

# Litchfield Farmers Market

***Mission statement: Litchfield Farmers Market invites everyone to our backyard;***

**LOCAL** - **FRESH** - **DIRECT**  
***(Grown Within 40 Miles)***      ***(Ripe and Flavorful)***      ***(Grower to Customer)***

Market times are Mondays and Fridays, April through October, 2:00 p.m. to dusk (except the 3<sup>rd</sup> Friday of July, the weekend of Party in the Park).

## **VENDOR GUIDELINES**

In the spirit of keeping with our mission statement vendors may only market produce they have grown themselves at an identified location within 40 miles of Litchfield. Specialty crop “non-local” override may be granted by completing the appropriate portion of the application. You may also represent a family member or neighbor but only if they also submit an application that identifies their garden location also within the 40 mile guideline. Someone representing the farmers market may on occasion briefly visit any listed garden plot in order to verify that produce being marketed is in fact being grown at that location. If it is determined at any point that this guideline or any other specified in this contract is not being honored, or the applicant conducts themselves in an unprofessional manner, that applicant will be asked not to return to the market for the remainder of the year or possibly barred from any further participation.

All craft items must be handcrafted by the applicant.

1. Signed application acknowledging all Litchfield Vendor guidelines & Illinois Farmers Market Food Safety regulations.
2. Booth registration is requested the first time in advance.
3. Booth space rental cost is \$5.00 per day and payable in cash each day.
4. Booth location is based on a first come basis.
5. Vendors are responsible for their own tables and chairs. Tents/Canopies are welcome.
6. Vendors are responsible for picking up their booth area after the market closes.
7. No sharing of booth space.
8. Vendors may unload on Union Avenue but must move their vehicle immediately since parking in the immediate area is limited and must be available for customers.
9. Booth space may be confined to a 12' by 12' area at the Market managers discretion should space become limited on Union Avenue. The Market may also use around the corner on State Street.
10. Sales must take place from the booth area.
11. No live animals, weapons, or an item that would require a customer to be 21 years of age to purchase are allowed. NO EXCEPTIONS!
12. Vendors are responsible for obtaining and providing the required County permits for baked/prepared items. A current copy of the Vendor's Food Service Sanitation Managers Certification must be displayed at the market and provided to the Chamber Executive Director, Market Manager, or designee the day of the event. Should a vendor wish to also obtain a temporary food permit they may contact the Montgomery County Health Department (at least 3 days in advance), at 217-532-2001 for that permit. Vendors are responsible for following all Illinois Food Service Sanitation codes and Montgomery County food ordinances for food preparation, storage, and sales. NO EXCEPTIONS!

Any exceptions to these guidelines or for the participation of a community non-profit organization are the sole decision of the Chamber Executive Director, Market Manager, or person designated by the Manager. The Manager or designee may defer to city or county officials in certain circumstances.

For questions or concerns, please contact the Litchfield Chamber of Commerce:

Telephone: (217) 324-2533    Email: [info@litchfieldchamber.com](mailto:info@litchfieldchamber.com)    Fax: (217) 324-3559

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Vendors must comply with the Farmer's Market Food Safety Guide which was developed to provide standards, guidelines, and consistent information to Illinois vendors to provide fresh, safe, quality food to the consumer. It advises on food items that may be sold, conditions that must be met at the point of sale, and helpful tips on food safety. This safety guide represents a collaborative effort between the Illinois Department of Public Health's Division of Food, Drugs & Dairies and the Illinois Farmer's Market Task Force.

([www.IDPH.STATE.IL.US/about/fdd/ILfarmersmrktfoodsafety.pdf](http://www.IDPH.STATE.IL.US/about/fdd/ILfarmersmrktfoodsafety.pdf))<sup>or search:</sup> Illinois Farmers Market regulations

Vendor name: \_\_\_\_\_  
(Grower or Crafter)

Vendor representative: \_\_\_\_\_  
(If other than grower)

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

Phone Number: \_\_\_\_\_

Market Product: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION OF FARM/GARDEN IF PRESENTING PRODUCE:  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR SPECIALITY CROP "NON-LOCAL" OVERRIDE:** (complete all the above information)

PRODUCT PRESENTING: \_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE DATE RANGE OF THE PRESENTATION: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

Date: \_\_\_\_\_