All food Vendors must comply with standard Federal, State & Local rules & regulations.

7. Participant Conduct

Market Vendors as well as their employees and/or volunteers shall conduct themselves in a pleasant and courteous manner. They shall avoid using an unduly loud, vulgar, profane or otherwise objectionable language. Market Vendors and their employees shall avoid playing radios, tapes, CD players, etc., at a volume level objectionable to their neighboring vendors or the Market Manager. Intoxication or appearance of intoxication will not be tolerated. They shall avoid belligerent behavior or actions that might be reasonably expected to lead to disputes or altercations with other Market Vendors or their representatives, prospective customers, or other persons in the market area. In the event that persons other than the Market Vendors or his/her representative cause or promote a dispute or altercation with another Market Vendor, they shall seek assistance from the Market Manager.

Final decision will be made by the Market Manager regarding the Market Vendor being removed from the market for that day or for the remainder of the market season.

8. General Regulations

No Market Vendor shall:

- A. Pack up their booth and leave the market area prior to Noon.
- B. Attempt to attract attention by hawking or yelling loudly or distributing flyers throughout the market.
- C. Transport or display food without adequate protection. Delivery trucks and equipment used for transportation and display shall be kept clean at all times.
- D. Allow any waste or refuse to remain after the closing hour of the market; the participant is responsible for the cleanup and removal of all waste from the site. Vendors must bring their own brooms and waste receptacles for removing trash from the Market Area. You must take your trash with you.
- E. Smoking/Vaping is not permitted within 20 ft. of any booth of the Farmers Market.

9. Enforcement of Rules and Regulations

Participants in the market must conform to Market rules at all times. The Market Manager has full authority to enforce all rules. Any participant failing to comply will lose space at the discretion of the Market Manger. No refunds.

10. Safety Rules

- A. Canopies, tents, tarps & umbrellas etc. must be securely weighed down with sufficient weights to prevent tipping or shifting during market hours.
- B. In the event of inclement weather, the Marketing manager will contact you via phone with cancellation or delays within one hour of the market start time.

11. Parking

Parking of all vehicles must be in the designated triangular lot located between Clarendon Dr. and Channel Dr. Please be sure to park in the spaces closer to Channel Dr. This lot is a free lot and there are no meter fees required. Please take into consideration that the parking spaces nearest to our market should be made available for the visitors of our market.

2021 Guidelines In Response to COVID-19

Vendor Guidelines:

- Follow prescribed state and local food safety procedures for all products offered for sale.
- All market vendors, employees, volunteers and customers must wear a mask as per state guidelines.*
- All stands must have approved farmers market portable hand washing stands** or approved CDC hand sanitizer.***
- All stands must use vinyl or plastic table coverings for easy sanitizing.
- All vendors must sanitize their stands regularly; wiping down tables, terminals, cash boxes, etc. with approved disinfectants.
- Ensure 6 feet social distance between customer and vendor during visit to stands.
- Remind customers to maintain social distancing while waiting in line.
- Customers must not handle products.
- Encourage cashless/contactless ordering and payment. Accept credit/debit, Link and other nutrition assistance coupons for payment. If cash is accepted vendor may choose to not provide change.
- Where possible, have different persons handle products and money, or wash hands or use a hand sanitizer between these tasks.
- Follow market guidelines for handling Link tokens, nutrition incentives and other nutrition assistance coupons.
- All prepared and ready to eat food must be served as grab and go items.
- Vendors must not offer goods in reusable bags or touch customer's reusable bags.
- All food products must have a label or a booth display sign; "Not Ready for use. Wash before preparing and eating."

*ILLINOIS Guidance on the Use of Masks <https://www.dph.illinois.gov/covid19/community-guidance/mask-use>

**IDPH Portable Hand Washing Station <https://www.dph.illinois.gov/sites/default/files/publications/Farmers-Market-Food-Product-Sampling-Handout.pdf>

***CDC Hand Sanitizer Guidelines <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

Customer Guidelines:

- Wear a mask as per state guidelines
- Do not enter if sick.
- Maintain the required 6' distance between yourself, market staff, vendors, and other shoppers.
- Minimize time at the market.
- Use touchless payments if possible; credit /debit.
- Do not touch products, Vendors will assist customers with selections.
- Wash all products thoroughly before using.
- Reusable bags are not recommended.

12. Certificate of Insurance and Hold Harmless Agreement

The Village of Round Lake Beach requires that all participants who carry liability insurance to submit a certificate of insurance. (COI)

The COI must have the following verbiage added to the DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES box:

"The Village of Round Lake Beach, a municipal corporation, and its officers, elected and appointed officials, employees, agents and representatives are added as additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the primary insured person or entity"

The COI must also have the following in the CERTIFICATE HOLDER box:

Village of Round Lake Beach, 1937 North Municipal Way, Round Lake Beach, IL 60073

The COI must be submitted one week prior to the first day of Market.

The participant assumes all responsibility for and shall bear all liabilities and expenses relating to the products offered for sale. The participant shall save the sponsoring groups, Market Managers, Village of Round Lake Beach, their successors, employees, elected and appointed officials, agents and assigns harmless from and against, and indemnify them, from all liability, loss cost, attorney's fees, expenses or damages howsoever caused by reason of products sold by participant, or any act of omission of participant, including but not limited to any injury (whether to body, property, or personal or business character or reputation) sustained by any person to any person or to property, and for any violation of municipal, state or federal laws or regulations governing the products or their sales, or participation at the Farmers Market, or which may result from the sale or distribution of the products by the participant.

The participant shall further indemnify the owners of the property where the event is occurring, sponsors, Market Manager, Village of Round Lake Beach, their successors, employees, elected and appointed officials, agents and assigns from all cost and attorney's fees incurred in defending or prosecuting any dispute regarding a violation of the rules and regulations set forth under this agreement.

The Village of Round Lake Beach may use photographs/video recordings of the Farmers Market including the business name, logo and product in marketing materials to promote the Market. I hereby release the Village and its representatives from all claims and liability to said photographs and video recordings.

By signing below, I agree to abide by this document and have a full understanding of the application, rules and regulations:

Signature Required: _____

Printed Name: _____ Date: _____

Cash, Check and Credit Card Accepted.

Return signed application along with payment to:

Village of Round Lake Beach Cultural & Civic Center; 2007 Civic Center Way; Round Lake Beach, IL. 60073

Email: rlbeachcenter@roundlakebeachil.gov Phone: (847) 201-9032

We accept VISA/MC/DISCOVER

Cardholder's Name: _____

Card # _____

Expiration Date: _____ Cardholder's Zip Code: _____ 3 digit security code: _____

Charge Amount: _____ Signature: _____