

QC Farmers Market Handbook

May 2022-April 2023

Schwiebert Park Market

Email: info@qcfarmersmarket.online

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QC Farmers' Market Mission

The mission of the QC Farmers Market is to connect the Quad Cities community with the freshest, most nutritious, seasonal, local produce and products available, directly from the hard working hands of our farmers and producers.

Definitions:

Local: within 100 miles of the Quad Cities area.

Farmers: persons who grow plants or raise livestock to produce food and other goods to be sold with minimal processing, consummate to prepare for retail sale.

Producers: persons who produce value-added products such as preserved and prepared foods, featuring signature ingredient(s) grown in the Quad Cities Area.

Signature ingredient:

A signature ingredient is a defining or distinctive ingredient, though not necessarily by predominance of weight.

Vendor Requirements

Vendors must be farmers or producers who conduct business within 100 miles of the Quad Cities, IL/IA, or community non-profit or educational organizations. Vendors may only sell items that are directly and personally homegrown, raised, and/or handmade. Please see Vendor Types and Allowable Products for further details.

Application

Vendors must apply electronically through Manage My Market (www.managemymarket.com).

Insurance

QCFM requires each vendor to have commercial liability insurance coverage. Please see the License section for more information.

Tax ID or Social Security Number

All vendors conducting sales must have an Illinois Business Tax (IBT) number before their first day of sales at the Market and must comply with tax laws and requirements in accordance with the State of Illinois. Please see the License section for more information.

Licensing

All products sold at the QCFM must comply with local, state, and/or federal health ordinances. Food licenses, permits, and certification copies must be included with your Market application and must be kept current for the entire market season. Please see the License section for more information.

Verification

QCFM reserves the right to visit and inspect the farm, property, and storage sites listed on any vendors' application to verify information provided is proper and correct and to verify resale or wholesale is not conducted at market.

Agreement and Lease

Vendors must sign a lease with the QCFM for their stall, and therein agree to comply with all rules and policies. Please see Market Guidelines, and Vendor Agreement section.

Fees

Vendors may choose to vend as many Saturdays as they wish, May 2022-April 2023, for \$100, or on selected Saturdays at a weekly \$15 fee. Vendors must be up to date with payments to be able to vend.

Vendor Types and Allowable Products

Farmers and Producers

1. Homegrown and Handmade Only

Members may sell only those products they themselves helped to produce. The sale of any goods not grown or produced by the seller, the reselling of goods, or the sale of goods that have been traded or bartered for is not permitted. All sellers must abide by and all products must comply with all applicable federal, state, and local regulations.

2. Prohibited Items

The sale of animals is prohibited. The sale of hobbyware, art objects, and clothing are prohibited, unless they are an agricultural value added product, or a branded promotional item for your own business. Branded and promotional items must be limited and are subject to approval from the Board.

3. Brand Names

Products, which are processed and sold under a brand name other than the vendor's own, are not allowed.

4. Indirectly Produced Products

A. Members may sell a limited number of products that they produce by combining and enhancing purchased raw ingredients or they may sell a limited number of value-added products produced by others from raw ingredients the Member produces which has been pooled with that of other producers.

1) Allowable products are limited, and must be approved. Allowable products include: cheese, flour and grain products, candy, cured meat, jams, pickles, and ready-to-eat concessions.

2) Value-added producers must market at least one *signature ingredient* grown/produced by a farmer vendor every week. Vendors will be provided with a display to advertise the signature ingredient product and its producer.

B. Additional Rules for Flour and Grain Products

1) The vendor may not sell items made from purchased pre-made doughs, batters, crusts, or dry ingredient mixes. For example, the shortening (fats and oils), the leavening, and the salt must be added by the vendor to comply with this rule. Purchased pre-made frostings and fillings are not permitted if used as-is. However, if the pre-made product is an ingredient in a mixture with other ingredients, then the product is in compliance with QCFM rules.

2) The vendor must keep all recipes and receipts for ingredients on file and must be able to produce them at an inspection.

5. Agricultural Value Added Products

All products must be produced by the member and be made from agricultural products grown or foraged by the member or purchased from a local producer.

A. Allowable products are limited and have special requirements.

B. Allowable products include: beeswax products (salves, balms, candles), soap, wreaths, natural fiber products.

Non-profit/educational booths

1. Non-profit organizations and/or educational organizations may set up booths at QCFM, with allowable products for sale, and/or an educational display.

A. The organization must promote their activities at the QCFM with their members.

B. The display must be themed to align with the QCFM mission.

Licensing etc.

All products must comply with local, state, and/or federal health ordinances. Food licenses, permits, and certification copies must be included with your Market application and must be kept current for the entire market season.

Seeds, plants, fruits, vegetables, and herbs require no licensing to sell.

Eggs

To sell eggs at market, you are required to obtain an Illinois Egg License. You may obtain this license here:

<https://www2.illinois.gov/sites/agr/Consumers/EggInspection/Pages/Selling-Eggs.aspx>

Prepared Foods

Licensing for your commercial or cottage food kitchen should be obtained through your home county's health department.

All prepared foods and potentially hazardous produce (meat, dairy, eggs) at market are subject to inspection and/or licensing from the City of Rock Island. If you are vending any of these items, please contact the Rock Island Health Inspector, Brian Tauke.

tauke.brian@rigov.org

(309)732-2915

Sampling

In order to provide samples at market, you must obtain a Farmers Market Food Product Sampling Handler Certificate from the state of Illinois. You may obtain this license here:

<https://dph.illinois.gov/topics-services/food-safety/farmers-markets.html>

Insurance

All vendors, including non-profit and educational groups, shall upload with their application a copy of their Certificate of Liability Insurance for a minimum of \$1,000,000. "QC Farmers Market; 7925 100 Ave; Coal Valley, IL 61240" must be listed as the "Certificate Holder" or as an "Additional Insured" or both.

Tax ID Number

All vendors conducting sales must have an Illinois Business Tax (IBT) number before their first day of sales at the Market and must comply with tax laws and requirements in accordance with the State of Illinois. In order to receive an IBT number, vendors must first register their business and complete the REG-1 Form.

Illinois Business Registration Application information is available online at:

www.revenue.state.il.us/app/ibri/

REG-1 Form information is available online at:

www.revenue.state.il.us/taxforms/reg/reg1.pdf

To obtain an IBT number from the IL Department of Revenue, go to:

<http://www.revenue.state.il.us/Businesses/register.htm> or call 1-800-356-6302

Market Guidelines

Market Hours

Market hours are 8am-noon from May-October, 10am-1pm from November-April.

Market will be closed to vehicular traffic during open hours.

Vendors are strongly encouraged to be at market for its entirety.

Attendance

Vendors will be expected to attend each Saturday as indicated in their application.

Vendors should notify the Market if they will be absent.

Vendor Space

Vendors may use as many parking spaces as needed, on a first-come-first-served basis.

Vendors are responsible for their own set-up equipment (table, tent, sign, sanitizing station).

If a vendor uses a tent, the tent must be secured with 25lb. weights on each leg.

Vendors must clean up their stall space before leaving the market.

Generators

Vendors must use quiet generators that have enclosed frames, and must submit generator specs to the Board for approval. Board will consider individual generator specs and cumulative noise issues in the market space. Generator approval may be rescinded for any vendor if an issue precipitates.

Signage

Vendors must display their farm or company name and location.

Vendors must display all applicable licensing.

Value-added producers must display signage for their weekly signature item and include information listing the local ingredient(s) used, and farm(s) where purchased.

Products

Vendors may only sell products as detailed in the Allowable Products section, and outlined in their approved vendor application. Additional categories of products sold at market (such as a vegetable vendor wishing to add beef or prepared foods) are subject to review by the Board, and possible inspection.

Vendors will be subject to verification of their farm and/or business place in their first year and/or if any complaint is brought to the market, in order to verify their adherence to the rules of allowed products.

Market Currency

All eligible vendors must accept the market currency for SNAP (all food, food-bearing plant and seed vendors) and Link-Up (fresh fruit and vegetable producers).

Vendors are not permitted to give change for market currency.

Vendors are encouraged to exchange market currency at the market booth at the close of every market and must exchange market currency for money before the expiration of the currency.

Conduct

Vendors are expected to conduct themselves in a manner as suits a public marketplace.

Vendors are subject to all organizational, local, state, and federal laws.

Penalties

Vendors who are verifiably selling products not of their own production will have those products removed, and will be subject to a \$50 fine with written notice from the Board on the first occurrence. Any subsequent violations may result in further fines and probation of the vendor, at the discretion of the Board.

Any other infraction of rules will be subject to review by the Board, with written notice of their decisions.

Vendors may appeal to the Board if additional information or considerations should be reviewed following a Board decision regarding violations and penalties.