

VILLAGE OF DEERFIELD FARMERS MARKET RULES OF OPERATION – CIVIC GROUPS

Local not-for-profit community organizations are invited to participate in the Deerfield Farmers Market subject to approval of the Farmers Market Committee and space availability. Up to two (2) local not-for-profit community organizations may set up and occupy a space at the Deerfield Farmers Market for the purpose of an information display, raffle or fundraiser on each market date. To allow for orderly consideration, applications from community organizations will be considered on a first-come, first-served basis and must be received by the Civic Group Coordinator by the deadline stated on the application. Organizations may apply to participate at the market one (1) time during a market season. If the organization is interested in participating on more than one date, please indicate interest on the application. Consideration will be given to additional dates on a space-available basis. Each application must be submitted or endorsed by a resident of Deerfield, Bannockburn or Riverwoods. At all times, at least one (1) individual representing the organization present at the Farmers Market must be a resident of Deerfield, Bannockburn or Riverwoods. With the sole exception of bake sales, community organizations may not sell items that directly compete with those of the participating producers. Where applicable, all community organizations present must abide by the same rules of conduct that apply to market vendors.

Interested community organizations should contact Village Hall, the Farmers Market Manager or the Civic Group Coordinator for an application. Permission to participate is granted by the Farmers Market Committee. The applying organization will be notified in a timely manner as to the status of their application. The setup (stand) location will be determined on the date(s) the organization attends the market.

LOCATION OF MARKET

The Deerfield Farmers Market is located in the commuter parking lot at the northwest corner of Deerfield Road and Robert York Avenue, west of the AT&T Building, east of the train station.

TIMES AND HOURS OF THE MARKET

The Deerfield Farmers Market operates weekly on Saturdays, rain or shine, from mid-June through mid-October. Hours are from 7:00 a.m. to 12:30 p.m. Producers, vendors, and civic organizations are required to be set up by 7:00 a.m., discontinue sales by 12:30 p.m., and complete clean up by 1:30 p.m. or as soon thereafter as possible.

No vehicles or vehicular traffic will be permitted to operate inside the market lot while the market is in operation, unless approved by the Market Manager. If a producer, vendor, or civic group arrives after 7:00 a.m., they must park their vehicle outside the market lot and transport their products and set-up equipment from that outside location into the market lot. The Park District lot (across the street and to the north of the market lot) is for residents and market and/or Park District patrons only and is NOT to be used by any producer, vendor, or civic organization.

ATTENDANCE

Civic Groups must inform the Market Manager when they will NOT be present, or when they are running late. The Market Manager may be contacted weekdays at 847-302-1149 or by email to farmersmarket@deerfield.il.us.

OPERATIONS

1. **Set-Up Equipment.** All participants must furnish their own tents, tables, chairs, displays and any other items necessary to conduct business.
2. **Displays.** Civic organizations are encouraged to display their products in a creative and aesthetically attractive fashion.
4. **Electricity.** Electricity is available at some locations in the market area. Any civic organization requiring electricity must provide a heavy duty extension cord and sufficient amount of duct tape to completely cover any portion of the extension cord which traverses the sidewalk or other pedestrian walkway area(s).
5. **Inclement weather.** The Market will operate in inclement weather as long as it is safe to do so. Civic Organizations may elect not to participate but must notify the Market Manager or Civic Group Coordinator in advance. If the weather becomes unsafe, the Market Manager will alert participants and close the Market. In case of rain, producers and civic organizations must provide their own protection as there is no shelter provided.
6. **Tent Weights.** All tents are required to have weights on all four legs sufficient to keep it in place during windy conditions. A minimum of 25 pounds per leg is recommended. Weights can be made of PVC pipe filled with sand or cement, and secured with bungee cords. It is recommended that weights be secured to the bottom of each tent leg and then tethered to the top corner of the canopy using a bungee cord.
7. **Trash Removal.** Members of not-for-profit community organizations must leave their assigned setup location clean of any waste or litter before they leave the market. Anything which is not sold or given away, including but not limited to bags, boxes, cartons, containers, cups, food and/or other items, must be taken away for proper disposal. Nothing is to be deposited in or left near the trash receptacles.
8. **Parking for Members of Community Organizations**
Parking is available around the perimeter of the market lot and along Park Avenue on the west side of the market lot. Members of participating community organizations may *not* park in the Park District parking lot directly across the street on the north side of the market along Jewett Park Drive.

Political Groups and Displays

Not-for-profit community organizations may *not* use their booths for political purposes. Elected officials **NOT** running for office may apply for a space to provide additional information to the community about their office. Information and related displays must be limited to that which can be placed on a table-top. Life-size and/or stand-up displays are not permitted. Hawking is not permitted. Any politician who is running for office is free to walk around the market to meet and greet shoppers, and distribute information as the Farmers Market is held on public property. Political groups and/or organizations may apply to participate at the market no more than one (1) time during a market season.

GENERAL REGULATIONS

CIVIC GROUPS SHALL NOT:

1. Bring any pets or animals to the Market.
2. Bring, carry, transport, use or have in their possession firearms of any kind, with or without ammunition in, on or around the Market grounds. Violation of this provision will result in immediate dismissal of vendor and any fees paid will be forfeited.
3. Use any smoking materials, including electronic cigarettes, in or around the Market. Smoking is not permitted anywhere within the farmers market area pursuant to the Deerfield Smoke Free Air Ordinance.

LIABILITY AND INSURANCE

The Village of Deerfield will not be responsible for theft or damage of property or equipment from the stalls or elsewhere on the Market premises.

SOLICITING

Soliciting for money, handing out of fliers, etc. is prohibited at the market unless approved in advance by the Market Manager.

VEHICLES

No motorized vehicles (except wheelchairs) other than those of the Farmers Market Committee and sellers shall be allowed in the market area. Riding of skateboards, bicycling, rollerblading and hoverboards is prohibited in the Market area.

ENFORCEMENT OF RULES

Participants of the Market must at all times conform to Market rules. The Market Manager has full authority to enforce all rules. Any participant failing to comply with the Market rules will lose their space at the discretion of the Farmers Market Committee. The Market rules supplement Village Code and other provisions.

Civic Group Coordinator

Amy Heller

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