

*Thank you for your interest in the
17th Season
of the*
**Downs
Village Market**

*June 5 - September 25
Wednesdays
4 - 6 PM*

In this packet you will find—

- The 2019 Downs Village Market Operating Guidelines
- The 2019 McLean County Health Department guidelines, which vendors must comply with.
- State of Illinois Special Events Sales Tax information and payment coupon.
- State of Illinois mandatory Point of Origin Labeling information
- 2019 Downs Village Market Registration Form with a site map of the market.

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

Weekly—The weekly vendor fee is \$10 per market. We often have spaces available for weekly vendors, but because of the increasing popularity of the Downs Village Market we cannot guarantee availability of weekly vendor spaces at any 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 \$70. We will send you a receipt, and in late March or early April we will assign you a space that you can use every week of the 2019 season. 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.

Vendors can choose the seasonal option at any time, so you can try us for a week or two and then pay \$70 for the rest of the season. Any weekly fees paid are NOT applied to the \$70 seasonal fee.

Seasonal vendors who set up for at least nine markets during the 2019 season will qualify for a \$20 discount off their 2020 seasonal fee.

We ask that seasonal vendors call us by NOON if they cannot attend a particular market.

***Send your registration to
Downs Village Market
P.O. Box 154
Downs, IL 61736***



If you have questions about the market call or e-mail

Carol Hiebert
(309) 378-4223

Cheryl & Dave Bach
(309) 378-4396

Kevin Christianson
(309) 212-9176

Peggy Keylin
(309) 378-4098

Email: marketmaster610@gmail.com

DOWNNS VILLAGE MARKET 2019 OPERATING GUIDELINES

Statement of Purpose

The goals of the Downs Village Market are to provide fresh, affordable produce to the citizens of Downs and the surrounding area; to support local farmers, gardeners and craftspeople by providing an outlet for their goods; and to promote the Village of Downs, the downtown businesses in the Village and community spirit.

1. **Market Schedule**—The 2019 Downs Village Market will be held from 4:00 pm to 6:00 pm every Wednesday from June 5 through September 25, 2019. Sales will not be permitted before 4:00 pm and will end at 6:00 pm each market day. To allow adequate preparation time, all vendors are expected to respect the opening time and refrain from early sales. An opening bell will ring to signal the start of the market.
2. **Obligations of the Downs Village Market Committee**—
 - The Downs Village Market Committee will promote the market through advertising.
 - Members of the committee will attend each market, and they will be the final arbiters of any problems and/or disputes that arise at the market.
3. **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. A vendor needing electricity should call (309) 378-4396 for information concerning availability and cost.
 - 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. Because one of the stated goals of the market is to support downtown businesses in the Village of Downs, an exception to this guideline will be made for any downtown business wishing to sell at the market.
 - 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 (e.g. honey, jams, syrups, salsas, etc.) will be admitted at the discretion of the Downs Village Market Committee and are subject to local and state Health Department licensing requirements. **We require that value added products sold at the market be based on ingredients grown or produced by the vendor selling the product(s).**
 - High quality, hand-made arts and crafts may be sold with 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.
 - The Downs Village Market Committee reserves the right to be the sole vendor of beverages at the market. Proceeds are used to advertise the market and to fund market activities.
 - Due to the demand for vendor spaces at the Downs Village 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. Please call Cheryl at (309) 378-4396 to check for date and space availability. Any bake sales at the market must comply with Mclean County Health Department Guidelines (See attached Health Department Guidelines).
4. **Compliance**—Vendors should familiarize themselves both with the Downs Village Market Operating Guidelines and with local and state laws related to their business. Vendors are responsible for compliance with the Market Operating Guidelines and all applicable laws and regulations. Examples include laws related to health, weights and measures (scales), taxes, insurance, labeling and sampling. Health Department and other officials may visit the market to assure compliance with their regulations.
5. **Commitment to the Market**—
 - Vendors have a choice to commit to the entire market season or to reserve a space for individual dates on a space available basis. Seasonal vendors who set up at nine or more markets in a given season will qualify for \$20 off their registration the following year.
 - If a vendor who has signed-up for a full season is unable to attend a market date they have committed to, the vendor **must** contact a committee member **before NOON** on market day. Seasonal vendors who miss more than TWO markets without informing a market committee member before their absence will lose their \$20 discount for the following season.

- Seasonal vendors are guaranteed a space at every market during a particular season; however repeated absence from the market without notifying a committee member in advance may result in the loss of the vendor's regularly assigned space at subsequent markets.
6. **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/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. No deliveries of CSA items are allowed at the market before, during, or after regular market hours. In addition, no sales are allowed on the market site outside of regularly scheduled market times and dates.
 7. **Market Courtesy**—The Downs Village Market is a family-friendly environment. Please refrain from swearing during the market. If you smoke during the market, please do so in your vehicle or on the railroad tracks behind the market.
 8. **Clean up**—Vendors are responsible for cleaning all trash and waste within and around their allotted space. Throwing produce in the Downs Village Market trash containers is NOT allowed.
 9. **Space**—A standard stall is a 12-foot by 24-foot space. One vehicle is permitted per space; all other vehicles must be parked away from the market. Spaces will be assigned at the beginning of the season, and seasonal vendors will use the same assigned space throughout the season, unless the Downs Village Market Committee directs otherwise. Due to the physical constraints of the market, vendors may not rent more than one space.
 10. **Safety**—All tents or canopies must be secured on each corner with weight of at least 15 pounds. Staking tents or canopies with spikes will not hold them in the wind. Someone on the market committee will be happy to give you suggestions for making weights and securing them to your tent or canopy.
 11. **Fees**—
 - The cost to rent a space for the entire season is \$70.00. Space rental fees are not refundable.
 - Spaces may also be rented for an individual date, on a space-available basis, for a cost of \$10.00 per week. However, we cannot guarantee availability. Vendors are strongly encouraged to call a market committee member before 2:30 pm on market day to check for availability. Individual week rental fees cannot be applied toward the \$70 full season fee unless approved by a market committee member.
 - Special discounted space rental for non-profit groups is \$5.00 per individual date.
 - Vendors who sign-up for the full season and attend at least 9 markets will receive a \$20.00 discount on next year's full season fee. Vendors who sign-up for individual dates will also qualify for the \$20.00 discount on next year's full-season fee if they attend 9 or more markets.
 12. **Registration**—All new and returning vendors must complete a registration form each year. A signature on the registration indicates that the vendor has read and will comply with Downs Village Market Guidelines, Mclean County Health Department Guidelines and all State of Illinois laws and regulations pertaining to farmers markets.
 13. **Noncompliance**—The Downs Village Market Committee reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality standards of the market. The Downs Village Market Committee also reserves the right to terminate the participation of a vendor who does not comply with these requirements. In the event of termination of a vendor for non-compliance, no vendor fees will be refunded.

Downs Village Market Committee

Carol (309) 378-4223 • Cheryl & Dave (309) 376-4296 • Kevin (309) 212-9176 • Peggy (309) 378-4098

You can also contact the market at marketmaster610@gmail.com

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.

ILLINOIS SALES TAX REPORTING

The Village of Downs is required to submit a list of all vendors at the Downs Village Market to the State of Illinois for sales tax reporting purposes.

This is mandatory and cannot be ignored.

There is a \$250 fine for each market if the village does not comply.

This is the good news.

Vendors **DO NOT** have to apply for a tax number.

Vendors **DO NOT** have to submit detailed documentation of their sales.

What vendors ARE required to do.

- No later than ten (10) days after the last market of the season (Sept. 26 this year), each vendor is required to submit a Special Event Tax Payment Coupon with a check for the "Amount tax due." A copy of the coupon is on the other side of this page.
- You **DO NOT** need to fill in the lines that ask for a FEIN or Other No. unless you already have those numbers.
- If you **DO** have a sales tax number, please provide it for us on our registration form.
- The "Total receipts" line is the total of your sales for the entire season.
- If you sell unprocessed produce or meat, it is taxed at the lower tax rate of 1% (0.001) **not** 6.25% (0.0625). You can write in 0.001 in place of 0.0625 on the "Current Tax Rate for this Location" line on the coupon. All other products (for example, crafts or processed food) are taxed at the 0.0625 amount.

The Downs Village Market and the Village of Downs are NOT required to keep track of sales receipts. The only information that will be given to the state is the names and addresses of vendors at the market.

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 5, 2019

211 S SEMINARY ST DOWNS IL
61736-7579

End Date: September 25, 2019

05700124

06419-06592

The current tax rate for this event is 6.25%.

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-03/16)

(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 5, 2019 - September 25, 2019

Step 1: Identify yourself

Business name: _____ Telephone no. (____) _____ - _____
Name: _____ Social Security no. _____ - _____ - _____
Address: _____ FEIN: _____ - _____

<Other no.> _____
Email address: _____

Step 2: Figure your tax due

Sales Related Taxes \$ _____ X $\frac{0.0625}{\text{Current Tax Rate for this Location}}$ = \$ _____
Total receipts Amount tax due

005 005 000641906592 730 093019 1 000000000000



Guidelines for Farmers' Markets – 2019

1. **A Temporary Food Permit from the McLean County Health Department is required for the sale of food that requires temperature control for safety, such as meat, dairy products, and eggs.**
2. **A Permit may be required if the vendor is providing samples for tasting.**
3. **"Cottage Food" vendors must register with their county of residence.**

Below is the guidance for sale of food items not being sold by a "Cottage Food" vendor.

I. Foods allowed at a Farmers' Market with no restrictions are:

- Fresh fruits and vegetables, nuts and seeds—uncut and not processed in any way other than harvesting.
- Melons—may be cut for display only.
- Popcorn (un-popped), other seeds—not sprouted or ground.
- Organic foods—not cut or processed.
- Fresh or dried herbs.

II. Foods allowed at Farmers' Markets with restrictions are:

- All processed food shall be processed in an inspected, permitted/licensed facility.
- Honey—shall be pre-packaged or bottled and shall be properly labeled.
- Apple cider—Pasteurized apple cider shall be pre-packaged or bottled in an inspected facility and be properly labeled. If the apple cider is unpasteurized it shall have a warning statement on the label and be mechanically refrigerated. (See IV below)
- Herb vinegars—shall be made in an inspected facility and the container shall be properly labeled.
- Garlic in oil, pickles, relishes, salsas, and similar products—shall be produced in an inspected, commercial processing plant and the container properly labeled.
- Other flavored oils shall be made in a licensed facility and the containers shall be properly labeled.
- Baked goods shall be non-potentially hazardous, shall be produced and pre-packaged in a commercial, inspected facility and must be properly labeled. (A not-for-profit group that sells non-potentially hazardous baked goods as a fundraiser (bake sale) and not as a routine business must contact the McLean County Health Department to discuss Permit requirements.)
Exceptions to this prohibition are noted in the attached Cottage Food Fact Sheet.
- Other foods not covered in these guidelines will be individually assessed by the McLean County Health Department.

III. Proper labeling of pre-packaged food products includes all of the following:

- The common and/or usual name of the product;
- The name, address and zip code of the packer, processor, preparer, distributor or manufacturer;
- Net contents of the package;
- List of ingredients in descending order of their predominance by weight with ingredients shown by their common or usual name;
- A list of any artificial color, artificial flavor or preservative used.

IV. Examples of prepackaged foods that require a McLean County Temporary Food Permit to be sold and require effective means to reliably maintain these foods at 41° F or less:

- Shell eggs: A copy of the Illinois Department of Agriculture Egg License shall be submitted with the McLean County Health Department temporary food permit application.
- Meat or poultry: A copy of the Illinois Department of Agriculture Meat Brokers License shall be submitted with the McLean County Health Department temporary food permit application.
- Milk, cheese, yogurt or other dairy products.
- Unpasteurized apple cider.

V. Examples of foods prohibited from sale at a Farmers' Market:

- All home canned foods. *Exceptions to this prohibition are noted in the attached Cottage Food Fact Sheet*
- All home vacuum packaged products of any type.
- Wild mushrooms.
- Wild game.
- Home butchered meat or poultry. All meat and poultry sold shall be slaughtered and processed under IDA or USDA inspection and have the appropriate stamp.
- Ice cream made at home.
- Raw milk, cheese, yogurt or other raw dairy products.

If you have any questions, please contact the Environmental Health Division at (309) 888-5482.

*** Examples of Processing include but are not limited to:**

- cutting (other than harvesting),
- chopping, slicing, dicing, grinding,
- preparing a food in such a way as to make it “ready to eat” without further cleaning or preparation.

Downs Village Market Registration Form 2019

Name or Business Name _____

Contact Person (if different from above) _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

State of Illinois Sales Tax Number _____

(If available. See info about sales taxes in the packet.)

E-mail _____

*(We would appreciate having your e-mail address
to be able to communicate with you quickly if necessary.
We promise to do everything we can to keep it private.)*

Number of Weeks You Plan to Participate _____

Preferred Space # _____ 2nd Choice _____

(See map on reverse side of registration form.)

Description of product(s) you/your business plans to sell.
Please be as specific as possible.

Please circle the dates you/your
business plans to participate in
the 2019 Downs Village Market.

Full Season

June 5 12 19 26

July 3 10 17 24 31

Aug. 7 14 21 28

Sept. 4 11 18 25

I have received and will follow the 2019 Downs Village Market Guidelines.

Signature Required

(Your signature indicates that you have read and will comply with the Downs Village Market Operating Guidelines and all county, state and federal guidelines that apply to your sales at the market)

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

**Downs Village Market
P. O. Box 154
Downs, IL 61736**

If you have questions, feel free to contact any of the Downs Village Market Committee Members below.

Cheryl & Dave Bach
(309) 378-4396

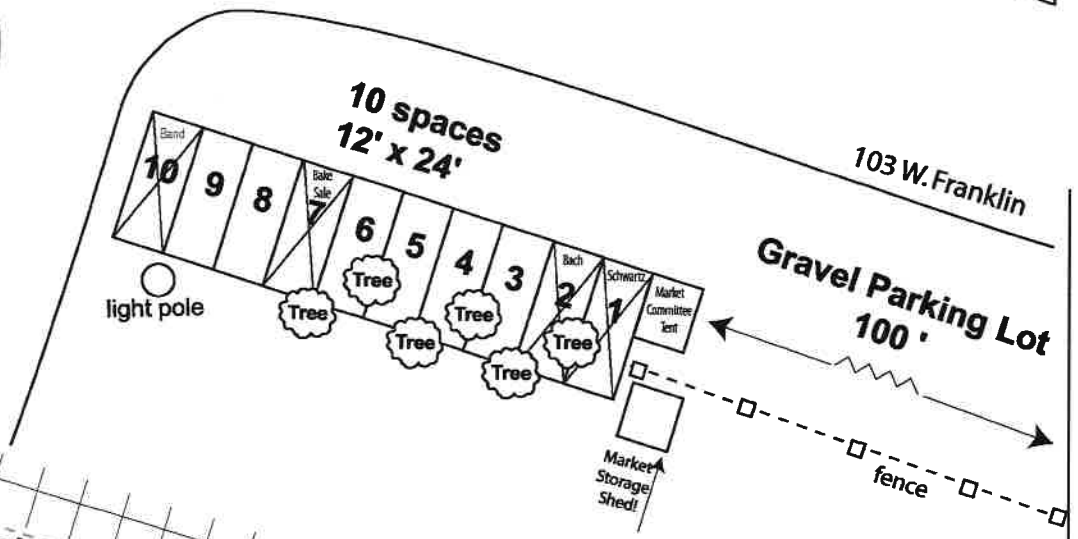
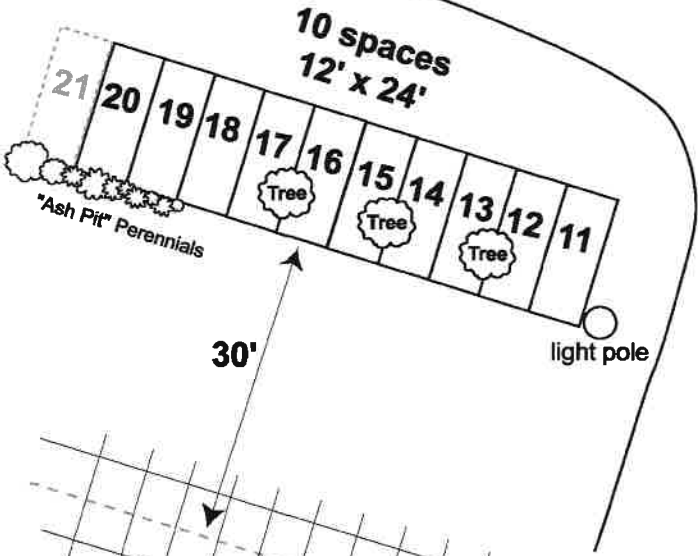
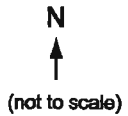
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DOWNNS VILLAGE MARKET 2019



Blind spot—No Parking

S. SEMINARY ST.

