



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. The vendors that participate in the market sell locally grown produce, flowers, and artisan food products; and provide services such as knife sharpening that support the production of artisan food products. The objective of the farmers market is to provide residents and visitors locally grown 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 they employ, or by persons working under their direction and involved directly in the production of the item for sale. The sale of any type of meat, fish, 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, day to day operation of the market, and has full authority to approve products and/or services.

Location of Market

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

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:

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



- Vendor balance between farm produce and artisan food products.
- Individual farms will be given preference over partnerships or cooperatives, and small to moderate family businesses over large enterprises.
- 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.

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

Dates and Hours of Operation

The Olde Schaumburg Centre Farmers Market will operate every Friday from the first Friday in June through mid-October rain or shine. The market season may be extended through the end of October and will be determined at the discretion of the Village. Hours of operation will be from 7:00 am to 1:00 pm.

Attendance

All vendors participating in the Market on a full season basis shall attend weekly. Full season vendors will be charged for a full season regardless of dates dropped.

Cancellation

- If a vendor is unable to attend during a scheduled market day, the Market Master shall be notified 48 hours in advance of the day of absence.
- Three absences shall result in the revocation of the vendor's Market booth space and no portion of the Market fee will be refunded.
- If a market date falls on the Fourth of July, it will take place on that date and will not be switched to an alternate date. Cancellations due to holidays or holiday weekends are not permitted.

Displaying and Selling Goods

Goods may be sold directly from trucks. Producers must furnish their own tables, chairs, or other display arrangements. In case of rain, producers must furnish their own protection as the Market is in a location where no shelter is provided. Producers shall make only one delivery of goods to be sold per market day.



All product promotion must take place within the vendor's booth space. No vendor shall attract attention to his goods by hawking, crying out, or scorning other's goods.

It is recommended that vendors sell their product in such a manner so as not to need to be weighed (3 for \$1.00, by the bunch). Every seller is required to keep a true set of scales for proper weighing of all commodities if sold by weight. All scales must be in full view of the consumer and in accordance with the established standards for weight in the State of Illinois.

Noise, Fumes, Obstruction of Sales

Radios may not be played during the market sales hours. The running of any gasoline or diesel motors or engines, including vehicles, is not permitted. Silent generators may be used if they do not impact the ability of another vendor to conduct sales.

Any violation of this section that results in verifiable consumer complaints, obstruction of any nearby vendor to conduct sales, or an adverse effect to the welfare of the market, will result in immediate dismissal of the vendor for the day. Repeated violations will result in expulsion from the market.

Prohibited Items

The sale of hobby ware, art objects, all types of crafts, textiles, live 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. The Market Master may interpret the rules and disapprove products of a craft-like nature. The sale of any goods not grown or produced by the vendor, or the reselling of goods is prohibited.

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 agencies and their affiliates, 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 agency or affiliate, 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**

- Full Season:** A permanent booth space at the Market for the entire season. Full season booth fee for the season is \$300. Season permits are not transferable, and no refunds will be given.
- Daily Basis:** Daily booth fee for the season is \$45. Space rented for the day is on a first come, first served basis until the Market is filled. Fees will be collected by the Market Master at the market site on the day of attendance.
- Partial Season:** Space requested for 14 weeks or less of the regular season weeks will be charged the daily booth fee. Space requested for more than 14 weeks of the season will be charged the full season rate.

All fees must be paid in full by July 1st of the current market season 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 groups, not-for-profit food service that 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.

One stall per week may be designated for use by the Village of Schaumburg for the sale of village related articles and distribution of village publications. Other related activities, special programs, and events may be conducted on the premises with the approval of the village manager or authorized designee.

Description of Selling Space

- Selling space size is approximately 18' x 18' which is equivalent to the size of two (2) parking stalls.
- Vehicles, merchandise, tents or canopies, tables, and chairs must be kept within the designated stall space.
- All promotions and sales must be done within the assigned stall space and may not encroach on the mandated fire lane or pedestrian flow area.
- Assigned stall spaces are non-transferable and cannot be subletted or shared.
- Vendors must furnish their own tables, chairs, displays, and weather protection.
- A 40-pound minimum weight (unless the tent manufacturer's specifications state otherwise) shall be secured to each tent leg. The use of bricks, concrete blocks and one gallon water jugs is not allowed. Tents shall not be tethered to other fixed objects.
- All products must have proper signage including price per unit, product name, and variety.
- All prices must be clearly marked or posted. Bargaining with the consumer is not allowed.
- All vendors must display a sign clearly identifying the name of their establishment, city, town, or county and state where their production occurs.

**Set Up, Safety, and Sanitation**

The market should be clean, safe, tidy, and aesthetically pleasing. Causing or maintaining an unsafe or unsanitary condition at the market will not be tolerated.

- All stall areas, including the back of the stall, shall be kept clean of excessive produce trimmings, garbage, and excessive piles of boxes.
- All boxes, crates, or bags of produce and other food products offered for sale must be kept at least 6" off the ground surface.
- Boxes, product displays, and signage may not extend into customer traffic aisles. All tables, boxes, displays, and signage must run "border to border" within the booth.
- Pets or animals are prohibited at the Market.
- The use of skateboards, bicycles, scooters, and roller skates is prohibited at the market.

Arrival, Departure, and Selling Time

- All food shall be transported and displayed with adequate protection against contamination. Delivery trucks and other equipment used for transportation and display shall be kept clean at all times.
- Vendors may begin set up at 5:00 am and must be set up and ready to sell by 6:45 am.
- Vendors may leave only after the market has closed, when a safe exit can be made, or with approval from the Market Master.
- Vendors may not conduct sales ½ hour after the market has closed.

Electrical Requirements

Vendors that utilize electricity from the existing light poles provided by the village shall provide equipment to prevent voltage drop and loss of power in compliance with the National Electrical Code:

- 12/3 Ground Fault Circuit Interrupter Extension Cord (2 feet in length minimum)
- 12/3 Heavy-Duty Indoor/Outdoor Extension Cord (25 feet in length minimum)
- 12/3 Heavy-Duty Contractor-Grade Indoor/Outdoor Extension Cord (50 feet in length maximum)

Failure to comply with the requirements of the National Electrical Code will result in immediate dismissal of the vendor for the day. Two violations will result in expulsion from the market.

Fire Department Requirements

All vendors that are cooking food on-site are required to provide the following:

- Fire extinguisher with a 4A:60BC rating
- All operations utilizing a deep fryer shall provide a Class K fire extinguisher.
- Open flame cooking equipment shall not be located under a canopy.
- Propane tanks shall be located outside of a canopy.

Failure to comply with the requirements of the Fire Code will result in immediate dismissal of the vendor for the day. Two violations will result in expulsion from the market.

**Product Legitimacy**

All products sold as “organic” must be prominently labeled as “Certified Organic” with the certifying agency name. The use of the word organic is prohibited unless the product is certified.

All foods must be fresh, of superior quality, and must be locally produced and in season.

The following procedure will be used if a vendor’s product is questioned regarding its origin.

- Documentation of a product’s legitimacy must be submitted upon request.
- The person challenging a vendor’s product legitimacy should first discuss his complaint with the Market Master.
- Should the matter not be resolved in this manner, he should then fill out a form received from the market Master advising the name of the vendor and the product he feels may not have been produced by that vendor. The complainant must sign his name to this form.
- The challenged vendor is told by the Market Master of the complaint and informed that if the questioned goods are not produced by him, he should cease to bring such items to the Market.
- If the vendor in question continues to bring this challenged product and a second complaint is entered against him for the identical product, the vendor is notified that an inspection will be conducted of the specific location listed on the Farmers Market application where such items are reportedly produced.
- If it is found that the vendor does not produce the challenged item, the Market Master would notify the vendor in question that he would be unable to continue to sell at the Olde Schaumburg Centre Farmers Market and no portion of the market fee would be refunded.

Enforcement of Rules and Regulations

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.

Insurance Requirements and Hold Harmless Agreement

All applicants must provide certificates of insurance for the following types and limits of insurance. Each insurance company shall be acceptable to the Village. All insurance noted below shall not be cancelled, reduced, or materially changed without providing the Village thirty (30) days notice.

Comprehensive General Liability naming the Village of Schaumburg, IL, 101 Schaumburg Court, Schaumburg, IL 60193 as an additional insured for the Olde Schaumburg Centre Farmers Market. The contract holder is responsible for providing the village with an updated certificate prior to expiration date throughout the farmers market season. It must have a minimum coverage of \$1 million per occurrence and aggregate, and include:

- Broad Form Coverage
- Products/Completed Operations
- Personal Injury
- Advertising Injury Coverage



Automobile Liability in an amount not less than \$250,000 combined single limit. Said insurance is to be extended to cover hired and non-owned vehicles.

Worker's Compensation is to be provided as required by statute, by an insurance company licensed to write worker's compensation in the State of Illinois. Employer's Liability, in an amount not less than \$500,000 each accident, \$500,000 disease – policy limit, and \$500,000 disease – each employee.

Health Division Requirements

Food Vendors who provide food for sampling or sell processed, prepared, or packaged foods are subject to inspection by the Village of Schaumburg Environmental Health Division. Food Vendors that are licensed outside the Village of Schaumburg, must provide a copy of the following:

- Certified Food Protection Manager certificate for designated person in charge.
- Copy of food permit or food license.
- Copy of most recent health inspection report for licensed facility.
- Copy of commissary agreement if renting space in a licensed facility.

Food Source

- Food shall be obtained from an approved source.
- Food items cannot be stored or prepared in a private home.
- Food stored offsite or prepared in advance of the event, must be stored, and prepared in a licensed food establishment.

Food Products with Certain Restrictions

The sale of any type of meat, fish, or poultry, fresh eggs, refrigerated dairy products, and cheese, shall be prohibited, unless otherwise approved by the village manager or authorized designee. If approved for sale, food products must comply with the following:

- Shell Eggs – A Department of Agriculture license is required for anyone who sells eggs.
- Meats and Poultry – meat, meat products, poultry and poultry products must be derived from livestock or poultry which were slaughtered under IDOA or USDA inspection. Meats and poultry must be held at 0°F or lower.
- Dairy and Cheese – must be pasteurized, processed, and packaged in a licensed dairy plant and stored at 41°F or below.
- Fish – must be processed in an inspected facility. Fish must be held at 0°F or lower.
- Honey – must be from an inspected source (IDPH, FDA or another state).
- Apple Cider – should be packaged or in a container and must be pasteurized or show a warning statement on the label.
- Herb Vinegars – must originate from an inspected facility.
- Maple syrup – must originate from an inspected facility.
- Garlic in Oil – must be processed in an inspected, commercial processing plant.
- Cut Melons – must be individually wrapped and stored at 41°F or below and must be discarded after 4 hours.



Labeling Requirements for Prepackaged Foods

All food prepackaged in advance of retail sale must bear the following label, sign, or placard, or as a recipe available to the consumer:

- Common name of the product.
- Name, address, and zip code of the packer, processor, manufacturer, etc.
- Net contents (weight or volume) of the package.
- All ingredients of food product, including any colors, artificial flavors, and preservatives, listed in descending order of predominance by weight.
- Safe handling instructions (as needed for meat and poultry products).
- Other labeling information as required by federal, state, or local jurisdictions.
- Allergen labeling as specified by the FDA.

Food Sampling

All samples must meet the following criteria:

- All samples should be prepared in a sanitary manner.
- Food for sampling should be displayed separately from food that will be sold.
- Any fresh produce offered for sampling must be washed before cutting and distributing.
- Disposable single-use utensils such as toothpicks, deli paper, or disposable cups must be provided for proper handling of samples by consumers.
- A waste container must be supplied in a prominent place in the vendor's booth space or adjacent to the sampling area.

Cooking Temperatures for Time/Temperature Controlled for Safety (TCS) Foods

TCS foods prepared onsite must be cooked to the following internal temperatures:

- Fruits and vegetables for hot holding: 135°F.
- Fish, intact meat including beef and pork: 145°F for 15 seconds.
- Tenderized, mechanically injected, or ground fish or meats: 155°F for 17 seconds.
- Poultry, stuffed poultry, fish, meat, or pastas: 165°F
- TCS foods previously cooked at a licensed food establishment must be rapidly reheated to at least 165°F for 15 seconds.
- Metal stem thermometers must be used to monitor food temperatures.

Holding Temperatures for Time/Temperature Controlled for Safety (TCS) Foods

TCS foods, consist of animal products including dairy products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, potato salad, cut melon, cut tomatoes, cream and custard pies, etc.

- TCS foods must be held cold at 41°F or less, or hot at 135°F or above.
- Adequate hot holding equipment must be provided to maintain TCS foods at 135°F or above after cooking.
- If food is being transported to the event, hot food must arrive at an internal temperature of 135°F or above and cold food must arrive at an internal temperature of 41°F or below.

Storage and Display of Food and Related Items

- All food and food items must be stored 6" off the ground.
- Food and food items must be protected during preparation, storage, and display.



- Condiments must be individually packaged or offered in containers that are self-closing or enclosed.
- Single service articles (forks, knives, spoons, plates, and cups) must be provided to customers.
- Any prepared, processed, baked, or cut food must be packaged or wrapped for protection. Any wrapping or packaging must be constructed of safe, new, food grade materials.
- All equipment must be clean, sanitary, smooth, sealed and constructed of approved materials to prevent contamination.

Employee Hygiene

- Gloves, deli tissue, utensils, etc. must be provided to prevent bare hand contact with ready to eat foods.
- All food booth operators must wear effective hair restraints (i.e. hairnet, cap, and visor).
- Smoking, drinking, and eating are prohibited in the food booth.
- Workers who are sick or have vomiting, diarrhea, jaundice, or sore throat with fever are prohibited from working, which includes preparing for or setting up the event.

Cleaning and Sanitizing

- A sanitizer bucket or spray bottle of sanitizer (quaternary ammonia or chlorine bleach) must be provided for sanitizing food contact surfaces. Corresponding sanitizer test strips are required.
- Dish washing onsite is not required, however the operator must provide enough clean utensils to use for the duration of the event.

These Health requirements are not all inclusive. For additional Health requirements and information contact Sharrita Vantrece, (svantrece@schaumburg.com or 847-923-3823) in the Village of Schaumburg Health Division.

If a vendor is deemed to be in violation of any local, State or Federal health regulations, the vendor will be immediately removed from the market for that day and the proper regulatory agency will be notified.