

Peoria RiverFront Market

2018 Rules and Regulations



SCHEDULE: Peoria RiverFront Market 2018 is a 20-week season **beginning May 19th and ending September 29th**, every Saturday morning, 8:00 a.m. – 12:00 p.m. Set up time is 6:30 am - 7:45 am.

REGISTRATION: Registration and management for the Peoria RiverFront Market is located in the Peoria RiverFront Association Office at 401 SW Water St, Suite 201C, Peoria, IL 61602.

WHO MAY SELL?

- **Produce vendors who sell fruits, vegetables, herbs, flowers, or plants grown by them within the State of Illinois.**
- **Food vendors who sell baked goods or foods prepared and packaged by them in a licensed facility within the state of Illinois.**
- **Cottage food operations that prepare non-potentially hazardous foods and meet all requirements of Public Act 097-0393 (IL State Bill 840).**
- **A limited number of Ready-to-Eat Food Vendors selling food items prepared on-site.**
- **Artist vendors who sell original works of art created by them within the State of Illinois. See application for further regulations.**

There will be no re-selling of any product or produce at the RiverFront Market. Anyone wishing to sell Ready-to-Eat foods (not packaged to take from the Market) must receive prior approval from the RiverFront Market Manager. **A limited number of Ready-to-Eat vendors will be allowed each season. Approval in previous years does not guarantee approval for current year.** The RiverFront Market does not offer exclusive rights to any one vendor to sell any one product, however, if the Market Manager believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry. The RiverFront Market Manager reserves the right to refuse any application and has final approval on all submissions.

All cottage food vendors (excludes whole, uncut produce) must register with the Health Department (county of residence) and provide proof of registration. Retail businesses must provide proof of license from County Health Department. Any vendor preparing and selling potentially hazardous foods must meet requirements and be licensed by the Peoria County Health Department. Health Department license fees may apply. All meats must be USDA inspected. For licensing requirements, call the Peoria County Health Department at 309-679-6161. Health Department and other officials will visit the market to assure compliance with regulations.

All vendors agree to allow the Market Manager to make site visits, as needed, and to inspect any product sold at the Market. Vendors will be notified prior to a site visit. **The Market Manager has the right to remove any vendor from the Market or refuse service to any vendor who does not comply with the Market Rules and Regulations.**

VENDOR INFORMATION: An application must be completed and submitted to the Peoria RiverFront Association office each year. If approved, the vendor must prepay the appropriate fees (depending on vendor category) at least one week prior to his/her first Saturday at the Market. Seasonal vendors should return completed applications by May 4, 2018. Daily vendors must complete an application at least one week prior to the first Saturday they plan to attend.

LEASING VENDOR SPACE: A single vendor space is the size of two vehicle parking spaces or 10 x 12 feet, depending on location. Spaces are assigned upon approval of the application. No permanent structures will be provided or allowed; tents and tables will not be provided. **A tent or canopy is recommended and must be properly anchored with weights (not stakes) each week, regardless of weather conditions.** Only designated spaces allow for vehicles to remain parked throughout the morning. All others should unload and move their vehicle prior to setting up tent/display to allow for traffic flow during set up. Everything brought to the site must also be taken away including but not limited to all trash generated, tents, chairs and vehicles. Gas generators are not permitted.

SEASONAL VENDORS: Space is reserved in advance for seasonal vendors during the applicable market season. Seasonal vendors may use the same reserved space each week and are required to notify the Market Manager if they will be absent on any given Saturday. Any vendor who is absent for 3 or more Saturdays will forfeit his/her reserved space. The Market Manager determines vending location and reserves the right to adjust seasonal reserved spaces if warranted. **Vehicles parked overnight may adjust the Market layout, and will require your flexibility. The Market Manager determines vending location each week with these variables in mind.**

DAILY VENDORS: Daily Vendors provide a week-to-week variety to the Market. Daily vendors must also sell only Illinois grown/raised/made products and abide by all Health Department regulations. The Market Manager determines vending location. Each daily vendor will be placed based on vendor product, space availability, and strategic market balancing. Daily vendors must price their products competitively in keeping with seasonal vendors. Vendors must contact the Market Manager by the prior Monday to reserve a Saturday space.

LATE VENDORS: Spaces of vendors who do not arrive by 7:45 am may be reassigned to another vendor. If you arrive after 8:00 am, do not attempt to enter the Market area with your vehicle. This is a safety issue and will not be tolerated. **Under no circumstance may you drive into your space after 8:00 am.** You may park your vehicle and hand-carry your product to your space. Or you may be designated to an outlying space that does not put our customers at risk. You may also choose not to participate that day but will not be refunded any fees paid in advance. Remember this is for the safety of our customers and is not negotiable!

EARLY DEPARTURES: Vendors are expected to participate each week until the stated closing time of 12:00 pm. If a vendor is completely sold out of product, he/she may hand-carry supplies out of the Market area. **No vehicles will be allowed in or out of the Market area 8:00 am - 12:05 pm or prior to safety barricades or parking cones being removed by Market staff – strictly enforced!** Exceptions may be made in emergency situations or for drastic weather conditions at the discretion of the Market Manager.

PERSONS ALLOWED TO SELL AT THE MARKET: Persons selling a vendor's products must be members of the vendor's family or a paid employee who participates in the production of products sold at the Market. Persons selling at the Market must be able to accurately answer questions about how products were grown and harvested or how they were prepared, processed, or created.

PARKING: Only vendors in designated spaces are allowed to keep vehicles in their vending space. All others must move their vehicles out of the Market parking lot after unloading.

CODE OF CONDUCT: Vendor behavior, personal appearance, and maintenance of sales area should reflect positively on the Market's overall appearance, quality and reputation. To support this obligation, vendors are expected to:

- Maintain safe, clean conditions in and around the sales area
- Maintain a professional and tidy personal appearance; shirts and shoes required
- Maintain cordial relations with customers, Market staff, and other vendors
- Refrain from smoking in and around the sales area
- No crying out, "hawking," or other aggressive sales techniques are allowed.
- Maintain clear access for pedestrian traffic

WASTE DISPOSAL:

All vendors are responsible for removal and disposal of their own boxes and waste product, including old or damaged produce. Ready to eat food vendors must provide at least one trash receptacle and are responsible for taking that receptacle with them for disposal. Do not put vendor garbage or produce waste in Market garbage boxes.

TAXES, LICENSES, AND INSURANCE: Vendors are expected to familiarize themselves with local and state laws related to their business and are responsible for compliance including but not limited to laws related to health regulations, sales tax, and insurance. All food vendors are required to have product liability insurance and must submit a copy to be on file with the Peoria RiverFront Association prior to selling at the Market. Questions regarding general liability insurance should be directed to the agency that provides your farm coverage or personal insurance. Vendors are required to comply with Illinois and Peoria County Sales Tax law and Peoria County Public Health Department regulations governing the preparation, handling and presentation of food. It is the responsibility of every vendor to know if they are required to collect and remit Illinois Sales Tax.

INDEMNIFICATION AND INSURANCE: All vendors participating in the RiverFront Market shall be individually and severally responsible for any loss, cost, expense (including court costs and attorneys fees), bodily or personal injury, death, and/or property damage that may arise as a result of the actions or negligence of the vendor or any of the vendor's servants, agents or employees. By signing the 2018 RiverFront Market Application, each vendor agrees to indemnify and hold harmless the Peoria RiverFront Association, the City of Peoria and their respective officers, agents, members and employees from and against any and all loss, cost, damage, injury and other expenses (including court costs and attorneys fees) suffered or incurred by reason of the actions or negligence of such vendor or its servants, agents or employees at the Peoria RiverFront Market. All vendors expressly acknowledge that no insurance is provided by the Peoria RiverFront Association or the City of Peoria for the benefit of participants or vendors in the RiverFront Market. If vendors wish to have the benefit of insurance coverage, they must maintain a policy of insurance covering their obligations under this agreement.

2018 MARKET FEES:

All vendors may pre-pay under the following fee schedule:

Full Season: \$300 with a commitment to the remainder of the season. Seasonal vendors must pay in full and in advance.

Ready to Eat Food Vendors – Full Season: \$500

Daily rate: \$25 per space

Mid-Season Produce Daily Rate: \$30 per space

Please make checks payable to Peoria RiverFront Market

Weekly payments from Daily vendors will be accepted at the Market.



Contact information:

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