

## **2023 Downtown Pontiac Farmer's Market**

Application Packet

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Application

Please read the entire document before submitting application. Questions can be directed to the Market Manager, Gene Burnett.

2023 Market Dates:

June 3-September 2 7:00AM-11:00AM\*

September 9-October 28 8:00AM-12:00PM\*

\*Or until sold out.

Find us on the web!

[Facebook.com/PontiacFarmersMarket](https://www.facebook.com/PontiacFarmersMarket)

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

# Pontiac Farmer's Market 2023 Operating Guidelines

## Statement of Purpose

The goals of the Pontiac Farmer's Market are to provide fresh, affordable produce to the citizens of Pontiac and the surrounding area; to support local farmers, gardeners, and craftspeople by providing an outlet for their goods; and to promote the City of Pontiac, the downtown businesses, and community spirit.

## Obligations of the Market Committee

- The aim of the Farmer's Market Committee is to help everyone enjoy successful sales and a great market atmosphere.
- The Farmer's Market Committee will promote the market through advertising.
- Members of the committee will attend each market, and they will be the final arbiter of any problems and/or disputes that arise at the market.

## Market Schedule

The 2023 Pontiac Farmer's Market will be held from 7 to 11 AM or until sold out every Saturday from June 3 to September 2 and 8 AM to 12 PM or until sold out every Saturday from September 9 to October 28. Set up will begin half an hour prior to the opening time. All vendors are expected to respect the opening time and refrain from any early sales.

## Products to Be Sold

- Fresh, high quality fruits, vegetables, herbs, vinegars, flowers, bedding plants, potted plants, and other horticultural products may be sold at the market.
- Meat, cheese, and eggs may be sold with the required Health Department authorizations. A vendor needing electricity should call Pontiac City Hall at 815-844-5847 for information concerning availability.
- The Pontiac Farmer's Market is an "eat local, eat fresh" market. All items should be grown, raised, or produced by the vendor/farm selling it at the market. In special cases, vendors will be allowed to sell small quantities for other growers. Compliance with this provision will be determined by the Market Committee. Because one of the stated goals of the market is to support downtown businesses in the City of Pontiac, an exception to this guideline will be made for any downtown business wishing to sell at the market.
- All items sold must be produced in the area. Exceptions may be made at the discretion of the Market Committee.
- Value added products (e.g. honey, jams, syrups, baked goods, etc.) will be admitted at the discretion of the Market Committee and are subject to local and state Health Department licensing requirements.
- High quality, hand-made arts and crafts may be sold at the discretion of the Market Committee
- Stands for the sole and expressed purpose of promoting or disseminating political, religious, or other polemical literature are prohibited.
- Ultimately the Farmer's Market Committee will be the final arbiter of any dispute surrounding legitimacy or appropriateness of any product to be sold or vendor.

## Compliance

Vendors should familiarize themselves both with the Pontiac Farmer's Market Guidelines and all applicable laws and regulations. Examples include laws related to health, weights and measures, taxes, and insurance. Health Department and other officials may visit the market to assure compliance with their regulations.

## Commitment to the Market

- Vendors have a choice to commit to the entire market season or to reserve a space for individual dates on a space available basis.
- Seasonal vendors are guaranteed a space at every market during a particular season; however, repeated absence from the market without advanced notification may result in loss of the vendor's regularly assigned space at subsequent markets.
- If a seasonal vendor does not arrive by 7:30 AM, an individual vendor may take the spot for the day.

## Sales Practice

Vendors must clearly display the name and location of their farm/business and post prices for all items being sold. All consumable products must have the appropriate labeling. No crying out, "hawking," or other aggressive sales techniques are allowed.

## Market Courtesy

The Farmer's Market is a smoke free environment. No swearing or lewd language is allowed.

## Clean-up

Vendors are responsible for cleaning all trash and waste within and around their allotted space.

## Parking for Vendors

Once vehicles are unloaded, they should be parked in the parking lot. Please refrain from taking spots that could be used by customers.

## Space

A standard stall is approximately a 12-foot by 24-foot space. Spaces will be assigned at the beginning of the season, and seasonal vendors will use the same assigned space throughout the season unless the Market Committee directs otherwise.

## Fees

- The cost to rent a space for the entire season is \$75.00. Space rental fees are not refundable.
- Spaces may also be rented for an individual date, on a space-available basis, for a cost of \$15.00. Individual week rental rates may not be applied toward the \$75.00 full season fee unless approved by a Market Committee member.

## Registration

All new and returning vendors must complete a registration form each year. A signature on the registration indicates that the vendor has read and will comply with both the Pontiac Farmer's Market Guidelines and the Livingston County Health Department Guidelines.

## Bake Sales

Bake sales by non-profit groups will be limited to two on each market date. Please call the Market Manager to check for date and space availability. Any bake sales at the market must comply with Livingston County Health Department Guidelines.

## Community Based Non-Profits

The Market is proud to offer space to community-based non-profits at no charge. Space is held for groups conducting educational outreach related to agriculture, sustainability, and preservation of open space. Pre-approval is required, and organizations not approved will not be allowed to canvas in the market.

## Music

Music performances are permitted when space allows. They should register before the Saturday with the Market Manager and check in with a member of the Market Committee before being assigned a performance area. Lyrics and volume must remain appropriate for a family-friendly setting. Playing/singing in a loud, disruptive manner that interferes with communication between vendors, staff, and customers is prohibited.

## Non-Compliance

The Market Committee reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality standards of the market or to terminate the participation of a vendor who does not comply with these standards.

## Vendor Grievances/Product Challenges/Concerns

- Vendor Grievance refers to disputes between customers and products.
- Product challenge refers to a reasonable doubt that a product was grown/produced in line with market policies, was not grown by the vendor selling it, or is not properly labeled.
- The Farmer's Market Committee will be the final arbiter for all challenges and grievances.

## Policy Changes

- The policy guidelines will be reviewed and revised when necessary on an annual basis.
- If any modifications of market policies are necessitated during the season, communication will be made via email and posted on the Pontiac Farmer's Market Facebook page.

## Contact Information

Market Manager: Gene Burnett | 815-844-7352 | [eaburne@ilstu.edu](mailto:eaburne@ilstu.edu)

City of Pontiac: 815-844-5847



Email: [dsimmons@lchd.us](mailto:dsimmons@lchd.us)

Website: <http://lchd.us/site/programs/food-safety>

### Set Up

The market opens at the posted times (7AM June 3-Sept 2 and 8AM Sept 9-Oct 28). Set up will begin a half hour prior. In order to reserve your preferred location, you must pay the \$75 fee for the entire season. Spaces will be reserved on a first come first served basis.

I will need access to (check all that apply):

- Electricity       Water

I will be bringing my own (check all that apply):

- Canopy       Tent(s)       Table(s)

### Market Fees

- Seasonal Fee - \$75 (June 3-October 28)  
 Weekly Fee - \$15 (If you plan on participating more than once a month, it would be easier and more cost effective to pay the seasonal fee.)

Please make checks payable to:

City of Pontiac  
115 W. Howard St.  
Pontiac, IL 61764  
Put Farmer's Market in the memo line

### Questions about Pontiac Farmer's Market?

Gene Burnett, Market Manager  
815-844-7352  
[eaburne@ilstu.edu](mailto:eaburne@ilstu.edu)

City of Pontiac  
815-844-5847

### 2023 Liability Waiver

I hereby waive all claims against the City of Pontiac and Livingston County for any accidents associated with my assigned vendor space at the Pontiac Farmer's Market to be held every Saturday from June 3-October 28, 2023.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name