

POLICY STATEMENT 1.106

TITLE: OLDE SCHAUMBURG CENTRE FARMERS MARKET

FLAGG Approval: (February 20, 2012)

COW Approval: June 19, 2012

VB Approval Date: June 26, 2012 (February 28, 2012)

Statement

The Olde Schaumburg Center Farmers Market is an annual, multi-week event sponsored by the village that takes place in the Olde Schaumburg Centre historic district. Many of the vendors that participate in the market sell locally grown produce, flowers, and artisan food products. The objective of the farmers market is to provide residents and visitors locally grown or produced food and agricultural products by supporting family farms and small to moderate sized family businesses. The following guidelines have been developed for participating vendors.

Definitions

VENDOR: A vendor is any person offering for sale services such as knife sharpening; and articles for purchase, such as fruits, vegetables, edible grains, nuts and berries, apiary products, animal food products, maple syrups or non-edible articles which have been raised or produced by the vendor, members of their family or by persons in their employ, or by persons working under their direction and involved directly in the production of the item for sale. Sale of any type of meat, fish, or poultry, refrigerated dairy products, and baked goods shall be prohibited, unless otherwise approved by the village manager or authorized designee. All sellers must abide by, and all products must comply with, all applicable federal, state, and local regulations.

MARKET MASTER: The market master is a Village of Schaumburg employee who coordinates the promotion and outreach program, entertainment, vendor participation, collection of fees, booth layout, and the day to day operation of the market.

Location of Market

The Olde Schaumburg Centre Farmers Market is located in the parking lot at 190 S. Roselle Road in the Town Square Shopping Center and the adjacent north/south drive aisle between the two east/west entrance drives from Roselle Road

Admission Criteria

Approved selling privileges are valid for a single growing season and all vendors must re-apply annually to participate. Admission is based on a number of factors including the following:

1. A completed, signed application; certificate of insurance; a signed hold harmless agreement; State of Illinois Business Authorization, and copies of all licenses required for the sale of the vendor's products.
2. Vendor's history at the Olde Schaumburg Centre Farmers Market which includes adherence to market rules and regulations, market attendance, history of positive relationships, payment of fees, and professional behavior.
3. Products that have seasonal integrity and are of high quality.
4. Uniqueness of product.
5. Ability to engage and educate consumers about the vendor's product.

6. Space availability.
7. Vendor balance between farm produce and artisan food products.
8. Individual farms will be given preference over partnerships or cooperatives, and small to moderate family businesses over large enterprises.
9. Vendor is not a cottage food operator.

Cooperative Vendors

If a vendor wishes to sell products from a neighboring farm, the applicant must apply as a cooperative. Cooperative vendors are defined in the traditional sense of an agricultural co-op where each producer must be actively involved in growing or producing what they are selling.

1. Cooperative vendors must submit an application for each member. All members are subject to the same rules and regulations as independent growers.
2. Cooperative vendors must submit insurance requirements for each member. All members are subject to the same requirements as independent growers.
3. The cooperative must supply general signage identifying the farm name and location of each member.
4. The Cooperative must be a farmer-to-farmer relationship; no auction or produce house product qualifies. Growers must be within their own immediate areas.
5. Supplementing is not allowed; only unique products from each member can be sold.

Enforcement of Rules

Occupants of spaces at the market must at all times conform to the rules and regulations. The market master has full authority to enforce all rules; any occupants failing to comply will have their spaces declared vacant at the discretion of the market master, and no portion of the market fee will be refunded. The policy statement and rules and regulations supplement Village Code provisions.

Prohibited Items

The sale of hobby ware, art objects, and all types of crafts, textiles, animals, and any product not produced by the vendor, members of their family or by persons they employ, or by persons working under their direction and involved directly in the production of the item for sale is prohibited. The market manager may interpret the rules and disapprove products and/or services.

Community Programming and Outreach

One stall per week may be designated, and the fee waived for use of said stall by the Village of Schaumburg for the sale of village related articles and distribution of village publications.

One stall may be designated, and the fee waived for use of said stall by businesses in Town Square to distribute information, demonstrate services, and sell products related to their business operations. Fundraising is prohibited. The use of the designated stall by any one business may be permitted more than one time during any one market season when specifically approved by the village manager or authorized designee.

One stall may be designated, and the fee waived for use of said stall by government officials, government-funded agencies, veteran's organizations, and historical societies that provide services to Schaumburg residents, to distribute publications, and conduct outreach. Fundraising is prohibited. The use of the designated stall by any one government official, government-funded agency, veteran's organization, and historical society may be permitted more than one time during any one market season when specifically approved by the village manager or authorized designee.

Booth Fees

All fees must be paid in full by July 1st of the current market season in order to remain in good standing. Failure to do so may cause potential loss of market placement and selling privileges for the following season.

One stall per week may be designated and the fee waived for use of said stall by not-for-profit special interest groups, **not-for-profit food service that may sell food**, or temporary food service. The use of the designated stall by any one not-for-profit special interest group, **not-for-profit food service selling food**, or temporary food service may be permitted more than one time during any one market season when specifically approved by the village manager or authorized designee.

Insurance Requirements and Hold Harmless Agreement

Insurance must be provided as required by the village. An executed copy of the village-approved hold harmless agreement must be provided to the village.