

**2010
HUNTLEY FARMERS' MARKET
IN THE SQUARE**



**Held Every Saturday from
June 5th – October 2nd
8:00 a.m. – 1:00 p.m.**

**The following special events have been scheduled to take place in conjunction with the
2010 Market:**

Plant Your Garden Day on **May 8th** from 8:00 am – 1pm

Craft Fairs on the first Saturday of each month

Friends of the Library Book Sales on the first Saturday of each month

All American Family Fun Day on **July 3rd**

Huntley Home Based Business Day on **July 10th**

Healthy Huntley Day on **August 7th**

Antique Farm Equipment Day and Corn Boil on **August 21st**

Apple Pie Bake Off on **September 11th**

Plans for other events and free entertainment are underway and will be posted on our website as the days are scheduled.

Please, review this information packet which includes an application and the rules of operation for Huntley's Market.

New rules and/or changes for 2010 are highlighted in red.

This is a great opportunity for you to sell your products and to also gain additional exposure for your business.

Returning vendors will be given first priority for acceptance and location placement through April 1, 2010.

Questions? Please call Barb Read at 847-515-5262 or bread@huntley.il.us.

Send your completed application with appropriate fee, certificate of insurance, Board of Health Certificate (if applicable) and copy of your sales tax certificate to:

Village of Huntley
Attn: Barb Read
10987 Main Street
Huntley, IL 60142

ITEMS FOR SALE

Producers may sell locally- or home-grown plants, farm produce, and flowers as well as food products that were prepared or made on their premises.

HUNTLEY FARMERS' MARKET
2010 Producers application for permission to sell

BUSINESS NAME _____

PRODUCER NAME _____ PHONE _____

ADDRESS _____ P.O.BOX _____

CITY _____ STATE _____ ZIP CODE _____

TOWNSHIP _____ COUNTY _____

ILLINOIS BUSINESS TAX NUMBER* _____

E-mail: _____

WILL YOU REQUIRE ELECTRICITY? YES NO If yes, please explain what you will need it for:

If you sell prepared food items, a copy of your Health Department Certificate is required with this application.

** If you are new to the market, please attach a copy of your Illinois Department of Revenue Sales Tax number certificate to the application. **Failure to do so may result in the rejection of your application.** Remember, each producer is responsible for the reporting and payment of all required taxes resulting from sales at the Huntley Farmers' Market.*

CERTIFICATE OF INSURANCE

Please enclose or forward a Certificate of Insurance covering your activities while at the Huntley Farmers' Market. **The Village of Huntley must be listed as the certificate holder.** Failure to do so may result in the rejection or exclusion of your business from our market.

ITEMS FOR SALE

Remember: Producers may sell locally- or home-grown plants, farm produce, and flowers as well as food products that were prepared or made on their premises!

Please list in detail the items you intend to sell. No items may be added during the year without approval of the Village of Huntley.

Producer Name _____
(Please Print Clearly)

SIGNATURE _____ DATE _____

2010 HUNTLEY FARMERS' MARKET

PUT A CHECK IN EACH MARKET YOU PLAN TO ATTEND

FULL SEASON _____ Only \$100!

**SIGN UP FOR THE FULL SEASON AND RECEIVE A
HUGE DISCOUNT!!**

MAY 8 _____ ** Special Day – Plant Your Garden Day**
JUNE 5 _____ 12 _____ 19 _____ 26 _____
JULY 3 _____ 10 _____ 17 _____ 24 _____ 31 _____
AUG. 7 _____ 14 _____ 21 _____ 28 _____
SEPT. 4 _____ 11 _____ 18 _____ 25 _____
OCT. 2 _____ ** Special Day – Fall Harvest Fest **

If unable to attend on a particular day you are scheduled for attendance, please contact Barb Read at 847-515-5262 or at bread@huntley.il.us. A refund will not be issued and your space may be re-assigned after 8 a.m.

Space assignments will be on a first-come, first-served basis using the date of receipt of your application. Your location will be yours for the entire season unless you request a change.

Fees: With a completed application and payment in full for the full season the fee is \$100.00 (a \$185 savings!).

Daily Rental Only Fees: Daily space rental is on a first-come, first-served basis until the market is filled. Space assignment will be conducted by a representative of the Village. Producers requesting a daily space must fill out an application, complete with insurance certificate and tax number.

Cost for Daily Space Rentals is \$15.00 per day.

The Huntley Farmers' Market will be conducted in accordance with the attached rules of operation. The Village of Huntley will review all applications and will assign spaces for qualified vendors on a first-come, first-served basis. You will receive written notification of your acceptance and/or location.

The undersigned producer agrees to hold harmless the Village of Huntley and has read the rules of operation and agrees to abide by its requirements.

Producer Name _____
(Please Print Clearly)

SIGNATURE _____ DATE _____

2010 HUNTLEY FARMERS' MARKET RULES OF OPERATION (Page 1 of 2)

The Huntley Farmers' Market is designed to be an authentic Farmers' Market that provides local farmers with a location to sell locally grown plants, produce, flowers and other products produced or prepared on their premises. **ALL PRODUCERS AGREE THAT THE FARMERS' MARKET OPERATION IS SUBJECT TO THE FOLLOWING RULES AND FURTHER AGREE THAT THE VILLAGE OF HUNTLEY HAS FULL AUTHORITY TO INTERPRET AND ENFORCE THE RULES TO ENSURE A SUCCESSFUL MARKET.**

1. **LOCATION:** In the Square, along Coral Street between Church & Woodstock Street (in front of the old Village Hall, 11704 Coral Street, Huntley).
2. **HOURS OF OPERATION:** **Hours of Operation are from 8 AM until 1:00 PM** or as amended by the Village. Producers may start setting up at 7:00 a.m. and ***must*** be set up in their space and ready to sell by 8:00 a.m. ***For safety reasons, no vendor vehicles will be allowed to drive onto Coral Street after 7:45 a.m.*** Contact Barb Read at 847-515-5262 by Friday at 4:00 p.m. or on her cell phone at 847-366-4516 (anytime), or bread@huntley.il.us, if unable to attend. **Vendors may not leave prior to the closing time of 1:00 PM.**
3. **SPACES:** All spaces will be assigned by the Village. Each producer must notify the designated Market Coordinator if not attending, or his or her space may be reassigned. There will be no sub-letting of market spaces by vendors.
4. **MARKETS IN THE SQUARE:** Each space is approximately 15' X 10' (the size of a street size parking space). NOTE: A walkway of five (5) feet must be left unobstructed for a pedestrian walkway and for public safety and convenience. The Village reserves the right to adjust the walkway as necessary.
5. **SPACE RENTAL:** All applications will be reviewed by the Village of Huntley.

If the number of qualified producers apply is more than space is available, assignment will be on a first-come, first-served basis using the date of receipt of your application.

Daily: Daily space rental is on a first-come, first-served basis until the market is filled. Space assignment will be conducted by a representative of the Village. Producers requesting a daily space must fill out an application, complete with insurance certificate and tax number. Anyone attending more than two times must meet all the requirements of a full-time producer.

6. **DISPLAYS AND TABLES:** Producers must furnish their own tables, chairs and displays. The market location does not afford protection from rain and producers should plan accordingly.
7. **IN CASE OF RAIN:** All producers are expected to come rain or shine.
8. **GOODS OFFERED FOR SALE:** Producers may sell locally- or home-grown plants, farm produce, and flowers as well as food products that were prepared or made on their premises. **A maximum of two (2) non-farmer vendors that sell similar goods will be accepted such as baked or other food type vendors.** The Village reserves the right to make a farm visit should questions arise concerning the producer's items. **No flea market or garage sale-type items will be permitted.** All delivery trucks and other equipment used for transportation and display must be kept clean at all times. **If a vendor wishes to add a new item at the beginning or any time during the season, the addition must be approved by the Village.**

2009 HUNTLEY FARMERS' MARKET RULES OF OPERATION (Page 2 of 2)

9. **COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS:** All producers are responsible for obtaining all necessary county or state health and/or other permits and are responsible for compliance with all state and federal food and drug laws including proper labeling.
10. **SCALES:** If goods are offered for sale by weight, the producer's scales must be in accordance with the local county requirements and will those established standards as set by the State of Illinois.
11. **SALES TAX:** Each producer is responsible for the reporting of and the payment to the Illinois Department of Revenue of all required taxes resulting from the sales made at the Huntley Farmers' Market. Each producer must attach to their application a copy of his or her Illinois Department of Revenue Sales Tax Number Certificate. Failure to do so may result in the rejection of the producer's application and their exclusion from the Farmers' Market.
12. **MARKET ETIQUETTE:** Producers are expected to wear attire that maintains the wholesome atmosphere of a farm market (i.e., must wear shirts and shoes, etc.). Producers are strictly prohibited from hawking, crying out, or engaging in activity otherwise designed to attract attention to their products. In the interest of fair trade, those producers found disparaging other producers' goods or the Huntley Farmers' Market, risk expulsion from the market and the forfeiture of their space rental fees including full season fee payments.
13. Any concerns about another producer's product should be kept confidential or directed to the Village.
14. **CLEAN-UP:** Each producer is responsible for the removal of all waste, garbage or refuse from his or her space at the closing hour of each market day.
15. **PRICING:** At the discretion of the individual producer.
16. **ENGINES:** Producers cannot run a diesel engine at the market without approval of the Village.
17. **SMOKING:** Producers and their associates cannot smoke in the sales area during market hours.
18. **RESTROOMS:** The Village will provide restroom facilities for Vendor use in the Old Village Hall.