

Park Forest Community Market

Rules of Operation 2026



The Park Forest Community Market is operated by the Village of Park Forest Recreation,
Parks & Community Health Department

Contact: (708) 748-2005 | www.villageofparkforest.com

Our Mission & Values

The Park Forest Community Market creates a vibrant gathering space that connects our community with fresh, locally-grown food while supporting sustainable agriculture and local entrepreneurs. We are committed to:

Community Connection: Building social bonds and civic engagement through shared experiences around food and local culture.

Equity & Inclusion: Creating a welcoming marketplace where vendors and customers of all backgrounds feel valued, respected, and have fair opportunities to participate and thrive.

Sustainability: Supporting farmers and producers who steward the land responsibly and promote environmental health for future generations.

Economic Vitality: Strengthening our local economy by providing sustainable income opportunities for small-scale farmers, food entrepreneurs, and local businesses.

Health & Wellness: Expanding access to fresh, nutritious, locally-grown food for all community members regardless of zip code or income level.

Trust & Transparency: Fostering authentic relationships between producers and consumers built on honesty, accountability, and mutual respect.

Market Information

When

Season: Saturdays, May 30 through October 3, 2026

Hours: 9:00 AM - 2:00 PM

Vendor Setup: Begins at 8:00 AM | Sales end at 2:00 PM

Vendors arriving after 8:45 AM must walk products to assigned spaces

Where

Park Forest Community Market
26th & Western, Park Forest, IL 60466

Located at 26th & Western Avenue in Park Forest

Vendor Eligibility

We welcome diverse vendors who contribute to a vibrant, inclusive marketplace:

Growers & Producers

Farmers and producers who offer products for human consumption including:

- Fresh fruits, vegetables, edible grains, nuts, and berries
- Apiary products, herbs, maple products
- Cheese
- Cider and non-alcoholic beverages
- Cut flowers, potted plants, and plant materials
- Firewood and dried botanicals

Production Standards:

- At least 50% of products must be raised or prepared by the grower/producer, their family, or employees
- Cooperative selling is permitted with signed affidavit from both grower and vendor
- Produce purchased for resale must be clearly labeled as such and not represented as locally grown
- Meat, fish, or poultry sales require special permit and compliance with Illinois Department of Agriculture regulations
- Refrigerated dairy products (except cheese) and items prohibited by the Director of Public Health are not permitted

Local Businesses

Businesses with a Park Forest business license, Illinois State tax number, and permanent Park Forest location. Additional businesses may be considered at Market Manager's discretion to enhance product variety and support business development.

The Park Forest Community Market offers a unique opportunity for business development, customer outreach, and community connection in Park Forest.

Food Entrepreneurs & Artisans

We support all entrepreneurs, food businesses, and limited-resource makers through equitable access to market opportunities. Vendors offering value-added products, prepared foods, and artisanal goods are welcome subject to health department approval and proper licensing.

Local Civic Organizations

Churches, synagogues, scout troops, sports clubs, service groups, and other non-profit organizations from Park Forest and surrounding communities may hold fundraising activities. Organizations must:

- Be incorporated as not-for-profit or operated solely for educational, religious, or charitable purposes
- Submit an online application for space assignment
- Follow bake sale requirements for food sales
- Provide own tables, chairs, and weighted canopies/umbrellas for safety
- Note: No electrical hookup available

Space Rental Procedures

1. Application Process

- Applications are **only** available on the village website (www.villageofparkforest.com)
- Contact: (708) 748-2005

2. Tax Requirements

- Vendors must provide Illinois State Sales Tax Number or evidence of application
- Information: Illinois Department of Revenue, James R. Thompson Center, 100 W. Randolph Street, Chicago, IL 60601-3274
- Phone: (312) 814-5232 or (800) 732-8866
- Website: <http://www.revenue.state.il.us/>

3. Space Assignment

- Market Manager assigns spaces based on market needs and diversity
- Perimeter spaces: 15 x 40 feet
- Products must be contained within assigned space
- Vendors notified via email of assignment

4. Fees & Permits

- Space assigned upon receipt of appropriate fees and forms
- Fees are non-refundable, non-pro-ratable, and non-transferable
- *Season Permit*: Reserves assigned location for full market duration
- *Daily Permit*: Reserves space for one day only, available as spaces permit
- Seasonally reserved spaces may be assigned to daily applicants with season vendor's permission for planned absences

Attendance Expectations

To maintain a consistent, vibrant market experience for our community:

1. Vendors must notify Market Manager of planned absences **one week in advance**
2. Absences without advance notice are considered unexcused
3. More than three (3) unexcused absences result in forfeiture of market space
4. Vendors with excessive unexcused absences may participate month-to-month only, with additional monthly fees

We value reliability. Consistent vendor presence builds trust with customers and strengthens our market community.

Display & Setup Arrangements

1. Products may be sold directly from vehicles in perimeter spaces only
2. Vendors must provide own tables, chairs, display arrangements, and weather protection
3. The market operates in an open-air parking lot with no shelter provided
4. All temporary shelter (canopies, tents, awnings, umbrellas) must be:
 - Stable and properly weighted at all times
 - Not assembled if wind conditions are unsafe
5. Delivery trucks and display equipment must be kept clean with adequate product protection against contamination
6. **Vendors must be in place by 8:45 AM or walk products to assigned space**

Selling Regulations

1. **Price Transparency**
 - Scales for weight-based products must conform to Illinois State regulations
 - Prices must be clearly displayed with each item OR posted as a complete price list
 - Prices must be visible at all times
 - Bulk pricing is encouraged
2. **Product Sourcing**
 - Vendor/family/employees must produce at least 50% of produce offered for sale
 - Cooperative selling permitted with signed affidavit from grower and vendor
 - Purchased produce for resale must be clearly labeled and not represented as locally grown
3. **Market Conduct**
 - Hawking or loud solicitation not permitted (maintain welcoming atmosphere)
 - Price fixing among growers prohibited
 - Primary ingredient in processed products must be eligible for market sale (exceptions at Market Manager's discretion)

4. **Organic Claims**

- Any vendor selling items labeled "organic" or "organically grown" must prominently display their definition of these terms for that specific product

Food Safety & Prohibited Items

Prohibited Foods

1. Any unwholesome, adulterated, or unfit food for consumption
2. All dairy products except cheese and eggs
3. Home canned, heat-processed, hermetically sealed non-acid or low-acid foods
4. Baked goods requiring refrigeration (soft/cream pies, meringue-topped desserts, cream or custard-filled products)
5. Foods containing non-allowed preservatives or additives

All baked goods must follow Illinois Cottage Food Law guidelines and proper labeling requirements.

Labeling Requirements

Pre-cut & Wrapped Produce must include:

- Name, address, and phone of grower/packer
- Accurate statement of weight, measure, or numerical count
- Common or usual name of the food
- Common or usual name of each ingredient in descending order of prominence

Prepackaged Items (baked goods, apiary products, maple syrups, cheese, jams, jellies, preserves) must show:

- Commodity name
- Net weight
- Total price
- Business identification of manufacturer, packer, or distributor
- 'Use-by' date

Kitchen Certification: Only items prepared in inspected and certified kitchen facilities or following Illinois Cottage Food Law guidelines will be permitted.

Eggs

Egg sales must meet packing and labeling requirements of the Illinois Egg Law.

- All eggs must be from flocks fewer than 1,000 birds (Federal Regulations)
- Eggs must be free of dirt or obvious soil
- Eggs must be held at 45°F or below

Meat, Poultry & Fish

Vendors must comply with Illinois Department of Agriculture rules for raising, slaughtering, packaging, and preserving. **Special investigation and approval required** for Park Forest Community Market sales.

Fundraiser Bake Sale Requirements

For non-profit civic organizations:

1. **Allowed Items:** Breadstuffs (bread, cookies, non-dairy pies) where flour or meal is the principal ingredient
2. **Prohibited Items:** Trail mix, foods with preservatives/coloring/additives, baked goods filled or topped with custards, creams, meringues, or puddings
3. **Record Keeping:** Sponsoring organization must maintain itemized record of names and addresses of individuals who prepared baked goods (available to Health Department upon request)
4. **Packaging:** Items must be wrapped in individual purchase amounts to minimize contact and protect from dust, rain, insects, and handling
5. **Labeling:** Each item must follow Cottage Food Law labeling requirements with master list of items for traceability

Sanitary Regulations

Animals

Dogs are allowed at the Market, however to protect food safety, customers will be asked to secure dogs away from prepared food areas or leave them home in future visits.

Exception: Service animals for individuals with visual impairments or physical disabilities.

Food Safety Standards

General Food Safety:

- Food must be clean, wholesome, free from adulteration, misbranding, or mislabeling
- Processed foods must be prepared in inspected kitchens (proof of approved kitchen inspection required with application)

Cheese:

- Must be prepared and packaged under federal, state, and local law requirements
- Wrapped in individual packages
- Stored at 45°F or below in approved containers

Meat, Poultry, Fish:

- Must meet all Illinois Department of Agriculture requirements for raising, slaughtering, packaging, and storage
- Sold from refrigeration units allowing proper temperature control

Food Contact Surfaces

- Must be corrosion-resistant, non-absorbent, non-toxic
- Free of breaks, open seams, chips, pits, and imperfections
- Kept clean at all times

Personal Hygiene

Health Standards:

- People with boils, cuts, respiratory infections, or communicable diseases may not work with food at the market
- Fingernails must be trimmed
- Hands and arms must be washed: before starting work, after using restroom, and as frequently as necessary
- Porta Potty available on-site
- Food sales personnel should wear clean clothing and effective hair restraints
- Smoking not permitted in sales areas

Food Protection

- Processed food stored or displayed minimum six inches off the ground
- Processed food not stored in contact with water or undrained ice
- Food not subject to further washing/cooking must be protected against contamination from dust, rain, flies, insects, consumer handling, and other elements during transportation, storage, and display
- Galvanized containers prohibited for preparation, display, and storage of acid foods
- Appropriate utensils provided to minimize manual contact with food

Clean-Up Requirements

Leave No Trace: Vendors must remove all waste and refuse from their spaces before leaving the market.

- All trash must be taken away by vendor for disposal at vendor's expense
- Each vendor should maintain a small receptacle for trimmings near their selling area
- Each seller must clean their own space

We share responsibility for keeping our community space beautiful and welcoming.

Market Rules & Prohibited Activities

To maintain a safe, welcoming, and equitable marketplace:

Not Allowed

- **Unregistered Vendors:** All vendors must be properly registered
- **Unauthorized Soliciting:** No impromptu distribution of flyers or soliciting for money, votes, or endorsements (only authorized participants may display/distribute materials)
- **Motorized Vehicles:** No motorized vehicles (except wheelchairs and those of sellers/Market Manager) in market area
- **Skateboards & Bicycles:** No riding in market area (walking bikes permitted)
- **Improper Waste Disposal:** Each seller must remove their own refuse
- **Dogs:** Not permitted except service animals

Enforcement of Rules

We rely on goodwill and cooperation for a successful market community. The Market Manager has full authority to enforce all rules.

Consequences: Vendors who fail to comply with market rules will lose their spaces and will not be permitted to sell for the remainder of the season.

Our Commitment: We are committed to fair, consistent enforcement that maintains the integrity and welcoming nature of our market for all participants.

Building Community Together

The Park Forest Community Market is more than a place to buy and sell... it's a gathering space where relationships form, local economies strengthen, and our community comes together around shared values of sustainability, equity, and mutual care.

We thank our vendors for their commitment to quality, transparency, and community connection. We thank our customers for supporting local agriculture and small businesses. Together, we are building a more resilient, equitable, and vibrant Park Forest.

Questions or concerns? Contact the Market Manager:

Department of Recreation, Parks & Community Health
Village of Park Forest
350 Victory Drive, Park Forest, IL 60466
(708) 748-2005
www.villageofparkforest.com

The Park Forest Community Market is proud to celebrate over 50 years of connecting our community with fresh, local food and fostering the relationships that make Park Forest a special place to live, work, and gather.