

**CARLYLE COURTHOUSE SQUARE  
FARMERS MARKET  
VENDOR APPLICATION**

2016 SEASON  
JUNE 16 – OCTOBER 6

THURSDAY: 4-7 PM  
SET UP 3 PM

**\$20.00 CHARGE TO RESERVE YOU A PLACE FOR THE SEASON  
(\$10.00 ONE TIME CHARGE)**

I Plan to attend, the Market, as a vendor on these dates:

(Please circle probable  
attendance dates at right)

June: 16, 23, 30  
July: 7, 14, 21, 28  
August: 4, 11, 18, 25  
September: 1, 8, 15, 22, 29  
October 6

Print Name(s) that will be selling: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Product(s) I plan to sell: \_\_\_\_\_

My signature confirms I have received and will comply with the Rules and Regulations, on pages 2 and 3, and, Clinton County Health Dept. requirements. I give permission to be on the Market Website and in any advertisements of the Market. I herewith provide a waiver of liabilities as noted on page 3 against the Carlyle Lake Chamber of Commerce, Darlene Rodden, David Rodden, and the City of Carlyle.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If a minor, parent or guardian must sign and assume full responsibility.

Please return this form and your fee (Check made payable to Carlyle Lake Chamber of Commerce) to Carlyle Lake Chamber of Commerce, Post Office Box 246, Carlyle, Illinois 62231.

# Carlyle Courthouse Square Farmers Market

## Vendor Rules & Regulations

(part of application)  
(March 2015)

1. Every Thursday, set-up at 3:00, selling from 4:00 to 7:00 PM. Rain or shine. Local vendors may come from Clinton County, or any county that touches Clinton County.
2. \$20.00 fee reserves a single parking space for the season. (\$10.00 one time.) Vendors to park vehicles and have table on the street side or alongside of your vehicle. You will have the same space all season.
3. Do unto others as you would have them do unto you. This applies to your courtesy with customers and also to the other vendors.
4. Be proud of YOUR home grown and home made products. You have cut out the middle man and are dealing directly with the people. Have the freshest, most flavorful and nutritious products at a fair price. (Market Master has right to inspect your crops -you may sell 30% of other local product that is not your own). Please accept WIC/ Senior Farmers Market Coupons only for fresh fruits and vegetables. Call Illinois Department of Human Services to get into program (217-782-2166).
5. How you present yourself may influence a sale. Wear clean clothes. Have your clothes and your area clean. (\$20.00 fine if we have to clean up the area after you). Please do not bring your pets.
6. A tablecloth would look nice on your table for presentation. Your name and phone number can be displayed on your table and you can take orders. More is sold if at eye level. You may have baskets, boxes, etc. on the ground in front of table.
7. For the 2016 Season, IDPH Technical Information Bulletin #30, Sanitation Guidelines... (effective May 16, 2013 edition); TIB #44 effective January 1, 2012, Frequently Asked Questions on Cottage Food Operations; and TIB #44a effective April 1, 2012 still govern food products that may be offered, including their preparation, handling, labeling and sanitation procedures.
8. Consider preparing samples at "home" and bringing them in sealed containers for distribution. Distribution shall be by sanitized tongs or forks. Any vendor preparing on site samples including cutting fruit and vegetables on site, or distributing samples using their hands, like passing out cookies, shall have hand washing facilities at their booth. Customers cannot pick samples from a common container.
9. Please refer to the Illinois Public Health Department rules, particularly concerning yogurt; cheese; cream or custard filled products; baked goods; jellies and salsa; and sanitation classes. Anything baked must be wrapped in saran wrap and have name, phone number and all ingredients listed on the label. Questions on this - please call Clinton County Health Department (594-2723) or see their website [https://www.clintonco.illinois.gov/Library/health\\_department/environmental\\_health/sanitary\\_guidelines\\_farmers\\_markets.pdf](https://www.clintonco.illinois.gov/Library/health_department/environmental_health/sanitary_guidelines_farmers_markets.pdf). The Illinois Public Health

Department information for Farmers Markets is at <http://www.idph.il.us>. Go to "F" for Farmers Market.

10. If you want to bring eggs to market you need a license. Please call Dennis Koelling: Cell 618-314-0050.
11. In addition to the labeling rules of TIB #30, vendors shall post a sign in their booth or label individual items as to where they were grown or produced.
12. You are encouraged to obtain liability insurance, particularly product liability coverage for your operation. The Market carries neither.
13. As agreed to by your execution on Page 1 of this application, you the vendor or seller shall:  
**INDEMNIFY** and hold harmless the Carlyle Courthouse Square Farmers' Market, The Carlyle Chamber of Commerce, The City of Carlyle, their officers, agents, employees, volunteers, and, Darlene Rodden and David Rodden, from and against any and all losses, damage, liability including product liability, claims, suits, costs, and expenses whatsoever, including attorney fees, regardless of the merit or outcome of any matter connected to any act or omission in going to, coming from, or performing services, work or activities at or in relation to the Carlyle Courthouse Square Farmers' Market. And,  
**RELEASE**, waive, and discharge any and all claims for damages for personal injury, death, property damage, or product liability which may hereafter accrue as a result of your, your employees, or your volunteers' activity at the Carlyle Courthouse Square Farmers' Market.
14. You are in a friendly outdoor setting. Make some new friends and you will see them coming back to YOUR reserved space to buy more of YOUR products.
15. Any problems should be directed to David Rodden, Market Facilitator at 618-792-3600 or drodden1@charter.net.

Darlene Rodden, Market Master  
Carlyle Courthouse Square Farmers' Market  
Sponsored by the Carlyle Lake Chamber of Commerce, and the City of Carlyle