

# Park Forest Main Street Market



## RULES OF OPERATION 2021

The 47th annual Farmers' Market is sponsored by the  
Village of Park Forest

[www.villageofparkforest.com](http://www.villageofparkforest.com)

Contact the Recs and Parks Department for additional information.  
(708)748-2005

## **WHEN WILL THE FARMERS' MARKET BE HELD?**

From the first Saturday in May until the last Saturday in October, 7:00 AM until 12:00 Noon  
Set up begins at 6:00 AM and sales end at 12:00 Noon.  
Vendors who arrive after 6:45 AM will have to walk their product in to their assigned space.

## **WHERE IS THE MARKET LOCATED?**

Park Forest Main Street Market, 152 Main Street, Park Forest, IL 60466. Across the street from Victory Senior Center, next to The Dollar General, right off Western Ave. (CVS) in on the corner of Western Ave.

## **WHO IS ELIGIBLE TO SELL?**

**Growers** offer for sale articles for human consumption (such as fruits, vegetables, edible grains, nuts and berries, apiary products, herbs, maple sugars, eggs, cheese, cider) or non-edible articles (such as locally grown cut or potted flowers and plants, firewood, dried flowers and plant materials). At least 50% of these products have been raised or prepared by the grower or producer, members of their families or by employees. Produce purchased for resale must be clearly labeled as such. Sale of meat, fish or poultry is by special permit only. Refrigerated dairy products except cheese or any article proscribed by the Director of Public Health is prohibited. Producers may join together to sell each other's produce (cooperative selling).

**Local Businesses** have a Park Forest business license, a State tax number and a permanent place of business in Park Forest. Other businesses may be included at the discretion of the Market Manager to add variety to the collection of products for sale. The Farmers' Market offers a unique opportunity for business development.

**Local Civic Organizations** may hold fundraising activities at the Market. "Local civic organizations" are churches, synagogues, scout troops, sports clubs, service groups, etc., located in Park Forest or surrounding communities which are incorporated as not-for-profit corporations or which are operated solely for educational, religious or charitable purposes. The Market Manager assigns spaces by written application. The **bake sale** requirements shall apply. Flyers describing the organization may be displayed and given out if requested. Organizations must bring their own tables, chairs and sun/rain protection. Canopies or umbrellas must be weighted for safety's sake. There is no electrical hookup capacity for unpaid space.

## **WHAT ARE THE PROCEDURES FOR SPACE RENTAL?**

1. Applications are available by email or mail or from the office of the Market Manager at the Village Hall, 350 Victory Drive. Day-of applications are available Saturday mornings from the Market Manager. Call 748-2005 for information.
2. Vendors must have an Illinois State Sales Tax Number or evidence of application for one. Information can be obtained from:  
Illinois Department of Revenue/James R. Thompson Center  
100 W. Randolph Street. Chicago, IL, 60601-3274  
(312) 814-5232; (800) 732-8866 <http://www.revenue.state.il.us/>.
3. The Market Manager makes space assignments depending on the needs of the Market. Each perimeter space is marked at 15 x 40 feet and parking behind the sales space is permitted. Products for sale must be contained within the assigned space. Vendors are notified by mail or email of the space assignment.

4. The Market Manager will assign space upon receipt of appropriate fees and forms. Fees are not refundable nor pro-ratable nor transferable
5. A season permit reserves the assigned location for the duration of the Market.
6. A daily permit reserves space for one day only. The daily spaces are reserved in advance as available until all spaces are reserved. Seasonally reserved spaces may be assigned to daily applicants with the permission of the season vendor's planned absence.

#### **WHAT ARE THE EXPECTATIONS REGARDING ATTENDANCE?**

1. In order to maintain a consistent, full market, vendors will be required to notify the market manager of absences from the market a week in advance of the absence. If the market manager is not notified, absences will be considered unexcused.
2. If more than three (3) unexcused absences are accrued, a vendor will forfeit their market space and will only be allowed to participate in the market on a month to month basis, paying the additional monthly fees.

#### **WHAT ARE THE DISPLAY ARRANGEMENTS?**

1. Products may be sold directly from vehicles from perimeter spaces only.
2. Vendors must furnish their own tables, chairs, display arrangements and rain protection. The Market is in an open area parking lot with no shelter provided. **All types of temporary shelter (canopies, tents, awnings, umbrellas, etc.) must be stable and properly weighted at all times.** If wind conditions are unfavorable, shelter may not be assembled.
3. Delivery trucks and other equipment used for transportation and display shall be kept clean at all times with adequate protection against contamination of the product being sold.

#### **WHAT ARE THE SELLING REGULATIONS?**

1. Scales for products sold by weight must conform to the State of Illinois regulations.
2. Prices must be either be displayed with each item or a list of all prices must be posted. Posting bulk prices is suggested. Prices must be visible at all times.
3. The vendor, his/her family or employees must produce at least 50% of all produce offered for sale except as in 4 below.
4. Co-operative selling is permitted with an affidavit signed by both the grower and vendor.
5. Produce purchased for resale must be clearly labeled as such and not represented as locally grown.
6. Hawking or crying out will not be permitted
7. Price fixing among growers is not permitted.

8. The principle item in any processed product must be eligible for sale at the Market. The Market Manager may allow exceptions to balance the Market.
9. Any grower selling any item identified “organic” or “organically grown” shall prominently display the definition of “organic” or “organically grown” used by that grower with regard to that product.
10. **Sellers must be in place by 6:45 am or they will have to walk their products to their assigned space.**

### **WHAT FOODS ARE PROHIBITED AT THE FARMERS’ MARKET?**

1. Any food, which is unwholesome, adulterated or unfit for consumption.
2. All dairy products except cheese and eggs.
3. Home canned, heat processed, hermetically sealed, non- or low-acid foods.
4. Baked goods that require refrigeration, such as soft or cream pies, meringue-topped desserts, cream or custard filled bakery products. All other baked goods must follow the Illinois Cottage Food Law guidelines and be properly labeled.
5. Any food item that contains non-allowed preservatives or additives.

### **WHAT ARE LABELING REQUIREMENTS?**

Produce is usually sold whole by weight or by count. When produce is pre-cut and wrapped, it must include the following label:

- a) name, address and phone of the grower and packer;
- b) accurate statement of weight, measure or numerical count;
- c) the common or usual name of the food; and
- d) the common or usual name of each ingredient in descending order of prominence.

Baked goods, apiary products, maple sugars, syrups, cheese, jams, jellies, preserves and similar items that must be prepackaged prior to sale must be labeled to show the commodity name, net weight, total price and business identification of the manufacturer, packer, distributor and ‘use-by’ date. Only items prepared in inspected and certified kitchen facilities and those following the Illinois Cottage Food Law guidelines will be considered for vending at the Park Forest Main Street Market.

### **WHAT ABOUT EGGS?**

The sale of eggs must meet the packing and labeling requirements of the Illinois Egg Law.

### **WHAT ABOUT MEAT, POULTRY AND FISH?**

Vendors who wish to sell meat, poultry or fish must comply with Illinois Department of Agriculture rules applicable to raising, slaughtering, packaging and preserving such products. Selling at the Park Forest Main Street Market requires a special investigation and approval.

### **WHAT ARE FUNDRAISER BAKE SALE REQUIREMENTS?**

1. All items offered for sale must be breadstuffs or bread, or any food product of which flour or meal is the principle ingredient such as bread and cookies, including pies that are non-dairy based. Not allowed are: trail mix, foods containing preservatives, coloring or other food additives; or baked goods filled or topped with custards, creams, meringues or puddings.

2. The sponsoring non-profit organization must keep an itemized record of the names and addresses of the individuals who prepared the baked goods. This record must be available to the Health Department if requested.
3. Items offered for sale must be wrapped in individual purchase amounts. This will minimize contact and will protect the goods from contamination from dust, rain, flies, other insects and consumer handling.
4. Each item offered for sale must follow the Cottage Food Law labeling requirements along with a master list of items offered for sale, to allow trace back if necessary.

## **WHAT SANITARY REGULATIONS APPLY TO THE MARKET?**

### **Animals**

Dogs are not allowed at the Market. Customers will be asked to park their dogs away from food and leave them home in the future. Helper dogs for the blind or physically challenged are the only exception.

### **Food**

- Food shall be clean, wholesome, and free from adulteration, misbranding or mislabeling.
- Cheese must be prepared and packaged under conditions meeting the requirements of federal, state and local laws, wrapped in individual packages, stored at a temperature of 45°F or below in containers that meet the requirements of state and local rules and regulations.
- Eggs offered for sale must be free of dirt or other obvious soil. All eggs for sale at the Market shall be from flocks of birds fewer than 1000, according to Federal Regulations. All eggs shall be held at 45°F.
- Processed foods must be prepared in inspected kitchens. Proof of an approved kitchen inspected by an appropriate governmental agency shall be submitted with application.
- Meat, poultry or fish must be raised, slaughtered, packaged and stored according to all Illinois Department of Agriculture requirements and sold at the Market from refrigeration units that allow for proper temperature control.

### **Food Contact Surfaces**

- Food contact surfaces shall be corrosion resistant, non-absorbent, non-toxic, free of breaks, open seams, chips, pits and imperfections. Food contact surfaces of equipment shall be kept clean.

### **Personal Hygiene**

- People with boils, cuts, respiratory infections and communicable diseases shall not be permitted to work with food at the Farmers' Market.
- Fingernails shall be trimmed; hands and arms shall be washed and cleaned before starting to work, washed after visiting the toilet and washed as frequently as necessary during the day. A Porta Potty will be on site. Food sales personnel should wear clean clothing and effective hair restraints.
- Smoking is not permitted in sales areas.

### **Food Protection**

- Processed food shall be stored or displayed a minimum of six inches off the ground.
- Processed food shall not be stored in contact with water or undrained ice.
- Food not subject to further washing and cooking before being eaten shall be stored in a way that protects it against contamination from dust, rain, flies, insects, consumer handling, and other elements during transportation, storage and display.
- Galvanized containers shall not be used for preparation, display and storage of acid foods. If needed, appropriate utensils shall be provided to minimize manual contact with food.

### **WHAT ARE THE CLEAN-UP RULES?**

The vendor must remove all waste and refuse from their spaces before leaving the Market. This trash must be taken away with the vendor, for disposal at the vendor's expense. It would be useful for each vendor to have a small receptacle for trimmings by each selling area as well. Each seller must clean up!

### **SORRY, THE FOLLOWING ARE NOT ALLOWED**

- ❑ Unregistered Vendors
- ❑ Soliciting There will be no impromptu distribution of flyers nor soliciting for money, votes or endorsements. Only authorized participants may display or distribute posters or literature.
- ❑ Vehicles No motorized vehicles (except wheelchairs) other than those of the sellers and Market Manager are allowed in the Market area. No riding of skateboards or bicycles is allowed in the Market area.
- ❑ Garbage and trash Each seller must remove their own refuse.
- ❑ Dogs
- ❑ Music to be played in assigned space only, no external speakers or opening of trunk allowed

### **ENFORCEMENT OF RULES**

We rely upon goodwill and cooperation for a successful Market. Please do not put the Market Manager in an awkward position by avoiding or breaking the rules. The Market Manager has full authority to enforce all rules. Vendors who fail to comply will lose their spaces and will not be permitted to sell for the remainder of the season.