

VENDOR REGISTRATION INFORMATION



Coal City's FARMERS' MARKET

The **Market Fresh on Broadway** Farmers' Market Committee strives to bring the community a local venue where they will be able to find a diverse mix of high quality, locally made and grown products.

2017 Days

All Market dates are on
Saturdays,
8:00am – 1:00pm

July 22nd
August 12th
August 23rd
September 9th
September 23rd

Vendor Booth Information

- ° Each Booth space is 10' x 10'.
The Village of Coal City shall provide a tent and a table
- ° The Village of Coal City will assist with trash removal at day's end
- ° Vendors may select from one of two methods to pay for a registration – The Whole Season Registration OR the Single-Day Fee. The **Whole Season Registration is a \$150 deposit**; this shall be returned if the vendor is present for at least 4 market days. A **Single-Day registration is non-refundable and Costs \$30 per market day.**

The Market is held in Campbell Park at 580 South Broadway, Coal City.

Fees are payable to the Village of Coal City, 515 S. Broadway, Coal City, IL 60416

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Additional Vendor Details

- Vendors must stay for the entire market day
- Cancellations must be made 48 hours in advance of the market's opening; Linda Sula of the Village staff is available for calls and questions regarding details and booth reservations at 815-518-3051 or email at lsula@coalcity-il.com
- All booth fees must be paid prior to the day of market
- Setup for the market day may occur as early as 6:00am. If a Grundy County Health Dept. Inspection is necessary, this is scheduled at 7:00am each market day. Coal City shall setup the tent & table prior to the beginning of day and takedown at market day's end.
- Vendors are responsible for paying all sales tax on goods sold according to the Ill Dept. of Revenue; Coal City is in Grundy County – the sales tax rate is 6.25%
- All vendors are expected to act and dress in a respectable manner and keep booth space tidy during the event; No pets are allowed in with vendors.
- The Village of Coal City and The Farmers Market Committee is not responsible, under any circumstances, for damage to Vendor property, theft of property or goods.

Market Fresh on BROADWAY Vendor Requirements

- Vendor identity must be present in the booth, Consumers should be able to see who they are purchasing from as well as where the product is produced or grown
- Vendors are responsible for all county and state required signage; Vendors who claim to be Organic need to produce their Certified Organic Certification
- Vendors removed from the market due to violation of the standards set forth within these requirements forfeit any fees paid to the market and may be subject to a violation fee as deemed by The Village of Coal City and The Farmers Market Committee

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The Village of Coal City and The Farmers Market Committee reserves the right to give Vendors Priority. The Vendors will be considered for priority based on the criteria below in no particular order and at the discretion of the Village of Coal City and The Farmers Market Committee.

Vendors will be given priority based on:



Vendors who commit to participation for the full market season and returning vendor.



Vendors who are based in the immediate local area of the market. Vendors should be within 150 miles of Coal City.



Vendors who provide unusual items or items not already represented in the market.

SAMPLES & OTHER CERTIFICATES

The Farmers Market Committee depends upon the awareness of its vendors to know what is necessary to legally sell its goods in this newly created market space. However, the Committee provides the following advice for those who have not previously sold at a Farmers Market.

- If you do not offer a sample on Market Day, AND your goods are not prepared, you do not need any certification to sell goods at the market
- If you would like to offer a sample the day of the event, OR you are selling prepared foods, you must possess either a temporary food service permit OR a cottage food operator license
- The Grundy County Health Dept. can assist a vendor in gaining the necessary certificates for market day. They may be reached at www.GrandyHealth.org or 815-941-3115.

{ The Village of Coal City and The Farmers Market Committee reserves the right to deny any application, remove vendors who do not comply with these guidelines, request removal of items not permitted at the market at its sole discretion. }

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