

Ravinia Farmers Market

2024 Rules and Regulations

Before submitting your Market Application, make sure the **ALL** of the referenced documents have been read, properly completed and the appropriate forms and copies accompany the application. Approval is dependent on the receipt of all necessary documents and applicable fees.

THESE RULES govern the operation, administration and management of the Ravinia Farmers Market (“**RFM**”). Taste Marketing, Inc. (the “**Market Manager**”, or “**MM**”) will implement and enforce all rules and regulations pertaining to the operation of the **RFM**. The **MM** may change, delete, or modify these Market rules and regulations from time to time and take any reasonable action to enforce them. **MM** requires all participating vendors in the Market to be in good standing as set forth in these rules and regulations.

Location of Market

Ravinia Business District

On Dean Avenue at Jens Jensen Park
486 Roger Williams Ave., Highland Park, IL 60035

Hours of Market Operations

Every Wednesday, June 5 through October 30
8:00 am to 1:00 pm

Early Bird Shopping Hours: 7:00 am - 8:00 am

While many vendors set up by 7:00 am and shoppers are welcome, be advised that some vendors may still be setting up their booth.

Vendor Parking

Southbound on St. Johns Ave. off of Dean Ave., or Judson Ave. in the Ravinia Metra train station lot

Pets

Leashed dogs and cats are welcome. Owners must obey all Highland Park appropriate ordinances. Market management reserves the right to ask aggressive and/or misbehaving animals and their owners to leave the Market for the safety of patrons and vendors.

Contact

Ed Kugler, *Market Manager*

[847-579-9080](tel:847-579-9080)

raviniafm@gmail.com

Health Department Information:

Farmers Market Food Product Sampling Handler Certificate:

<http://www.dph.illinois.gov/topics-services/food-safety/farmers-markets>

Lake County Health Department (A health permit is mandatory if preparing food onsite):

<http://www.lakecountyil.gov/2319/Forms-and-Applications>

Questions? Please contact me directly: Ed Kugler: 847-579-9080 by phone, or email: raviniafm@gmail.com.

Abbreviations:

MM - Market Manager (Ed Kugler)

RFM -Ravinia Farmers Market

INFORMATION FOR VENDORS REGARDING THEIR PRODUCTS

1. Eligible Participants

Food Purveyors: An eligible participant is any grower or producer offering items for human consumption, such as: fruits, veggies, grains, nuts, berries, apiary products, maple syrups, preserves, baked goods, frozen meat, poultry and fish.

Non-edible Purveyors: An eligible participant is any business offering items made from cut, dried, or potted flowers, plants, household products, and natural fiber clothing may be sold. Other items may be offered for sale at the discretion of the **MM**. We are striving to achieve preferably items made from organic methods, sustainable, recycled, and / or earth friendly materials.

2. Approval

RFM's approval of selling privileges is for a limited period of time, never exceeding each farmers market season. It is a privilege, not a right. All products sold at the market are subject to the terms and restrictions of the **RFM**. Admittance to the Market is given to Vendors based on:

- HP City License Permit Application must be submitted with your application and paid in advance..
- The submission of completed application.
- All permits and licenses required for retail selling at RFM must be submitted.
- Space availability at the Market.
- The Vendor's product knowledge and ability to communicate it.

GENERAL MARKET RULES

1. Setting Up:

Participants may begin setting up as early as 5:00am and should be ready to begin at 7:00am. All participants must be open for business until the close of the market at 1:00pm (unless approval given by the **MM**). When setting up, market participants must limit themselves to their assigned spaces. Please arrive early. All vendors will be assigned a booth space, which can change if deemed necessary by the Market Manager.

****SPECIAL NOTE**** - There is a city noise ordinance in effect until (9:00am). RFM is not exempt from this ordinance during the set-up hours (5:00 – 7:00am) and between (7:00 – 9:00am) the ordinance will be enforced and excess noise will not be tolerated.

2. Cleaning Up:

Your specific booth space must be cleaned / swept when you are finished for the day. The City of Highland Park will charge the market a cleaning fee if it is not done correctly.

3. Trash Management:

Before leaving the Market, Vendors must collect all matter and debris in their area without regard to whether or not the litter originated in their area. Trash collected is to be disposed of off-site by each Vendor. Vendors who fail to clean up properly face weekly fines of up to \$100 from the City's Department of Sanitation and repeat offenders face possible suspension or eviction from the markets.

****SPECIAL NOTE**** - Jens Jensen Park trash cans **MAY NOT** be used for throwing away vendors' debris. These trash cans are for only for customer use.

4. Farm/ Producer Identification:

MANDATORY: *All Vendors MUST display a sign, with lettering at least 3 inches high, clearly identifying the name of their establishment, phone number and the city or town, county and state where their production occurs. A handmade sign is acceptable, or if this information is included in your signage that is fine. All products that were not specifically grown or produced by the vendor must clearly be labeled with a sign indicating their origin.*

5. Booth Location:

Vendor's booth locations are not permanent and may be changed at the discretion of **RFM** Management any Wednesday during the market season. In making any determination in this regard, **MM** will consider the following:

- Fire Department requirements allowing an emergency in and out lane on Dean Avenue.
- The Market's product mix and consumer traffic flow.

6. Tables, Tarps and Tents:

- Vendors must furnish their own tables, chairs, display arrangements, and weather protection.
- All tents must be weighted sufficiently to be secure and stable during rain and windy conditions (approximately 30-50 lbs. per side pole recommended), a City of Highland Park ordinance.
- Unsecured tents are subject to immediate removal.
- Tables must be sturdy and stable with the tops covered with a tablecloth when appropriate.

7. Safety and Sanitation:

- The RFM is conducted in accordance with State and Federal laws and local laws.
- Vendors must keep their 10 X 10 area (including back area) clean and tidy.
- Produce discards and piles of boxes must be removed and is the responsibility of each vendor.
- Smoking is not allowed in the Market area or vendor's booth space.
- Vendors may not bring pets into the Market.
- Vendors must comply with the MM's directions in all matters relating to safety.

8. Standards of Conduct for Vendors, their Representatives, and Market Staff:

- Follow all displays concerning Covid-19 protocols and guidelines.
- Be knowledgeable about how products are used, grown, or produced. Be able to communicate this information clearly to the customers.
- Be courteous, professional and presentable at all times.
- Display products in a sanitary, presentable and attractive manner.
- Behave in a polite manner and practice clean personal hygiene.
- Drinking alcohol, yelling, hawking, throwing objects, swearing, name-calling, slanderous remarks, radio playing, and other rude behavior are not permitted.
- Treat other Vendors, customers, Market staff, and public officials with respect.
- Difficulties with customers refer to the MM.
- Do not display printed material other than Vendors' own materials. Permission to display other materials must be approved by MM. This includes petitions, political advertisements, and issue appeals.
- Committing a criminal act at the Market will cause immediate expulsion from the RFM terminating any vending privileges.

9. Products Sold:

The RFM Management reserves the right to prohibit a vendor from selling a product not previously approved in the Application process.

10. Vendor Ethics on Products Sold:

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- They must be to the highest and freshest quality possible.
- Carbon footprint is important.
- Proof of USDA certification must be submitted if selling as certified organic.
- Produce sold must be grown/produced by vendor or a neighboring farmer (and be clearly identified if not your own product).

11. Products Prohibited at the RFM:

- Live birds or animals for human consumption.
- Fresh meat and poultry (frozen only).
- Unauthorized agricultural products (i.e., produce not grown locally).
- MM has the final decision, in its sole capacity.

12. Product Validity:

MM reserves the right to question the source of any product sold at the RFM. MM also reserves the right to request proof of any product's origin: seed source, a soil analysis, herbicides and pesticides used in the growing process, etc., as well as the right to inspect any Vendor's stated location of product production, at any reasonable time, with no prior notice.

13. Farm/ Business Visits and Inspections:

RFM representatives will have the option to visit and inspect all participating vendors business locations during normal business hours (8:00am – 6:00pm) to verify compliance with RFM requirements. A map to the farm or establishment with clearly written directions must be submitted upon request. An inspection may include ownership information and any other information relevant to determining product legitimacy. Failure to allow such an inspection will constitute a violation of RFM rules.

14. Taxes:

Every vendor is responsible to withhold sales tax during the Farmer's Market season and comply appropriate state tax rules and regulations.

15. Product Signs and Disclosure of Growing Practices:

- Each product for sale must have a clear, readable, identification sign with the price per unit.
- Farming Practices must be fully and truthfully disclosed when customers inquire. Failure to do so may result in revocation of selling privileges.
- 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 products are certified or conform to the USDA rules. Certified organic growers must submit their certification with the application.

16. Product Display:

- Vendors must display their produce in a beautiful, clean, well-presented manner. The MM reserves the right to disallow substandard products from being displayed and sold.
- Vendors bringing their own power generators must get a permit in advance from the City of Highland Park. Click here to download the [city permit](#) application.