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# Brookfield Farmers Market 2018 Season

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The Brookfield Chamber of Commerce is currently developing our Vendor List for the 2018 Brookfield Farmers Market. We invite you to consider joining us for this outstanding Market Season. The Brookfield Farmers Market is in its eleventh year and will be held every Saturday, 8:00 a.m. – 1:00 p.m., June 2nd through October 13th. The Market is located next to the west lawn 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.

Every year our market sees an increase in attendance. Last year we averaged over 1000 patrons each week! We strive to expand that number by advertising and offering fun free activities for families. We also offer our vendors the opportunity to market on our social media page. We feature vendors each week and include professional images and a short personal write up that advertises your company. You can share these images with your own contacts on social media.

A vendor application is enclosed for your convenience. The Market Rules and other helpful information are available on the Chamber's website at [www.brookfieldchamber.net](http://www.brookfieldchamber.net). The 2018 full-time Vendor Participation Fee is \$300.00 for one 10'x10' space, plus an additional \$100.00 for (no more than) one adjacent space. The part-time vendor fee (up to ten Markets) is \$200. In special circumstances deemed of overall benefit to the Market, the Farmers Market Committee may consider more limited participation (less than five Markets) on a daily rate basis.

To ensure consideration as a potential 2018 Brookfield Farmers Market vendor, your completed application, signed indemnification, insurance information and payment must be received by March 17, 2018. The Brookfield Farmers Market Committee will review all applications received, and will notify all vendors of their approval status by April 15. (Payment will be promptly returned to all vendors who are not approved.)

Also, if/as it pertains to you, a Cook County Health Department application must be approved by the County's Health Dept. by May 15, in order to participate in the Brookfield Farmers Market. Please include a copy of your completed Cook County form(s) when you submit your Brookfield Farmers Market application to us, so that we may facilitate the County's approval process. The Cook County Health Dept forms are available from the Farmers Market page of our website at [www.brookfieldchamber.net](http://www.brookfieldchamber.net), and you may also contact Ms. Kamala Nagaraj directly, at [knagaraj@cookcountyhhs.org](mailto:knagaraj@cookcountyhhs.org) or 847-818-2844, should you have any questions or need for further information regarding County permit requirements.

We look forward to a great growing season and to your participation in another successful season of the Brookfield Farmers Market. If you have any questions, please feel free to contact me at [brookfieldfarmers@gmail.com](mailto:brookfieldfarmers@gmail.com) or by phone at 708.228.9530.

Sincerely,

*Sarah Thomas*

Brookfield Farmers Market Manager  
Brookfield Chamber of Commerce



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# Brookfield Farmers Market

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## Vendor Application

2018 Market Fees are \$300.00 for one 10' x 10' space for the full season, plus \$100.00 for one adjacent available space. Partial season fees are \$150 for up to 10 markets. **Complete vendor applications and full payment of market fees must be received no later than March 17, 2018.** Please make check or money orders payable to "Brookfield Chamber of Commerce" 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.**

All applications will be reviewed by, and are subject to the approval of, the Brookfield Farmers Market Committee. The Brookfield Farmers Market Committee will consider overall suitability/fit with the Market, availability of space, and diversity of products available at the Market.

BUSINESS NAME \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

ILLINOIS STATE SALES TAX NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WEBSITE: \_\_\_\_\_

NAME OF PRIMARY CONTACT: \_\_\_\_\_

PHONE NUMBER (PRIMARY): \_\_\_\_\_

CELL NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

**LOCATION OF LAND/PROPERTY USED FOR FARMING/PRODUCTION:**

TOWNSHIP \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

**PRODUCE/PRODUCTS**

LIST ALL PRODUCE/PRODUCTS THAT YOU WISH TO SELL DURING THE SEASON BELOW, OR ON ADDITIONALLY ATTACHED PAGES. ONLY THOSE ITEMS THAT ARE APPROVED MAY BE SOLD AT THE MARKET, AND NO ITEMS MAY BE ADDED DURING THE SEASON WITHOUT PRIOR APPROVAL OF THE MARKET MANAGER.

YOU MUST ALSO INDICATE IF ANY ITEM IS PURCHASED FROM, GROWN BY, OR MADE BY OTHERS, AND IF SO BY WHOM AND THE LOCATION WHERE IT IS PRODUCED.

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**ANTICIPATED PARTICIPATION AND DESIRED DATES**

**PLEASE CHECK ONE:**

FULL SEASON VENDOR (\$300 for one 10'x10' booth, or \$400 for two adjacent 10'x10' booths)

PARTIAL SEASON VENDOR (UP TO 10 MARKETS. \$150 for one 10'x10' booth)

**PLEASE INDICATE THE DATES OF YOUR ANTICIPATED / DESIRED PARTICIPATION, BELOW. (NOTE: THE DESIRED DATES OF PARTIAL AND PERIODIC VENDORS MUST BE SPECIFICALLY APPROVED/CONFIRMED BY THE MARKET MANAGER.)**

JUNE	JULY	AUG	SEPT	OCT
<input type="checkbox"/> 2	<input type="checkbox"/> 7	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 6
<input type="checkbox"/> 9	<input type="checkbox"/> 14	<input type="checkbox"/> 11	<input type="checkbox"/> 8	<input type="checkbox"/> 13
<input type="checkbox"/> 16	<input type="checkbox"/> 21	<input type="checkbox"/> 18	<input type="checkbox"/> 15	
<input type="checkbox"/> 23	<input type="checkbox"/> 28	<input type="checkbox"/> 25	<input type="checkbox"/> 22	
<input type="checkbox"/> 30			<input type="checkbox"/> 29	

**COMMENTS:**

Please make any additional notes regarding your anticipated/desired dates, below.

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**SPECIAL NEEDS**

**Electrical Needs:**

If you will require electricity for the market season, please indicate below for what purpose (i.e. refrigerator, etc.). There is no extra charge for electricity, and we accommodate electrical needs as our capacity/outlets allow; however, vendors are responsible for supplying their own extension cords.

Yes, I do need electricity. Purpose/equipment:

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**Additional Needs, Requests or Considerations:**

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**Please return completed application, certifications and payment by March 17th, 2018  
to:**

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

**THANK YOU!**

# 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

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## 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 "question- able" 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.

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