



Welcome: Non-Profit Organizations!

The Brookfield Chamber of Commerce cordially invites the participation of **local non-profit organizations** in the 2017 Brookfield Farmers Market. The Market is a great way to get information out about your organization, your mission, and upcoming events. We particularly welcome organizations that are a good fit with the overall Farmers Market (e.g., have a farm, garden, food, health, environmental, conservation or outdoor theme).

The Brookfield Farmers Market is in its tenth season and will be held every Saturday, 8:00 a.m. – 1:00 p.m., June 3rd through October 14th. The Market is located in the west parking lot of the Brookfield Municipal Building at 8820 Brookfield Ave, Brookfield, IL, offering great visibility, easy pedestrian and vehicular access, plentiful parking, and an attractive market environment. Indoor restroom facilities and an ATM are also available, within the Village Hall.

The application for non-profit organizations is available from the Farmers Market page of the Brookfield Chamber of Commerce website at www.brookfieldchamber.net. Organizations/chapters/troops may apply for Periodic participation (between one and five Markets) at a daily fee rate of \$10/Market, or Part-time participation (six to ten Markets) for \$100. In special circumstances, the Farmers Market Committee may consider a non-profit organization's request for full-time participation (up to 20 Markets) for \$200. However, due to space limitations and our desire to maximize the diversity of goods offered during the Market season, we strongly encourage local non-profit organizations to apply for Periodic and Part-time participation.

The Brookfield Farmers Market Committee will review all applications received, and will notify organizations of their approval status and confirm participation dates via email.

We look forward to a great 2017 Market Season and we hope that you may be able to join us! If you have any questions, please feel free to contact me at brookfieldfarmers@gmail.com or by phone at (708) 228-9530.

Sincerely,

Sarah Thomas
Market Manager
Brookfield Farmers Market Committee



Brookfield Farmers Market 2017 Application for Non-Profit Organizations

The Brookfield Chamber of Commerce welcomes local non-profit community organizations to host an informational table at the Brookfield Farmers Market. The participation fee for non-profit organizations is \$10 per market. If your organization is interested in participating, please complete this application and return it, along with your affidavit/certification and insurance information, and mail to:

**Brookfield Chamber of Commerce
c/o Farmers Market Committee
P.O. Box 38
Brookfield, IL 60513**

PLEASE NOTE: Application does not guarantee participation. Participation is subject to the approval of the Chamber’s Farmers Market Committee. Frequency and dates are also subject to Committee approval, due to space availability. Please also note that participating organizations will need to provide their own tent, required weights for the tent (10 lbs per tent leg), table, tablecloth, chairs and identifying signage.

2017 Application – Non Profit Organization Saturdays, June 3 to October 14, 2017, 8:00 am to 1:00 pm

Name of Organization: _____

Contact Name: _____

Address: _____

Phone Number: _____ Email: _____

Tax Exempt ID No. _____

Desired dates: _____

Do you intend to: *(Please mark all that apply).*

- _____ *Provide information about your organization*
- _____ *Solicit memberships*
- _____ *Solicit donations*
- _____ *Sell any goods or services If checked, please describe goods or services, below:*

Participation approval and schedule will be confirmed by the Market Manager.

Brookfield Farmers Market

Affidavit and Certification

The undersigned, for himself and, if different, for the person or organization on whose behalf this application is submitted, hereby covenants to indemnify the Village of Brookfield, Illinois, and its residents, volunteers and employees and assigns; the Brookfield Chamber of Commerce and its members, its Farmer's Market and its members, and to hold them harmless from any liability for any personal injury or property damage arising in connection with any occurrence arising out of the use of the premises pursuant to this application, and any liability for any contractual or quasi-contractual obligations to third parties in connection with the activity, event, use or occurrence.

Applicant certifies, under penalties of perjury, that all of the information set forth in this application is true and complete to the best of his/her belief. Applicant further agrees to perform all obligations, which may be annexed hereto.

Applicant further certifies that he/she has read the rules, regulations, terms and conditions governing the Brookfield Farmer's Market as herein stated, and agrees to abide by them.

Business Name

Printed Name of Signatory

Signature

Date

Liability Insurance Certification

I hereby certify that I/we have the proper liability insurance coverage necessary to cover my activities while at the Brookfield Farmers Market. I provide the following information and proof of insurance along with this application, and if approved for participation, shall furnish a Certificate of Insurance naming the Brookfield Chamber of Commerce and the Village of Brookfield as Additional Insureds.

ATTACH/INCLUDE PROOF OF INSURANCE (I.E.- LETTER FROM INSURANCE AGENT SO STATING, COPY OF PERTINENT POLICY, ETC.) ALONG WITH THIS APPLICATION.

*NOTE: Application will not be accepted without this form and proof of insurance.

Insured: _____

Insurer: _____

Agent: _____ Phone: _____

Address: _____

Amount of liability coverage: _____

I hereby certify the above to be true and that the policy is in good standing.

Signature: _____ Date: _____



BROOKFIELD FARMERS MARKET

2017 Farmers Market Rules and Regulations

ELIGIBILITY TO SELL

A vendor is any person offering for sale items for consumption, such as fruits or their juices, vegetables, edible grains, nuts and berries, and apiary products or non-edible articles such as cut or potted flowers, items which have been raised, prepared or manufactured by the vendor, members of his/her family or by persons in his/her employ.

SELLING REGULATIONS

1. Fresh produce may be sold by the piece, or by weight on a scale that is legal for trade and bears a current seal. The face of the scale must be visible to the buyer. Scales used in prepackaging are not subject to state testing; however, produce so packed is subject to inspection to verify the accuracy of the claimed weight. Most produce is sold in volume containers or by the count. When produce is precut and wrapped, a label must be applied to the package to clearly indicate the complete business name and address of the packer or distributor. The label on prepackaged produce sold by weight must also show the commodity name, net weight, price per pound, total price and, if packed other than on the premises, the business name and address.
 - A. All fresh berries, cherries, currants and other small fruit may be sold, if in the bulk, in standard-sized containers such as quarts, pints, standard dry measure, etc. The fruit must be uniform in size or sold by the numerical count.
 - B. Melons may be sold by the count
 - C. Corn may be sold by multiples
 - D. Root crops may be sold by the piece or by the bunch
2. The source for all bulk products such as dried fruits, edible grains, dried herbs, nuts and seeds must be identified and displayed.
3. Any perishable items such as fresh fruit juice, cider, sprouts, etc., must be kept at a temperature of 40F or below. Dry ice is acceptable.
4. No unwholesome or spoiled items may be offered for sale such as cracked melons, overripe tomatoes, etc.
5. Certified organic growers must display certification.
6. A general listing of products and specialty items must be submitted to market manager prior to market for his/her review. Market manager may determine if certain "questionable" items may be sold at market.
7. All baked goods and on site prepared food vendors must have acquired all necessary licenses, permits, etc. prior to market season and furnish copies to the market manager before entrance to the market as a vendor. All vendors must be in compliance with all local Health Department rules.
8. The sale of fish, eggs, or dairy products shall be permitted as long as the vendor is in compliance with all state laws and/or local Health Department rules and regulations covering such products sold at the market.
9. Vendor space is non-transferable.

10. Approved full-season vendors will be assigned a “regular” market space; however, vendor relocation and/or spacing adjustments may be necessary from time-to-time, and Market placement shall be at the sole discretion of the on-site manager. Although we will try our best, part-season vendors may not expect/assume a “regular” space assignment due to space limitations/scheduling conflicts, and must check in at the Chamber tent upon arrival at each Market for their assigned placement that day.
11. The Brookfield Farmers Market is a **smoke-free/non-smoking market**.

GROWER DISPLAY ARRANGEMENTS

1. The Market is open-air, no shelter is provided. Sellers must furnish their own tables, chairs, drop-cloths, and canopies/tents weighed down with 40 pounds (10 lbs/tent leg) for wind safety. Failure to do so is cause for expulsion.
2. The name and hometown of each seller must be displayed on a sign.
3. The price of every item for sale must be clearly marked/displayed with appropriate signage.
4. All equipment used for transportation and display shall be kept clean at all times with adequate protection against contamination to products.
5. No seller shall attract attention to his goods by hawking or “crying out”.

SET UP AND BREAKDOWN REQUIREMENTS:

1. **Set-up time officially begins at 7:00 AM. No vendor may begin setting up prior to 7:00 AM without Market Manager approval.**
2. **All vendors shall be ready to open the market by 8:00 AM and shall not break-down their tents and display prior to 1:00 PM.** Vendors must be set up, and ready to sell, when the market opens. All vendors are expected to stay through the duration of the market each day.
3. Vendors must remove all delivery and personal vehicles from the Market area by 7:30 am, unless deemed necessary by, and with the prior approval of, the Market Manager. Vendor vehicles should be parked in the back (north) “commuter” lot, and may not park in the front lot or the Police parking area that is immediately behind Village Hall.
4. All vendors are responsible for the set-up and break-down of their own tents and displays, and must provide adequate persons/staffing to do so.

CLEAN-UP REGULATIONS

Sellers must remove all waste and refuse from their spaces and Market areas before leaving for the day. It may be useful to have a basket or bucket for trimmings/waste. Sellers’ sales and display area must be kept free and clear of unsightly and dangerous debris.

ENFORCEMENT OF MARKET RULES

The Market Manager and Deputy Manager have full authority to enforce these Market Rules, and the enforcement of which cannot be contested. Occupants of spaces at this market must at all times conform to the Market Rules. The Market Manager reserves the right to adjust market rules and regulations during the season as needed, in order to better serve or protect the buying public, to ensure fair competition among vendors, and/or for the overall good of the Market.