

# The Hampshire Area Chamber of Commerce

## 2018 Farmers & Outdoor Market

Dear Perspective Vendor:

The Hampshire Area Chamber of Commerce will host the 2018 Farmers & Outdoor Market which will take place on the 3<sup>rd</sup> Saturday of each month beginning June 16 until October 20. The Farmers & Outdoor Market will be held at the Hampshire Commons located at 113 W. Oak Knoll Drive (at the corner of Route 72 and State Street).

The market will operate from **8am to 12pm**. Vendor set-up will begin at **7am** and all vendors are asked to be completely ready to go by 8 am. Please note that event clean up must be completed no later than **1pm**. If you have questions or need to make special arrangements, please contact Cassandra Austin at the chamber office.

Included in this packet you will find:

- 2018 Hampshire Farmers & Outdoor Market Guidelines
  - Please read through these guidelines carefully and contact Cassandra with any questions.
- 2018 Hampshire Farmers & Outdoor Application

If you plan to sell food, please familiarize yourself with the Kane County Health Department Guidelines. Failure to abide by these rules can result in a fine or removal from the market with no refund of fees. If you have any questions regarding these guidelines, please contact the Kane County Health Department at (630) 208-3801 or visit [www.kanehealth.com](http://www.kanehealth.com).

**Applications, payments, and insurance need to be submitted to the chamber office no later than Friday, May 25.**

We are anticipating a great turnout this summer and look forward to seeing everyone starting on Saturday, June 16! If you have any questions, please contact Cassandra Austin at [hampshirechamber@gmail.com](mailto:hampshirechamber@gmail.com) or (847) 683-1122.

Cassandra Austin  
Executive Director  
Hampshire Chamber of Commerce  
153 S. State Street  
P.O. Box 157  
Hampshire, IL 60140

# 2018 Hampshire Farmers & Outdoor Market Guidelines

The following guidelines cover all products sold at the 2018 Hampshire Area Chamber of Commerce Farmers & Outdoor Market. Please read the information carefully and complete only those sections of the application that apply to your products. Submit completed applications to the chamber office along with payment no later than May 25.

## **Date, Time & Location:**

The Farmers & Outdoor Market will be held on the 3<sup>rd</sup> Saturday of every month beginning June 16 until October 20 from 8am to 12pm at the Hampshire Commons, located at 113 W. Oak Knoll Drive in Hampshire.

## **Application Approval:**

Applications will be approved in the order they are received. Application approval will be based on vendors whose goods are complementary to other goods offered at the market; and vendors whose goods offer variety and help supply the needs of the market.

When an application is approved, only the items listed on that application are approved for sale. Changing or adding to your products requires an amendment to your application and approval of the amendment by the Hampshire Area Chamber of Commerce prior to any sale.

Upon approval of your application, vendors will receive notification from the chamber. Applicants who not approved will receive notification from the chamber with returned payment. The Hampshire Area Chamber of Commerce Farmers & Outdoor Market reserves the right to approve all applications and assign all spaces.

## **Space Rental & Fees:**

To reserve a space, full payment must accompany your completed application. Payment will not be processed until the application is approved. If your application is not approved, payment will be returned. The Hampshire Area Chamber of Commerce Farmers & Outdoor Market reserves the right to approve all applications and assign all spaces.

The Farmers & Outdoor Market is located in a parking lot. Booth space will be rented based on the number of spaces requested. Vender space fees will be collected for the market season as a whole, and cannot be purchased on a per market basis.

## **Fee for Total of 5 Markets**

**\$75 for chamber members**  
**\$100 for non-chamber members**

## **Market Dates**

Saturday, June 16  
Saturday, July 21  
Saturday, August 18  
Saturday, September 15  
Saturday, October 20

## **Payment Options**

Payments must be made in advance by check or credit card. All checks must be made out to the Hampshire Area Chamber of Commerce and sent to P.O. Box 157 Hampshire, IL 60140. If you would like to pay by credit card, please call Cassandra at (847) 683-1122.

## **State and Local Sales Tax**

Vendors are responsible for collecting and paying all state and local sales tax.

## **Food Sales**

All food items for sale must comply with local, state, and federal health regulations. If selling as a Cottage Food Operator you must register with the Kane County Health Department, Environmental Health Division. All processed/prepared food vendors, including those selling meat, eggs, canned goods, potentially hazardous baked goods and prepared foods (i.e., food with nuts) must contact the Kane County Health Department, Environmental Health Division to ensure that the proper licenses have been acquired. The Environmental Health Division of the Kane County Health Department can be reached at (630) 444-3040. All food permits, certifications and licenses must be submitted with the Hampshire Area Chamber of Commerce Farmers & Outdoor Market application. Applications submitted without these supporting documents will be considered incomplete.

## **Scales**

If goods are sold by weight, the producer's scales must comply with the standards of the State of Illinois for sales by weight. All scales must be legal and certified. For more information regarding this call (217) 785-3201 or visit [www.agr.state.il.us](http://www.agr.state.il.us).

## **Tents**

All tents and coverings must be adequately secured for wind. A total of **100 pounds in weights** are required on all tents and coverings. Tents and coverings without adequate weights will be required to be dismantled and removed from the market regardless of weather conditions.

## **Set-up**

The official market times are from 8am to 12pm. Vendors may choose to begin set-up as early as 7am, but must leave clearance for other vendors to get through. All vendors should be set-up and ready by 8am (unless you have made a special arrangement with the chamber). Set-up will not be allowed before 7am or after 8am. Please be prepared to stay the entire length of the market. Vendors arriving late or leaving early will receive one (1) warning and a \$10 fee per market for further infractions.

## **Attendance**

If a vendor is unable to attend during a scheduled market day, the chamber must be notified a minimum of 24 hours in advance of the scheduled market. Please be prepared to stay the entire length of the market. Vendors arriving late or leaving early will receive one (1) warning and a \$10.00 fee per market for further infractions. You can reach Cassandra at the chamber office by calling (847) 683-1122.

## **Market Etiquette**

Vendors and sellers are expected to wear attire that maintains the wholesome atmosphere of an open- air market (i.e., must wear appropriate shirts with no holes, shoes, etc.). Vendors are not permitted to yell, taunt, or aggressively pursue sales with customers, vendors or market staff. In the interest of fair trade, producers disparaging other vendors' goods and/or selling items not at fair market value during any time of the market are not permitted and vendors doing so will result in removal from the market and forfeiture of their space rental fees including full season fee payments. Smoking is prohibited in the market during sales hours.

Concerns about other vendor's products/actions should be kept confidential and directed to the Hampshire Area Chamber of Commerce staff.

## **Enforcement of Rules**

Vendors at the Hampshire Area Chamber of Commerce Farmers & Outdoor Market must respect the market guidelines at all times. The Hampshire Area Chamber of Commerce has full authority to enforce all rules; any vendors who fail to comply can be removed from the market without reimbursement of market fees. Any behavior deemed by the chamber to be disruptive in any way shall be cause for eviction of the vendor with forfeit of rental fees.

# 2018 Hampshire Farmers & Outdoor Market Application

Saturday, June 16 | Saturday, July 21 | Saturday, August 18 | Saturday, September 15 | Saturday, October 20

Business/Farm Name: \_\_\_\_\_

Name of Primary Seller: \_\_\_\_\_

Names of Additional Sellers: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home/Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Facebook and/or Website: \_\_\_\_\_

How did you hear about the Hampshire Area Chamber of Commerce Farmers & Outdoor Market? \_\_\_\_\_

Name of Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please indicate the type of products you are applying to sell as a vendor \_\_\_\_\_

**1 Booth space for 5 markets    \$75 for Chamber members  
\$100 for non-chamber members**

Applications and full payment are due no later than Friday, May 25

Number of Spaces Requested: \_\_\_\_\_ Total Due: \_\_\_\_\_

**Please include a copy of your certificate of liability insurance. Policy Number\*:** \_\_\_\_\_

*I have read and understand all rules, regulations, and guidelines of the Hampshire Area Chamber of Commerce Farmers & Outdoor Market and agree to abide by these rules.*

Signature of Primary Seller: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN TO: Hampshire Area Chamber of Commerce, P.O. Box 157 Hampshire, IL 60140  
Phone (847) 683-1122 | email: hampshirechamber@gmail.com