



# 2022 River's Edge Farmers Market Vendor Application

## PARTICIPANT INFORMATION

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Select which social media platform your business uses to advertise:

- Facebook     Instagram     Other \_\_\_\_\_

Preferred way to be contacted (circle one):

- Cell Phone     Home Phone     Email

1. Vendors: Check all categories that apply to the goods you will be selling and provide descriptions below. Photos of products and set-up are appreciated and will be used for marketing purposes.

- \_\_\_\_\_
- Plants     Flowers     Vegetables     Honey     Eggs  
 Meat     Grains/Oats     Jewelry     Syrup     Woodwork  
 Handmade Crafts     Lawn/Garden Items     Canned-Goods

2. Do you require electricity? If so, please explain your desired set-up:

\_\_\_\_\_

3. Additional comments or concerns:

\_\_\_\_\_

\_\_\_\_\_



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## APPLICATION & FEE DEADLINES

Check the box for which session you are applying.

Cash or check (payable to City of Oregon) must be paid at City Hall - 115 N 3rd St Oregon, IL

- FULL SEASON** (June 2nd - Sept 29th)

Fee: \$50

Application Deadline: April 15, 2022

Payment Deadline: May 6, 2022

- 1st SESSION** (June 2nd - July 21st)

Fee: \$30

Application Deadline: Apr 15, 2022

Payment Deadline: May 6, 2022

- 2nd SESSION** (July 28th - Sept 29th)

Fee: \$30

Application Deadline: Jul 1, 2022

Payment Deadline: Jul 22, 2022

- INDIVIDUAL MARKET DAYS**

Fee: \$5 per day (session deadlines still apply)

If applying for multiple individual days, please use the following equation to find total payment.

\_\_\_\_\_ days x \$5 = \_\_\_\_\_

## CALENDAR

Please check the dates you will attend the market.

- ALL DATES

(August 4th is the Ogle County Fair - No Market)

<b>June</b>	<input type="checkbox"/> 3	<input type="checkbox"/> 9	<input type="checkbox"/> 16	<input type="checkbox"/> 23	<input type="checkbox"/> 30
<b>July</b>	<input type="checkbox"/> 7	<input type="checkbox"/> 14	<input type="checkbox"/> 21	<input type="checkbox"/> 28	X
<b>August</b>	<input type="checkbox"/> 4	<input type="checkbox"/> 11	<input type="checkbox"/> 18	<input type="checkbox"/> 25	X
<b>September</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> 15	<input type="checkbox"/> 22	<input type="checkbox"/> 29



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**Please sign and date below and return printed pages 1-3 to Oregon City Hall or email your completed PDF application to [farmersmarket@cityoforegon.org](mailto:farmersmarket@cityoforegon.org).** If you are emailing your application follow these steps to submit: download and save the pdf, complete application and save, email the market manager and attach the pdf file.

Decisions will be made and vendors contacted within two weeks of the session deadline.

The undersigned participant has read and understands the attached 2022 River's Edge Farmers Market Vendor Guidelines. Vendors who violate these rules will be required to vacate their space.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **HOLD HARMLESS AGREEMENT**

This agreement is made upon the express condition that the City of Oregon, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Vendor, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon the River's Edge Farmers Market or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Vendor in connection herewith, and the Vendor hereby covenants and agrees to indemnify, defend, save and hold harmless the City of Oregon, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

I agree to the regulations provided to me and understand that violation of any of these regulations or City of Oregon policies may mean the immediate forfeiture of my privilege of exhibiting and/or selling my items and there will be no recourse against the City of Oregon. Further, I recognize the right of the city of Oregon and their designee to enforce these regulations and be the final arbitrator of any disputes or questions.

Booth assignments are the right of the market manager and may be changed at his/her discretion. Items must be at all times kept within the assigned booth space unless permission is given by the market manager. Booth space use and display must not create any hazard or safety risk. Exhibitors' booth spaces and the immediate area around them must be kept clean and left clean following the end of the market. The market manager has the authority to adjust booths for the visual benefit of the entire market.

The City of Oregon has permission to use the name of the exhibitor and photos depicting items being sold for the purpose of promotion/advertising of the River's Edge Farmers Market.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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## VENDOR GUIDELINES

1. **Location of Market:** Area alongside the river behind the Oregon Fire Station (100 W. Washington St.) Site for vendors to set up on is blacktop. (See pg 7)
2. **Days/Time:** The Market will be held on Thursday evenings from 5:00 - 7:30 p.m. June through September (weather depending). Vendors may not sell before 5:00 p.m. or after 7:30 p.m. Vendors must stay until the market closes, unless otherwise discussed with and approved by the market manager. Market hours in September will be shortened to 5-6:30pm to accommodate the shortening hours of sunshine.
3. **Set-Up:** Vendors will be given a number assignment to their site location. Our goal is to be consistent, however locations may change from week to week. (See page 7 for market map). Vendors may begin setting up at any time, however we cannot guarantee outside vehicles will not be parked in the vendor area before 4:00 p.m. Vendors must have vehicles removed from the market area by 5:00 p.m. when the market begins and road closure barricades will be placed on either end of 2nd St. If you won't be able to be set up by the market start time, please make note on page 1 of the application.
4. **Marketing/Advertising:** All vendors participating in the River's Edge Farmers Market will be supported by the following media coverage. The market will have its own Facebook and Instagram pages, which will be populated with market information, vendor spotlights, special events and other engaging content; Vendors will be listed on the farmers market page on the [City of Oregon](#) website; Newspaper and radio advertisements and announcements will increase community awareness and drive attendees to the market; Banners and signs will be located throughout the city directing attendees to the location of the market. The market will be listed on the Illinois MarketMaker and IMFL.
5. **Etiquette:** No vendor at the market shall attract attention to his own products by outcry or in a boisterous or annoying manner. No music shall be played by vendors.
6. **Cleanliness:** The vendor shall at all times keep their space clean and free of debris. All clean-up is the responsibility of the vendor. Waste receptacles will be provided by the city. All waste produced on site must be cleaned and removed by the end of the market. A three bin waste system will be used to collect landfill, mixed-recycling, and compost materials. Please help the market promote the proper use of this waste collection as we try to reduce our environmental footprint.
7. **Pets:** Vendors are not permitted to have pets (except guide dogs) in the market area.
8. **Potentially Hazardous Food:** Any perishable food which is capable of supporting rapid, progressive growth of infectious or toxigenic microorganisms shall not be sold in the market.



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9. **SNAP/Link:** There will be a booth set up for customers using Link to pay for qualifying market goods. The market manager will provide a special decal that will mark booths capable of accepting Link business. Link customers will pay with laminated River Bucks with the farmers market logo on it. River Bucks collected through Link sales will be turned in to the market manager at the end of the market. The city clerk will mail out checks on a monthly basis. Accepting this form of payment increases our local and regional customer and tourist base.
10. **Approved Items:**
- a. Fresh locally grown fruits and vegetables grown by the vendor.
  - b. Perennial or Annual plants, locally seeded and grown. Vendors are not allowed to buy plants from another establishment and resell.
  - c. Herbs, fresh or dried
  - d. Cut or dried flowers
  - e. Baked goods - The following pies are allowed by a registered cottage food vendor:
    - apple, apricot, grape, peach, plum, quince, orange, nectarine, tangerine, blackberry, raspberry, blueberry, boysenberry, cherry, cranberry, strawberry, red currants or a combination of these fruits.
    - Bake Sale Fundraisers - Non-potentially hazardous foods, such as cookies, cakes and fruit pies may be prepared in non-inspected kitchens provided the products are sold or distributed on an occasional basis (i.e., a bake sale) and not as a routine business as long as the consumer is informed by a clearly visible placard at the market location. The placard must state the following: "This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens."
  - f. Jams and Jellies - apple, apricot, grape, peach, plum, quince, orange, nectarine, tangerine, blackberry, raspberry, blueberry, boysenberry, cherry, cranberry, strawberry, red currants, or a combination of these fruits.
  - g. Home-canned goods may be canned only in Mason-style jars with new lids:
    - fruit jams, fruit jellies, fruit preserves, and fruit butters,
    - Syrups
    - Whole or cut fruit canned in syrup
    - Acidified fruit or vegetables
    - Condiments such as prepared mustard, horseradish, or ketchup that do not contain ingredients prohibited on this list and which are properly acidified
    - The following are not allowed unless they are produced in an inspected facility: rhubarb, tomato, pepper and watermelon jellies or jams.
  - h. Honey - All honey vendors are required to have a laminated map with their hive locations on display when honey and honey products are being sold.



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- i. Ice cream - may be sold if it is manufactured in a licensed dairy facility or in a retail food establishment from commercially pasteurized ice cream mix.
- j. Handcrafted Items - must be handmade and not bought at another establishment for resell.
- k. Meat, Poultry, Fish - must be derived from livestock or poultry, which were slaughtered under IDOA or USDA inspection. Must bear an IDOA or USDA inspection legend and other required labeling (product description, ingredients) on every container/package. Must be held at a temperature of 41° F or below.
- l. Eggs - must be candled, graded, labeled and packed according to the Illinois Egg and Egg Products Act.
- m. Milk and cheese - shall be processed in a Department/state-licensed facility. Only products that have been pasteurized, processed and packaged in a licensed dairy plant may be sold at farmers markets. All perishable dairy products shall be stored at 41° F or below. All dairy products must follow the labeling requirements. (see food cottage labeling requirements)
- n. Any items not listed above must be presented to and approved by the market manager before being put out for sale.

## 11. **Unapproved Items:**

- a. Home butchered meat, poultry, and wild game animals. These products are for the owner's household only.
- b. Raw milk and other dairy products made with raw milk are prohibited from sale or distribution at farmers markets by the Grade A Pasteurized Milk and Milk Products Act.
- c. Baked goods - pumpkin pie, sweet potato pie, custard pie, crème pie, cheesecake and pastries with potentially hazardous fillings or toppings.
- d. Home-canned goods not listed in the above approved items.

12. **Inclément Weather:** The market will be open through all types of weather, unless it is deemed too dangerous to be outside. Please prepare in advance for different weather conditions, including heat, rain or wind.

13. **Vendors who violate these rules will be required to vacate their space.**



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## RESOURCES

Food Cottage Guide: [Illinois-Cottage-Food-Guide-December-2018.pdf](https://www.cityoforegon.org/files/2018/12/11/11-15-18-ILC-Food-Guide-December-2018.pdf)

Farmers Market City Webpage: <https://cityoforegon.org/rivers-edge-farmers-market/>

Facebook: <https://www.facebook.com/riversedgefarmersmarket>

Instagram: [@riversedgefarmersmarket](https://www.instagram.com/riversedgefarmersmarket)

Market Email: [farmersmarket@cityoforegon.org](mailto:farmersmarket@cityoforegon.org)

## MARKET CONTACTS

<p>Liz Hiemstra Market Manager 815.277.9229 <a href="mailto:farmersmarket@cityoforegon.org">farmersmarket@cityoforegon.org</a></p>	<p>Melanie Cozzi City of Oregon Commissioner 913.522.1379 <a href="mailto:commissionercozzi@gmail.com">commissionercozzi@gmail.com</a></p>
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## AERIAL VIEW OF MARKET SITE

