

2014 RULES OF OPERATION
****PLEASE KEEP THESE FOR YOUR REFERENCE****

Welcome to Ottawa's Farmers Market. We are glad you have joined our Market. The Market is operated by the Ottawa Area Chamber of Commerce under permission from the City of Ottawa.

Market Coordinator

A Market Coordinator will be assigned to assist with Saturday set up, vendor space assignment, informational updates and other assigned tasks.

Vendor Professionalism

Any vendor that conducts themselves in an unprofessional or hostile manner will be asked to leave the market. Unprofessional or hostile behavior includes, but not limited to, yelling, swearing, and arguing, at vendors, customers, or coordinator.

Parking Policy

No vehicles may be parked on Jackson Street rain or shine during market hours. Vehicles are to be parked in the Times parking lot or on the east side of Jackson Street.

Vendor Space Selection

Only Full Season Farmers Market vendors will have preference of a permanent space. Your space for the season will be determined mutually upon the receipt of your completed contract and full payment. In other words, "first to pay, first to pick". You will be contacted, prior to the first market, to discuss your space. **The Chamber reserves the right to designate space assignments based on aesthetics and space considerations.**

Canopy Set up Policy

Canopies are to be set up with the back of the canopy against the curb. Be prepared to shim any tables, stands or displays that may be affected by the slope in the road. Only a 2' maximum space between each vendor canopy except for vendors with multiple canopies.

Early Departure Policy

Any tear down, or early departure (before 12:30pm) must be approved by the Market Coordinator. The Ottawa Farmers Market is advertised to be open till 12:30 and early tear down and departure is not professional. In the event that the weather becomes ominous early departure will be accepted.

Rainout policy

No rainout refunds. The market will be held rain or shine.

Please NO smoking!

In conjunction with our goals and to preserve the healthy environment of the Farmers Market, we are requiring all vendors to step 15 feet from the sidewalks surrounding Jackson Street to smoke. This includes no smoking in your booth.

Times

With the exception of some special events, Ottawa's Farmers Market opens to the public at 8:00am and closes at 12:30pm. In the event you would like to stay longer to sell-out your product, you are free to do so. **It will be vendor responsibility to remove the barriers and re-open the street for traffic when the market closes.**

Set Up/Unloading Policy – *please note the time requirements!*

Unloading/loading Process: NO EXCEPTIONS! The first vendor to arrive is responsible for the setting up barricades to close off the street. Vendors may begin unloading their products at 6am, but NO LATER THAN 7:30am. If you are selling from a trailer and/or truck, you must be PARKED no later than 7:15am. NO VEHICLES ARE ALLOWED TO MOVE ON JACKSON STREET AFTER 7:30am for customer safety. All vendors MUST be set up and ready to sell by 7:45am. Late set-up is allowed by the market coordinator with prior approval.

Late Arrival Policy: You will be considered late if you arrive at the Market after 7:30am. **(7:15 if you are selling out of a truck/trailer).** If you are late for any reason, you MUST call Meg. ALL latecomers will be directed to a designated location (no matter your regularly assigned booth location) for the safety of other vendors and shoppers. SAFETY is one of our biggest concerns.

- Late one time, call Market Manager and you will be relocated for the day.

- Late a second time, call Market Manager; and, we will consider your participation in the market that day. If excused and allowed to participate, you will be again be relocated.
- Late a third time, you will not be able to sell that day; and, we will have to consider your participation for the rest of the season.

Trailers: Trailers and vehicles with trailers will be assigned to the north and south side of Jackson street, west of the alley. Trailers have to be approved prior to arrival or set up. The length of your vehicle and/or trailer cannot exceed the number of spaces you have reserved. *For safety reasons, vehicles will NOT be allowed to move through the market area during the scheduled market hours.* If you know you will have to leave prior to 12:30 pm, arrangements for a safer location must be made with the site coordinator prior to your set-up at the market site.

Tear Down:

The last vendor tearing down is responsible for putting away the barricades, signs and reopening the street. Please put the barricades away in a neat and safe manner.

Cottage Food Industry

Per the LaSalle County Health Department, any vendor who plans to sell herbs, jams, jelly, preserves, fruit pies, fruit butters, breads, cookies, cakes or pastries must follow the Cottage Food Industry Rules and Regulations. These Rules and Regulations require all persons producing these products to hold a Food Service Sanitation Manager Certification. If you already hold a Food Service Sanitation certification you are required to fill out the Application for Cottage Food Industry. Applications and Food Service Sanitation class schedules can be found at the LaSalle Co. Health Department or at the Chamber office.

Crafts/Handmade Products

Definition: items designed, painted, created and/or assembled by the participating Ottawa Farmers Market vendor. Prior approval on items sold is required. Flea market type items are not allowed.

Insurance Requirement

Any vendor wishing to *cook* their products at the market is required to provide a Certificate of Liability Insurance with the Ottawa Area Chamber of Commerce listed as additionally insured.

Sales Tax

Illinois Sales Tax must be collected when it is required and is the responsibility of each vendor. You must provide a current copy of your Illinois Retail Sales Tax number certificate OR a copy of your Illinois Department of Revenue's authorization of not-for profit status annually for our records. If sales tax is to be collected by the vendor the tax certificate must be displayed in full view at the Market.

Vendor Visits

The Ottawa Area Chamber of Commerce & Industry and Ottawa Downtown Merchants reserve the right to visit your farm, greenhouse, kitchen and/or studio from April through October of 2014. New vendors can be visited prior to participation in the Market season. The purpose of these visits is to confirm the production of produce, baked goods and/or fine art or fine craft items to be sold at Ottawa's Old Town Farmers' Market.

When needed, we may make suspicion-based visits to maintain the integrity of our market. We may have reason to investigate the growth and/or production of suspicious items (not detailed in contract, not planted in fields noted in contract, not shown during vendor visit, etc.). In doing so, we will take an "innocent until proven guilty" tactic and offer the opportunity for the vendor to provide proof and explanation. Failure to allow an inspection will constitute a violation of Market rules; and, participation in the Market will be terminated. If we are not able to coordinate a vendor visit after three reasonable attempts, we will not allow you to begin (or continue) selling at our Market until an inspection can be arranged.