

Fairgrounds Farmers Market

MARKET RULES

- Dates/Days/Location of the Market:** The Fairgrounds Farmers Market will open for seasonal operation, exact dates to be determined each year. For the 2010 season, the Market will be open Saturdays May 1st thru September 25th. When produce is most bountiful, June 16th thru September 22nd, the Market will also be open Wednesdays. The Market will be located the majority of days in the parking lot at the Knox County Fairgrounds at 1392 Knox Highway 9, Fairgrounds, IL 61448. When the Fairgrounds has events scheduled that conflict with the Market, the Market will move to James Knox Park in downtown Knoxville.
- Times for Market Sales:** The Saturday Market will open at 8:30 a.m. and close at 12:30 p.m. Vendors must arrive in time to be ready to sell at the official opening time. Market Manager pre-approved vendors may set up after 7:30 a.m. and shall be completed by 8:30 a.m. Vendors must check in with the on duty Market Manager upon arrival and will be directed to an assigned or open available space.
- Vendor Attendance/Late Arrival:** Once the Market opens, vendors are asked to be at their tables prepared to sell, so as to prevent disruptive behavior such as carrying of products across the Market or moving vehicles during times while customers are present.
- Producer-Only Rules and Exceptions:** The goal of the Fairgrounds Farmers Market is to simply help more farmers sell more local food to more people. As such, all products displayed must be produced by the producer-vendor who sells them. The re-sale of agricultural products by producer-vendors is not permitted, unless the product is otherwise unavailable at the Market. In that case, the produce-vendor can purchase the product from another “local” producer as a supplement under a provisional arrangement. The Market Manager will approve each provisional arrangement and proof of purchase of the product must be shown. Should another producer-vendor begin offering that product produce on her/his farm, the vendor selling the supplemental product on provisional arrangement must stop selling that purchased product. Exceptions can be made to the local producer rule on a case by case basis for products that are not available within the local area. These cases must be brought to the Market Manager for approval on a weekly basis.

“**Local**” in this case means Knox and surrounding counties with preference given to producer-vendors closest to Knox County.

“**Vendor**” may be the actual producing individual, an immediate family member or another producer member.

- Allowable Products:** Producer-vendors shall submit a product plan with their application at the beginning of each season, indicating the crops and products they plan to sell at the Market.

Products should fall into one or more of the following categories:

- Vegetables/Fruits/Herbs** grown by the farmer/grower, including mushrooms. No more than 10% of a vendor’s total product mix should come from another “local” farm. The same applies to dried fruits and vegetables.
- Fresh Baked Goods** must be made locally by the producer/vendor. Using local ingredients would be a plus.

- c. **Cheeses** or other value-added products from milk produced on the producer-vendor's farm or purchased from "local" dairy farms. All dairy products must be pasteurized and in accordance with state and county health codes.
 - d. **Cut Flowers** which were grown on the grower's own farm or greenhouse.
 - e. **Farm Fresh Eggs** which are from the producer-vendor's own poultry. Egg producers must be licensed with the State to sell.
 - f. **Jams, Honey, Maple Syrup**, and other value-added products which are freshly made from scratch by the vendor using seasonal ingredients from their farm or another "local" farm. Processing must comply with local and state health codes. Sauces, salsas, canned vegetables and fruits must be processed by a licensed processing facility. Cider or other juices must be produced the producer-vendor's own fruits or that of other "local" producers, but may be processed off-farm. Vendors should be prepared to provide the Market Manager with the name and contact information of the processing facility when asked.
 - g. **Soaps/Candles/Body Care Products** which are hand-crafted locally. Best case scenario is that they are using natural local products grown by the producer-vendor (milk, honey, soy, etc.)
 - h. **Meat** from livestock raised by the producer-vendor and which has been processed at a federally-inspected facility.
 - i. **Woodcrafts** (including birdhouses, arbors, planters or other garden accessories) which are handcrafted by the vendor.
 - j. **Wools and Pelts/Fleeces** which are from the farmer's own animals.
 - k. **Potted Plants, Shrubs, or Annual Bedding Plants** which are raised from seed or cuttings.
 - l. **Other Farm-related Products** not listed here which may be sold through a provisional arrangement. Permission to sell a product not included in items a-l should be requested from the Market Manager prior to sale at the Market.
6. **Vendor Membership:** All persons intending to sell at the Fairgrounds Farmers Market must, prior to participation in the Market, file a vendor application each year with the Market Manager. This document requires the producer-vendor to:
- Verify that she/he/they are the actual grower or producer of the specified items that they intend to sell. All new applicants may be visited by the Market Manager to verify.
 - List farm name and full contact information for farm, home and office.
 - Additional vendors may be added to the Market throughout the season or as need permits and space allows, if the applying vendor agrees to these rules and regulations.
 - For the first season, the Market Manager reserves the right to refuse market participation to a vendor to is proposing to sell produce or products already in abundant supply at the Market. They will be put on a waiting list for a possible opening in the future.
7. **Vendor Space Fees:**
- a. **Full-time Vendor:** A full-time vendor reserves a permanent market space for the entire current market season. Full-time produce vendors pay \$100 for 15 linear feet for the full season, no matter how many Saturdays and/or Wednesdays they utilize.
 - b. **Temporary Vendor:** A temporary produce vendor has the right to sell for 1 to 4 weeks of the current market season. Temporary vendors pay \$5 per 15 linear feet each market day. Any member purchasing temporary vendor space must notify the Market Manager via telephone or email of her/his intent to set up 3-5 days in advance before the market day in question. The Market Manager has the authority to refuse space allocations to temporary vendors who do not comply with required notification.
 - c. **Vendor Categories:** Fee will increase if vendor is selling anything other than produce

8. **External Regulations:** Vendors are responsible for compliance with applicable, city, county, state and federal regulations and supplying the Market Manager with proof of such if asked. Regulations such as:
 - Agricultural business license
 - Pesticide licensing and safe use
 - Approval seal on weighing devices
 - State sales tax collected as required
 - Organic certification on claimed products as required
 - Food safety, sanitation, health permits and labeling issues that apply to the item
 - State inspection of nursery stock required for selling whole plants for replanting
9. **Market Signage:**
 - Producer-vendors will display a sign identifying the name and location of their farm or business.
 - Producer-vendors must have signs, boards, tags or labels listing prices of every item for sale.
 - Producer-vendors listing “organic” produce or calling their products organic, must display a sign giving their organic grower’s certification and their certifier’s organizations, unless exempt from certification. Proof of exemptions should be available if so requested.
 - Producer-vendors should clearly separate the label organic and non-organic produce in the same display.
 - Signs must be posted before sales begin.
10. **Clean Up:** Producer-vendors must clean up the area around their vehicles and sales area before leaving. Producer-vendors must remove containers, waste, trimmings before leaving the market site and take any trash or garbage they have generated at the market back to the farm. The Market Manager will be responsible for ensuring that any trash from public traffic at the market sites is properly removed and disposed of at the close of each market day.
11. **Public Safety:** Shade structures must be secured to prevent wind damage and injury.
12. **Market Behavior:** Vendors are independent entrepreneurs with a common stake in creating a vibrant marketplace. Activities that seem to violate normal sales practices and these market rules can be questioned by other vendors. The Market Manager will assist in finding a resolution. Abnormal activities include, but are not limited to: unsafe conditions or hazards at sales area, a stand that impedes access to other vendors, condition of sales area, products or vendor behavior that detracts from the market’s appearance, overall quality or reputation.
13. **Educational and Community Activities:** One space will be made available, free of charge for educational activities relating to sustainable agriculture and for non-profit community groups. This space will be made available on a first come, first served basis, but must be approved and booked by the Market Manager in advance.
14. **Promotional Space:** One space will be held by the Fairgrounds Farmers’ Market to use for promotional or educational purposes.
15. **For any questions:** Contact the Knox County Fair Office 8am-4:30pm (309) 289-2714 or Tom Collopy (309)371-9356
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