



# 2017 Participant Guidelines

*These guidelines detail the operation of the Oregon Park District Farmers Market. All participants agree the market will be operated subject to the following rules and regulations.*

1. Location of Market: Oregon Courthouse Lawn (North side corner of Rt. 2 & Rt. 64) on Fridays (June-Sept.) Oregon; Park West on Tuesday evenings (when there is a concert); Brown Bag concerts on the Courthouse lawn. Details with full concert dates available at Nash front counter.
2. Days/Time: The Market will be held on Fridays, June through September 4 p.m.—7 p.m. Vendors may not sell before 4 p.m. or after 7 p.m. The Market is also held in conjunction with the Tuesday evening concerts at 7:00 p.m. Vendors must be set up by 6:30 p.m. and must stay until the concert is over. Brown Bag Concerts are held one Friday each month in June, July & August. Details available by contacting Debbie Leffelman at 732-3101.
3. Set Up: Participants may begin setting up no earlier than 3:00 p.m. on Fridays. Vendor spaces are determined on a first come/first served basis. Upon arrival, vendors should set up (allowing 3-4 feet between vendor spaces), until such time that vendor spaces are marked on the grass to determine exact size. Vendors should NOT set up on the sidewalk (side walk style signs allowed) If you have a spot you like get there first no spots will be reserved.
4. Fee: Fees should be paid in advance at the Nash Recreation Center, 304 S. 5th Street, Oregon. A vendor permit will be given to you to display at your booth space. A fee of \$10 will be charged for a one day permit or a \$30 fee will be charged for a Summer Permit good for any Friday, Tuesday evening Concert in the Park and Brown Bag concerts on the courthouse lawn. Spaces are approximately 12' x 12' in size (enough for 2 - 8' tables) and room on the ground under and around the tables. Fees for licenses, insurance and other business expenses are the responsibility of the vendor.
5. Selling Products: Produce advertised in any way to be specially grown, such as organics, natural, chemical, or pesticide free, etc., will not be allowed at the market unless certification documents are displayed. Growing organically is a choice and there is no documentation required from an outside source and the customer is relying on the vendors honesty. If scales are used, they are subject to check by the Market Coordinator or State of Illinois inspectors. Prices must be visibly posted.  
\*\*No vendor at the Market shall attract attention to his own product's by outcry or in a boisterous or annoying manner. No music shall be playing (unless Market Coordinator programs or approves). Personal music players are permitted with use of ear buds.  
\*\*No vendor shall be permitted to sell from their vehicle as it is against city code. Vendors must be on the Oregon Courthouse lawn (not sidewalk) or on Park District property. There will be no parking on the court house lawn with any motorized vehicle. A walk behind vendor cart would be allowed providing it has been approved by John Barnhart. Vendors may park along the two city streets Fourth Street & Fifth Street near the market area, this allows the area in front of the market booths open for customers. Vendors may unload on Washington street but then park vehicle on side streets when done setting up for market.
6. Cleanliness: The vendor shall at all times keep their space clean and free of debris. Vendors are not permitted to have pets (except guide dogs) in the market area. All clean-up is the responsibility of the vendor. No water or electricity is available in the market area.
7. Potentially Hazardous Food: i.e., any perishable food which is capable of supporting rapid, progressive growth of infectious or toxicogenic micro-organisms shall not be sold in the market.



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8. Approved Items:
- 1) Fresh locally grown fruits & vegetables and storage items used to store and preserve the harvest. Vegetables must be grown by the vendor.
  - 2) Herbs: fresh or dried.
  - 3) Cut or dried flowers
  - 4) Baked goods made in a certified kitchen. Any one selling baked goods of any kind must have a valid Ogle County Health Department license permit openly displayed on their table. If Vendors baked products are exempt from requiring a health permit a signed letter from a health dept officer is required stating such. If person wishing to sell baked goods has a valid health permit from out of state they must first check with local health dept officials along with a written letter stating permit is valid in Ogle county. This letter then must be presented to the farmers market coordinator for market records. This process must be completed before sale of the products.
  - 5) Jams & Jelly: Only allowed if made in a certified kitchen-licensed by Health department.
  - 6) Perennials & Annuals
  - 7) Honey: All honey vendors are required by the market manager to have a laminated map with their hive locations on display when honey and honey products are being sold.
  - 8) Handcrafted items: must be made from vendors own toil and must be made from something “natural” such as: pressed flowers, dried flowers, hand-made papers, wood, vines, pine cones, etc. Some art will also be acceptable if depicts “nature” or is made from recycled items.
  - 9) Specialty items must be presented to the market coordinator and will be approved on a case by case basis.
9. Unapproved Items:
- 1) Dairy products
  - 2) Home-canned and heat processed foods
  - 3) Baked goods requiring refrigeration
  - 4) Meat and poultry (live or processed)
  - 5) Craft items not made from ones own work or creativity
  - 6) Eggs: If a vendor wishes to sell eggs an Illinois dept. of Agriculture egg inspection form will be required. (see attached application and info.) after receiving approval & license. License must be on display on vendors table whenever eggs are being sold.
10. Taxes: Each participant is responsible for reporting and paying all required taxes resulting from sales made at the Market. Vendors in Illinois can call the IL Dept of Revenue, Central Registration Unit at 217-785-3707 to request information on obtaining a sales tax number.
11. Vendors who violate these rules will be required to vacate their space.

### Market Contact:

John Barnhart, Natural Resource Manager  
john@oregonpark.org 815.732.3101