



Carbondale Community Farmers Market (CCFM) Winter 22-23 Rules and Regulations

All applicants who wish to participate in the CCFM must read the following document fully and carefully. Please note, CCFM may modify these rules and regulations at any time and can take any action to enforce these rules.

About the Market: Carbondale Community Farmers Market (CCFM) is a producer only farmers market, whose goal is to provide a community based space for local producers, farmers, and artisans to retail their products. We highly encourage participants to provide products that are sustainably produced and ethically raised. Our goal of the market is to educate our community on the importance of healthy locally produced food and to provide access to these products or services. CCFM is a program of Food Works, a 501(c)(3) not for profit organization. For more information please visit www.fwsoil.org.

Hours of Operation and Attendance: CCFM is a winter only market and runs every Saturday from the beginning of December to the end of March. (Market will be **closed** on Saturday, December 24th and Saturday, December 31st, 2022)

- Market hours 10am to 1pm
- Vendors must be on site and set up by 9:45am. A \$10 penalty will be applied for vendors showing up and setting up after 9:45am.
- Vendors canceling with a less than 24 hours notice (by 10 am Friday) or No Show will result in a \$10 penalty. Vendors are responsible for getting in direct contact with the farmers market manager in regards to cancellations by phone, text, or email.
- Vendors are prohibited from tearing down or leaving before 1pm unless given permission by management prior to market starting.
- Excessive absences or late arrivals will result in review of the vendor's future eligibility to participate in CCFM

Important Dates

- Sep 1, 2022 - Vendor Forms are due (Vendors are welcome to apply for a spot after this date and throughout the market season.)
- Oct 1, 2022 - Market Manager will begin to contact vendors who have been accepted
- Nov 1, 2022 - All required documentation, proof of insurance, license, and certifications are due. Please email files to Karen@fwsoil.org
- Dec 3, 2022 - Opening day of market
- Dec 24, 2022 and Dec 31, 2022 Market **Closed** for holiday break
- Jan 7, 2022 - 1st market after holiday break
- Mar 25, 2022 - Last Market of 22/23 Season

Unloading and Parking: Vendors are able to pull up and unload from their vehicle at the theater entrance and the side door entrance prior to 9:45. Please note the side door entrance is always locked. Vendors are able to prop the door open to unload but we please ask that the door is kept closed and locked after doing so. To maximize efficiency, please, quickly unload your items and leave them right inside the doors, park your car, and then come back to move your items to your assigned vendor space. Vendors are asked to park in the lots South of the Theater entrance. MEAT VENDORS: Please park as close as you can in the East lot to allow easier access to your trailers.

- All items being moved across the mall floor must be on wheels (hand cart or in a wagon) in order to avoid damage on the mall floor

Product Requirements: CCFM is a “Producer Only” market. This means that vendors can only sell products they have grown, cooked/baked, or made themselves. Agricultural products (vegetables, meats, dairy) must have been produced on the vendor’s own land or land they control, so that the vendor can guarantee growing/raising practices. Ready to eat products and prepared food vendors may sell only food that they have personally created and we highly encourage supporting other local growers by buying products from local farmers when possible.

- Products must have proper labeling when required by local, state or federal authorities
- Farmers that are permitted to sell produce and products from farmers within a collective or cooperative may be able to sell with permission from the market.
- The resale of agricultural products is prohibited.
- CCFM and the market manager reserve the right to refuse the sale of any product, especially where prohibited by state or local laws or legislations

Vendor Stall Assignments and Set Up : CCFM does not guarantee a vendor's stall assignment. CCFM layout is made at the discretion of the Market Manager. If you are in need of a POWER OUTLET- Please reach out to the Market Manager as only certain stalls have that capability. All vendors will have a 10 x 10 foot space available to them. Vendors will be able to set up an 8 foot table at the front and then can set up additional tables on the sides if needed. Please keep in mind the use of vertical space within your set up.

- If you are in need of extra stall space for additional table set up there will be an additional \$15 vendor fee associated with that market day.
- Vendors are responsible for their own set up and tear down. Vendors must provide their own chairs and tables. No tents.
- Vendor identification: All vendors must display a sign that clearly identifies the name of their business, contact information, and location of their organization.

Sampling : Vendors sampling at the market must provide a Farmers Market Sampler Certificate

- Keep samples in clean,covered containers
- Use toothpicks or utensils to distribute the samples
- Keep control of samples at all times.
- Provide a waste container at the sampling area for public use.
- Have an appropriate hand washing station

SNAP and Wooden Market Tokens/ Link Match Coupons (produce only) : The CCFM offers tokens for customer use. All CCFM vendors must participate in our token program. Vendors will be reimbursed fully for collected token value: no fees. Vendors are allowed to turn in tokens for reimbursement once they reach a value of \$30 of combined tokens. There are red SNAP tokens in \$1 and \$2 increments, and Link Match coupons in \$1 increments. These are only valid on food items (no cash value).Do not make change for these. We also have \$5 black credit/debit tokens which are used like cash and change can be given. CCFM will only take CCFM market tokens. **Vendors will not be reimbursed for tokens or Link Match coupons that not produced by CCFM or the correct Link Match Coupons.** A token/Coupon guide will be provided to you at the market with more information and pictures. Redemption checks will be given out the following week at the market. If the vendor will not be at the market the following week, checks can be mailed out or can be picked up (arranged with market manager) by the next business day (Monday).

Data Collection and Vendor Forms: A vendor form will be distributed at the close of each market. All vendors are required to share their daily sales total with CCFM staff via this form. This information helps us determine your vendor fees and provides important information for CCFM grant writing purposes as it shows the economic impact of the market. Any use of this data will be as an aggregate total; it is never shared outside Food Works.

Vendor Fees:

Vendor Fees: Are on a sliding scale based on reported sales.

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|--------------|--------|-----------|-------------|--------|
| Daily Sales: | <\$100 | \$101-175 | \$176-\$250 | >\$250 |
| Daily Fee: | \$10 | \$15 | \$20 | \$25 |



Extras fees : No show or less than 24 hour notice of cancelation - \$15

Tardy Fee (show up after 9:45am)- \$10

Extra booth space \$15 per market

Insurance and Tax Information

- Once approved to be in the market, all vendors must provide proof of liability insurance prior to vending at the market in the form of a "Certificate of Insurance" listing the following as "additional insured": Carbondale Community Farmers Market, 1237 E Main St, Carbondale, IL 62901. The market's use of facilities contract with University Mall requires vendors and the market to provide liability insurance. Food Works, a 501(c)3 nonprofit, is the managing body for the market. This document may be emailed directly from your insurance provider to info@fwsoil.org and karen@fwsoil.org. Policy minimum is \$300,000.
- All vendors are required to provide State Sales Tax License. It is the law that vendors report and submit sales tax for products sold at the market. It is the vendors responsibility to make sure they are paying all local and state agencies at the proper percentages when applicable. CCFM does not collect sales tax. Raw foods are taxed at 1%, and processed foods and non-food goods are currently taxed at 6.25% and taxes are payable to the Illinois Department of Revenue. Please note there is a Grocery Tax Suspension From July 1,2022- June 30,2023. CCFM encourages vendors to contact your local IRS agency for any questions and paperwork needed.

Marketing: Marketing for CCFM is a joint venture between the market and vendors. CCFM will promote vendors through social media, the CCFM website (www.carbondalemarket.com), weekly emails to customers, all Food Works media avenues, and Press Releases. Vendors are encouraged to help promote by word of mouth, distribution of materials, and promoting the market on vendor's social media pages. Please reach out to the market manager by email on specials, new availability of seasonal items, or any market related items you wish to promote. Vendors are also encouraged to promote the market by helping to create a charming and community based atmosphere as well as being respectful and engaging with customers.

Meat and Poultry Producers:

- All meat products brought to market must be raised by the vendor. Animals not raised from birth must have been raised the majority of the its life span by farmer/Vendor
- All items must be packaged and properly labeled and kept frozen at the time of slaughter and remain frozen until sold
- Product temperature must be maintained in a frozen state checked throughout the market. Insulated coolers and freezers must meet Jackson County Health Department standards.

- Meat, meat products, poultry and poultry products offered for sale at farmers markets must bear an IDOA or USDA inspection legend and other required labeling (product description, ingredients) on every container/package.
- All meat vendors are required to provide proper certification from Illinois Department of Agriculture and Jackson County Health Department

Dairy and Cheese Producers:

- Dairy and cheese must be held at a constant forty degrees Fahrenheit temperature
- Jackson County Health Department permits

Egg Vendors:

- Vendors must comply with state regulations for egg production and selling including packaging and labeling requirements.
- Vendors must provide a State of Illinois Egg License.
- Eggs must be held at 40 degrees Fahrenheit after harvesting, during transportation, and at market.
- Used consumer containers are prohibited.

Value Added/ Baked Goods/ Cottage Food

- Please read and understand the new Home to Market Act:
<https://www.ilstewards.org/policy-work/illinois-cottage-food-law/>
- Producers who are not growers are strongly encouraged to incorporate products from local growers/producers
- All value added products must follow public health labeling, permitting, and other requirements pertaining to processed products. This includes proper signage on vendors tables.
 - A cottage food placard must be prominently displayed at the point of sale that states: “This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department.”
- Permits, Licenses, Registration or Training Required for Cottage Food Vendors
 - Food Service Sanitation Manager Certification (FSSMC)
 - Annual registration in the county in which the person resides including fees paid
- For any Vendor who has 50% or more of their income from baked goods must implement our locally sourced best practices.
Bakers must produce ONE baked item per market with a primary ingredient sourced from local Southern Illinois and or from the CCFM Vendors. CCFM will ask for invoices of bought ingredients in order to insure products are bought from local producers. CCFM will highlight the baked good item at market and in social media posts.

If you need help sourcing local ingredients please feel free to reach out to the market manager for information.

Honey Producers:

- Honey must be produced by bees kept and or managed by the vendor.
- Honey must not be adulterated

Soap Vendors, Cosmetics and Health Vendors

- All ingredients must be FDA approved
- Labels must include all ingredients and contact information
- No resale of items is permitted
- Vendors must make their own products

Pet Food/Treat Vendors

- Pet food is regulated by the Illinois Department of Agriculture (IDOA). The Bureau of Agricultural Products Inspection is responsible for overseeing compliance with the Illinois Commercial Feed Act, including the licensing of manufacturers or distributors of pet foods and registration of their products before distribution in the state. Anyone who wishes to make homemade pet food for distribution also must comply with these requirements and follow rules on pet food labeling

Artisan and Crafters Suitable Products Given Priority to Include but Not Limited To: • Weaving • Jewelry that uses foraged parts/pieces, handcrafted beads, or repurposed materials • Glass blowing • Sewing & quilting with limited machine use • Pottery • Carvings • Sculpture • Woodwork • Painting, drawing or other forms of illustration.

- No resale of products allowed

Disciplinary Actions

- Complaints must be in writing and brought to the attention of the Market Manager, who will attempt to resolve the issue. If the problem cannot be resolved, the concern will be presented to the Director and Board of Food Works for review and possible action.
- The following are causes for denial or loss of vendor selling privileges:
 - Failure to pay fees
 - Violation of any rules as specified in the CCFM policies.
 - Disruptive or abusive conduct or language.
 - Verified written complaints against a vendor showing reasonably conclusive evidence that said vendor has practiced deception by displaying or selling merchandise packaged to misrepresent the quality or condition of, or production practices of the merchandise, or that said vendor has given false information regarding the origin, variety, quality, condition or value of merchandise are grounds for dismissal from CCFM with no refunds of fees paid and removal from future participation in the Market.

- Vendor fees will not be refunded if the vendor is terminated.
- Failure to comply with State of Illinois, health code regulations, County regulations or City of Carbondale regulations and laws.

Review of Required Documentation (Please note this list is subject to change without notice)

- All Vendors
 - Certificate of Insurance
 - State Sales Tax License
 - Farmers Market Sampling Certificate - if sampling

- Cottage Food/ Bakers/ Value added
 - Food Service Sanitation Manager Certification (FSSMC)
 - Annual registration in the county in which the person resides including fees paid-2022
 - Bakers- Proof of Purchase of items for one locally sourced baked item
 - If cooking in a commercial kitchen please provide the current county health inspection of the commercial Kitchen.

- Meat Vendors
 - Jackson County Health Department Mobile Retail License
 - Meat Brokers License or proof of processing at Type 1 Bureau of Meat and Poultry license (items for retail must be inspected and properly labeled)

- Egg Vendors
 - State of Illinois Egg License- Department of Agriculture.

- Pet Food/Dog Treats
 - Illinois Department of Agriculture Feed Distribution and Manufacturing License

- Dairy
 - Jackson County Health Department License



Contact information:

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