

EST. 2003

# DOWN'S VILLAGE MARKET



## ***CELEBRATING 20 YEARS!***

June 7 – September 27, 2023 Wednesdays 4-6pm

In this packet you will find:

- Downs Village Marketing Operating Guidelines 2023
- Downs Village Market Registration 2023
- The 2023 McLean County Health Department guidelines, which vendors must comply with.
- State of Illinois Special Events Sales tax information
- State of Illinois mandatory Point of Origin Labeling information

You can sell at our market on a Weekly basis or as a Seasonal vendor.

**Weekly** -The weekly vendor fee is \$20 per market. ***We strongly recommend that weekly vendors call ahead to make sure there is a space available.***

**Seasonally** – Fill out the registration form in this packet and send it to the address below with a check for \$100.00. If you plan to sell with us on seven or more dates, this will be the best plan for you. It's the best deal in McLean county.

We are very excited to announce our new plans for the market and hope to attract more people and vendors to visit us!

Some of the things include:

- More advertising from social media to radio
- More sponsorship from local companies
- A new stage for the band with the help of the Boy Scouts, Troop 953
- More opportunities for people to get involved, volunteers and members of the FFA
- A new event the Village Market @ NIGHT
- 4th of July raffle
- End of season costume party



## Downs Village Market Registration 2023

Name or Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

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

State of Illinois Tax Number (optional) \_\_\_\_\_

Email \_\_\_\_\_

Number of weeks you plan to participate \_\_\_\_\_

Description of ALL your products:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please circle the dates  
you/your business plans to  
participate in the 2023 Downs  
Village Market.

**Full Season**  
(17 weeks)

Jun: 7 14 21 28

Jul: 5 12 19 26

Aug: 2 9 16 23 30

Sep: 6 13 20 27

I, \_\_\_\_\_ certify I understand and will comply with all details  
**printed name**

in the document, Downs Village Market Operating Guidelines 2023. I will also **pay any applicable  
registration fees prior** to setting up/attending the market.

\_\_\_\_\_  
**Signature Required**

\_\_\_\_\_  
**Date**

Please send this signed form with payment to the address below. Make checks payable to:

**Downs Village Market**

**P.O. Box 18**

**Downs, IL 61736**

If you have questions, please feel free to contact the Downs Village Market Committee members below.

Julie Salzbrunn (309) 750-1819

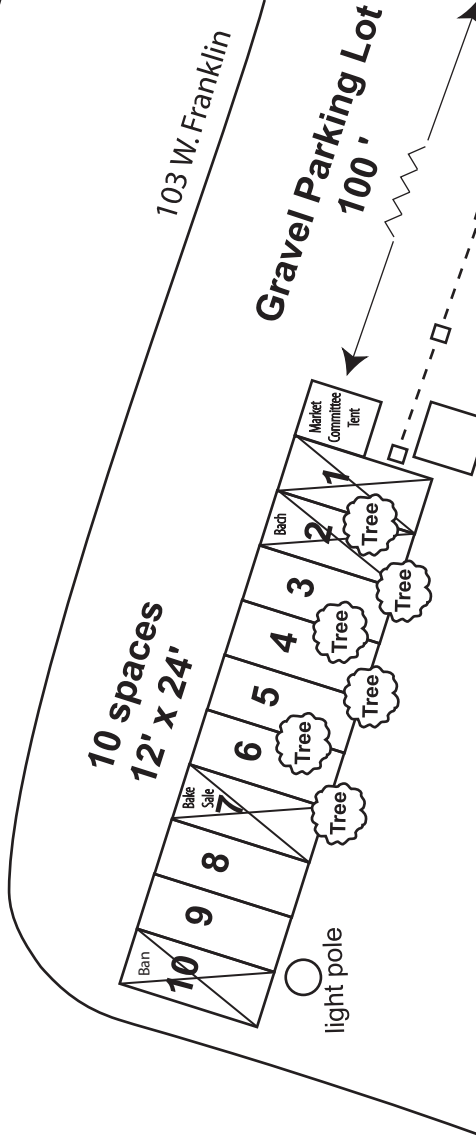
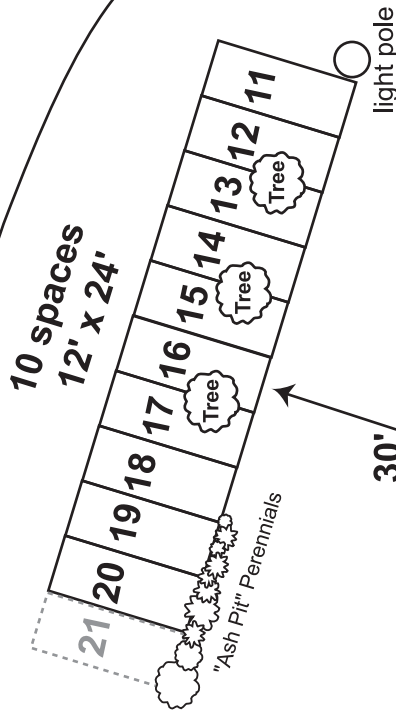
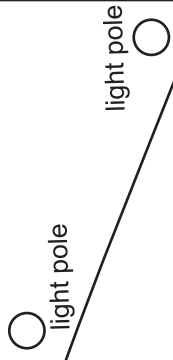
Claire Mikrut (757) 707-1024

# DOWNS VILLAGE MARKET

2023

N  
 ↑  
 (not to scale)

Blind spot — No Parking



S. SEMINARY ST.

103 W. Franklin  
 Gravel Parking Lot  
 100'

Old R. R. Bed (tracks and ties removed)

Market  
 Storage  
 Shed!

fence

# EST. 2003 DOWNS VILLAGE MARKET



## Downs Village Market Operating Guidelines 2023

The Downs Village Market (DVM) exists to provide fresh, locally grown foods, locally homemade crafts, musical entertainment and educational booths; Uplifting and connecting local farmers, crafters, business and educators with the people of Downs and the surrounding communities.

### Market Schedule:

Every Wednesday 4-6pm June - September Rain or Shine

\*\* No sales prior to 4pm or after 6pm. A bell will ring to signal the start of the market.

\*\* The market will only be canceled if there is imminent danger (lightning/tornadoes/hail/etc...).

### Fees:

\$100 Season OR \$20 per week first come as available

\*\* All fees non refundable. Missing more than 5 weeks will forfeit fees for the season.

\*\* \$5 off discount for nonprofits

### Products to be sold:

- Fresh, high quality fruits, vegetables, herbs, vinegars, flowers, bedding plants, potted plants, and other horticultural products may be sold at the market.
- Meat, cheese and eggs may be sold with the required health department authorizations
- The majority of products should be grown or produced by the vendor. Compliance with this provision will be determined by the Downs Village Market committee.
- All items sold at the Downs Village Market must be produced in Illinois. Exceptions may be made at the discretion of the Downs Village Market Committee.
- Value added products sold at the market must be based on ingredients grown or produced by the vendor selling the products.
- High quality, handmade arts and crafts may be sold with the Downs Village Market Committee approval. The committee will limit the number of non-food vendors to maintain the Downs Village Market's identity as a food market.

- Bake sales are limited to one bake sale on each market date, and the sale of baked goods will be limited to non-profit groups. Any bake sales at the market must comply with McLean County Health Department guidelines.

## Special Events:

### Downs Village Market @ Night:

This will be a separate event. More details and registration information will be provided at a later date.

### Theme days:

- Flag Day - Where American Flag clothing
- 4th of July
- Last day of market - Halloween Costume Contest

## Obligations/Compliance:

### Downs Village Market Committee:

- Promote the market through advertising.
- Represent the market to the Downs Village.
- Setup market, allowing 12'x24' stalls with 1 vehicle.
- Assign/Communicate stall assignments. Seasonal vendors will use the same stall all season.
- Final arbiters of any problems and/or disputes.

### Vendors:

- Are responsible for understanding and complying with all applicable laws and regulations.
- Must contact a DVM Committee member 24hrs before the market if you can not attend that day. Failure to notify DVM committee for 2 events will forfeit ability to participate in the market..
- Must clean up all trash/waste within and around their allotted space.
- **Sales Practices:**
  - By state of Illinois Law, vendors must clearly display the name and physical address of the farm business where all products are grown and/or produced, or the name and address of the farm business where any products have been purchased. Vendors must post prices for all items being sold. No crying out, hawking, or other aggressive sales techniques are allowed. In addition, no sales are allowed on the market site outside of regularly scheduled market times and dates.
- **Safety:**
  - The market is a Family Friendly environment. Please refrain from swearing. Smoking should be done in or behind your vehicle.
  - Must secure all tents and canopies to prevent disruption/injury if there were high winds.
- **Code of Conduct:**
  - The Downs Village Market is a public market, and as such, is a special event. A vendor may be prohibited from participating in the market if the market staff determines that a vendor is ineligible or fails to meet the requirements set forth in this document. In no event shall the approval or denial of an application be based upon the applicants race, sex, color, religion, creed, or national origin, physical or mental disability, age, sexual orientation, marital status, or any other protected status. Any **behavior** deemed by the market staff to be **disruptive in any way** shall be the cause for eviction of the vendor and possible legal action.

Common courtesy and mutual respect are essential for a successful market. No vendor shall use any action or language to insult another vendor, shopper, market staff, or to intimidate a shopper into purchasing the product being sold. Any complaints regarding a vendor should be directed to the market staff who will investigate the complaint.

- 1st Offense/Complaint: Verbal Warning issued by market staff
- 2nd Offense/Complaint: Written Warning issued by market staff.
- 3rd Offense/Complaint: Suspension of Market Vendor privileges

- **Hold harmless Clause and Insurance:**

- All vendors participating in the Farmers Market shall be individually and severally responsible for any loss, bodily or personal injury, death, and/or property damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees. By signing the **2023 Village of Downs Farmers Market Agreement**, each vendor agrees to indemnify and save the Village of Downs and their officers, agents, and employees harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by reason of the vendors negligence or that of its servants, agents, and employees; provided that the vendor shall not be responsible nor required to indemnify the Village of Downs for their negligence or that of their officers, agents, or employees. No insurance is provided by the Village of Downs for the benefit of participants in the farmers market. Food vendors must maintain a policy of insurance covering their obligation under this agreement.

*All vendors at the Downs Village Market MUST have a Point of Origin Sign that meets the requirements below!*

## POINT of ORIGIN LABELING at the DOWNS VILLAGE MARKET

*The law governing farmers' markets in Illinois says that all vendors selling speciality crops and row agricultural commodities at a farmers' market in Illinois must include a sign, label or packing slip at the point of sale that lists the physical address of the farm or farms in which those products were produced.*

### *How does a vendor comply with the Point of Origin law at the Downs Village Market?*

- All vendors at the Downs Village Market, no matter what they sell, must have a sign with the name and location of their business. This includes craft and other non-food vendors.
- Produce vendors who grow all their own produce must have a sign which includes the name of the grower and the location where the produce was grown.
- Produce vendors who purchase produce for re-sale must have a sign that lists the name and address where produce was grown OR where it was purchased. Each place where produce was grown or purchased must be listed.
- Point of Origin signs must be located in a vendor's booth. The sign(s) must be written legibly and be large enough to be read easily by a customer standing in front of the booth.

### *What if a vendor at the Downs Village Market does not have a Point of Origin Sign?*

- The first time a vendor arrives at the market without a sign he or she will be given materials to make a sign.
- The second time a vendor comes to market without a sign he or she will not be allowed to set up and/or will be asked to leave the market.



# Notice for Special Event Reporting Requirements



January 13, 2023



**Letter ID:** L1989076872

DOWNS VILLAGE MARKET  
ATTN: MS. JULIE SALZBRUNN, MARKET MANAGER  
101 E VINE ST APT 25  
LE ROY IL 61752-1796

You have been identified as the person who promotes, organizes, or provides retail selling space for concessionaires or other types of sellers for

Name of special event: DOWNS VILLAGE MARKET - DOWNS  
Location code:

When a vendor sells general merchandise to the public at fairs, art shows, festivals, flea markets, and other similar events, Illinois sales and use taxes are due at the tax rate applicable to the location of the special event.

- 1) *You are required\** to file a report with us for each vendor (whether selling as a business or as a hobby) at your event. The report must be filed no later than the **20th day of the month following the last day of your event** and include the following information:

- name of vendor's business
- name of the person or persons engaged in the vendor's business
- permanent address of the business
- vendor's telephone number and email address
- for businesses that are currently registered with the Illinois Department of Revenue, the tax account number
- dates and location of the event

Email the report as a spreadsheet file attached to an email. Your email should specify the event dates and location in the subject line. Send the email and attachment to **rev.specialevents@illinois.gov**. If you cannot email the information, mail your response to: Special Events, Illinois Department of Revenue, PO Box 19035, Springfield IL 62794-9035.

- 2) Please distribute a copy of the enclosed Form IDOR-6-SETR, Special Event Tax Collection Report and Payment Coupon, to each vendor making sales at your special event. *Each vendor is required\** to complete the report and pay Illinois sales taxes from the special event as described on the Form IDOR-6-SETR.

Barbara Wagner  
SPECIAL EVENTS COORDINATOR  
ILLINOIS DEPARTMENT OF REVENUE  
(847) 294-4475  
(847) 294-4214 fax

\* These requirements are authorized as outlined in the Retailers' Occupation Tax Act. Disclosure of this information is REQUIRED. Failure to provide the information may result in a penalty.

# Special Event Tax Collection Report and Payment Coupon

Form IDOR-6-SETR (R-03/16)



## Read this first

Exhibitors: All exhibitors making sales in Illinois are required to report and pay all tax due based on their total receipts within ten (10) days of the close of the exhibit. The current tax rate for the location of the special event is printed on the coupon to assist you in calculating your tax due. If you have questions, call us at (847)294-4475 .

Event coordinators: Please distribute this form to each exhibitor making sales at your special event.

## Special Event Information

DOWNS VILLAGE MARKET - DOWNS

Start Date: June 7, 2023

211 S SEMINARY ST DOWNS IL  
61736-7579

End Date: September 27, 2023

05700124

06419-06592

The current tax rate for this event is 7.25%.

## Please complete the following coupon and send it with your payment to:

COLLECTION SUPPORT  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19035  
SPRINGFIELD IL 62794-9035

Make your payment payable to the Illinois Department of Revenue.



## Illinois Department of Revenue Special Event Tax Payment Coupon

Form IDOR-6-SETR (R-12/20)

(133)

Mail completed form to:  
COLLECTION SUPPORT  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19035  
SPRINGFIELD IL 62794-9035

05700124

DOWNS VILLAGE MARKET - DOWNS

06419-06592

June 7, 2023 - September 27, 2023

## Step 1: Identify yourself

Business name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Telephone no. (\_\_\_\_) \_\_\_\_-\_\_\_\_

Social Security no. \_\_\_\_-\_\_\_\_-\_\_\_\_

FEIN: \_\_\_\_-\_\_\_\_-\_\_\_\_

<Other no.> \_\_\_\_\_



## Step 2: Figure your tax due

Sales Related Taxes \$ \_\_\_\_\_ X 0.0725 = \$ \_\_\_\_\_  
Total receipts Current Tax Rate for this Location Amount tax due

005 005 000641906592 730 093023 3 0000000000000

## Guidelines for Farmers' Markets and Cottage Food Vendors – 2023

This is a summary of what is allowed and what is required of you, the vendor, for sale of food at farmers markets. In Illinois the primary statutes that apply to routine food sales at a farmer's market are 410 ILCS 625/ 3.3, 3.4, 3.5, and 4. We recommend reading those sections.

### FARMERS MARKETS

#### A) Fresh Whole Fruit and Vegetables:

- Sale of fresh whole produce that has not been processed beyond harvesting and minimal removal of soil and has not been made "ready to eat" does not require a permit.
- Sampling of fresh produce requires produce to be made ready to eat by further cleaning of the product and requires one of the following:
  - 1) a sampling certificate from Illinois Department of Public Health **or**
  - 2) a permit from McLean County Health Department.

#### B) Meat, Eggs, Cheese, or frozen TCS foods

A **TCS** food requires **Temperature Control for Safety**. A FARMERS' MARKET PERMIT from the McLean County Health Department is required for sale of **TCS** foods, such as meat, eggs, or cheese. This product must be from an approved source, meet all labeling requirements, and must be held at 41° F or less. Department of Agriculture licenses for these products must be submitted with the McLean County Health Department permit application.

#### C) Other agricultural product that is allowed for sale at farmers market as stated below in 410 ILCS 625/3.3. (4)

(4) Produce and food products coming within the scope of the provisions of this Section shall include, but not be limited to, raw agricultural products, including fresh fruits and vegetables; popcorn, grains, seeds, beans, and nuts that are whole, unprocessed, unpackaged, and unsprouted; fresh herb springs and dried herbs in bunches; baked goods sold at farmers' markets; cut fruits and vegetables; milk and cheese products; ice cream; syrups; wild and cultivated mushrooms; apple cider and other fruit and vegetable juices; herb vinegar; garlic-in-oil; flavored oils; pickles, relishes, salsas, and other canned or jarred items; shell eggs; meat and poultry; fish; ready-to-eat foods; commercially produced prepackaged food products; and any additional items specified in the administrative rules adopted by the Department to implement Section 3.3 of this Act.

**Registration as a Cottage Food Vendor and/or a permit from the McLean County Health Department may be required for sale of some items. Please see next page for Cottage Food Vendor information.**

## COTTAGE FOOD

- A Cottage Food Vendor must register annually with the county where the vendor lives, and the vendor must have a current Certified Food Protection Manager certification.
- Sampling Cottage Food Product requires a sampling certificate from Illinois Department of Public Health **or** a permit from McLean County Health Department.
- Contact the Health Department for information on being a Cottage Food Vendor. Information is available on the Health Department web site. The Cottage Food Act can be referenced on-line in the Illinois Compiled Statutes, 410 ILCS 625/4

**Contact the Environmental Health Division to discuss the sale of any of the food items on the below list (309) 888-5482 or email [mclean.eh@mcleancountyil.gov](mailto:mclean.eh@mcleancountyil.gov).**

**(1.5)** A cottage food operation **shall not sell or offer to sell** the following food items or processed foods containing the following food items, except as indicated:

(A) meat, poultry, fish, seafood, or shellfish.

(B) dairy; **except** as an ingredient in a non-potentially hazardous baked good or candy, such as caramel, subject to paragraph (4), or as an ingredient in a baked good frosting, such as buttercream

(C) eggs, **except** as an ingredient in a non-potentially hazardous food, including dry noodles, or as an ingredient in a baked good frosting, such as buttercream, **if the eggs are not raw.**

(D) pumpkin pies, sweet potato pies, cheesecakes, custard pies, cream pies, pastries with potentially hazardous fillings or toppings.

(E) garlic in oil or oil infused with garlic, **except** if the garlic oil is acidified.

(F) low acid\* canned foods.

(G) sprouts.

(H) cut leafy greens, **except** for cut leafy greens that are dehydrated, acidified, or blanched and frozen.

(I) cut or pureed fresh tomato or melon.

(J) dehydrated tomato or melon.

(K) frozen cut melon.

(L) wild-harvested, non-cultivated mushrooms.

(M) alcoholic beverages.

(N) kombucha.

**NOTE: FOODS INFUSED WITH CANNABIS/HEMP OR CANNABIS DERIVED PRODUCTS, SUCH AS CBD, ARE NOT ALLOWED TO BE SOLD UNDER FARMERS MARKETS OR COTTAGE FOOD STATUTES.**

**APPROVED RECIPES FOR TOMATO PRODUCTS AND OTHER FOODS: NATIONAL CENTER FOR HOME FOOD PRESERVATION, U OF I EXTENSION OFFICE**

0401/cottage Food/2023 guidelines