

## 2026 Downtown Pontiac Farmers Market

Application Packet

Contents:

Operating Guidelines

Application

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

2026 Market Dates:

June 6<sup>th</sup> -- October 31st 8:00 AM-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 Farmers Market 2026 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 Farmers Market Committee is to help everyone enjoy successful sales and a great market atmosphere.
- The Farmers 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 2026 Pontiac Farmers Market will be held from 8:00 AM to 12 PM or until sold out every Saturday from June 6 to October 31. 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, & curated goods 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 by vendors.

#### 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. The Health Department and other officials may visit the market to ensure compliance with their regulations.

#### Commitment to the Market

- Vendors commit to the entire market season.
- Seasonal vendors are guaranteed 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.
- Vendors must give 48 hrs notice if they are not planning on attending that Saturday to allow for marketing opportunities as well as filling in high traffic space (consideration is taken for emergencies that arise after)
- If you would like us to promote on our flyer any special you have come up with, a 48 hrs. notice is required.

#### 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 on North Main, across from the Law & Justice Center and then in the Block 59 parking lot. Please refrain from taking spots that could be used by customers.

#### Space

A standard stall is approximately 12-foot by 24-foot space. Spaces will be assigned at the beginning of the season.

## Fees

- The cost to rent a space for the entire season is \$100.00. Space rental fees are not refundable. There are no individual date options.

## 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 one 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.

## Music

Music performances are permitted when space allows. They should register the Saturday before 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 Farmers 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)

Cheyenne Kreush, Main Street Manager, City of Pontiac: 815-844-5847, [cheyanne.kreush@pontiac.org](mailto:cheyanne.kreush@pontiac.org)

# Farmers Market 2026 Application

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

Business/Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Business Facebook Page: \_\_\_\_\_

Market Products: Please check all that apply and describe the items you will be selling. For example:  
Baked Goods: breads, cookies, pies, etc.

Baked Goods: \_\_\_\_\_  Antiques: \_\_\_\_\_

Dairy: \_\_\_\_\_  Art: \_\_\_\_\_

Eggs: \_\_\_\_\_  Crafts: \_\_\_\_\_

Meats: \_\_\_\_\_  Jewelry: \_\_\_\_\_

Plants: \_\_\_\_\_  Pottery: \_\_\_\_\_

Preserves: \_\_\_\_\_  Produce: \_\_\_\_\_

Other: \_\_\_\_\_

\*Anyone selling meat, poultry, and dairy will need to include a copy of their license from the Illinois Department of Agriculture.

\*\*Anyone selling eggs will need to include a copy of their license from the Illinois Department of Agriculture along with a copy of their egg license from the Livingston County Public Health Department.

\*\*\*Anyone selling preserves will need to include a copy of a cottage food operation license.

FREE SAMPLES: Are permitted but vendors must hand food for sampling directly to customers.

Please direct any questions regarding health and food regulations to:

Livingston County Health Department

Updated 01.28.2026

Amy Necheles  
Phone: 815-842-5918  
Email: [anecheles@lchd.us](mailto:anecheles@lchd.us)

310 E. Torrance Ave  
Pontiac, IL 61764  
Website: <http://lchd.us/site/programs/food-safety>

### Set Up

The market opens at the posted times (8AM June 6-Oct 31). Set up will begin a half hour prior. In order to reserve your preferred location, you must pay the \$100 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)

\_\_\_\_ (Initial) I understand that my canopy/ tent MUST be safely tethered and/or weighted down at all times.

### Market Fees

Seasonal Fee - \$100 (June 6-October 31)

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  
[eburne@ilstu.edu](mailto:eburne@ilstu.edu)

Cheyenne Kreush, Main Street Manager  
815-844-5847  
[cheyanne.kreush@pontiac.org](mailto:cheyanne.kreush@pontiac.org)

2026 Liability Waiver and Hold Harmless Clause

All vendors participating in the Downtown Pontiac Farmers Market shall be individually and severally responsible for any loss, bodily or personal injury, death, and/ or property damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees. By applying to the 2026 Downtown Pontiac Farmers Market, each vendor agrees to indemnify and save the City of Pontiac and their officers, agents, and employees harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by reason of the vendor's negligence or that of its servants, agents, and employees; provided that the vendor shall not be responsible nor required to indemnify the City of Pontiac for their negligence or that of their officers, agents, or employees. No insurance is provided by the City of Pontiac for the benefit of participants in the Farmers Market.

I understand and hereby waive all claims against the City of Pontiac and Livingston County for any accidents associated with my assigned vendor space at the Downtown Pontiac Farmer's Market to be held every Saturday from June 6-October 31, 2026.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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**For Office Use Only:**

Application Complete: \_\_\_\_\_

License: \_\_\_\_\_

Paid: \_\_\_\_\_ Ck: \_\_\_\_\_ / Cash

Spreadsheet: \_\_\_\_\_