

Vine Street Market at O'Fallon Station

Rules & Regulations

General Market Rules:

- The Market is a smoke free environment.
- Market selling hours will be from 8:00 a.m. to 12:00 noon.
- There will be a 30-minute window from 7:30-8:00 a.m. that vendors in the Vine Street Club can sell coffee, tea and breakfast items prior to the Market opening.
- Market dates will be the second Saturday in May through the third Saturday in October.
- No sales shall be conducted prior to the ringing of the opening bell at 8:00 a.m., with the exception of the Vine Street Club vendors. Any offending vendor will be asked to leave and will forfeit their space and fee for the day. More than one infraction of this rule will result in forfeit of space and fees for the rest of the season. Vendors may continue to sell products after the noon bell has run.
- You are not considered a vendor until your application has been approved and your fees paid.
- Vendors are responsible for their own tents, tables and chairs or display items for their booth. All display items must fit within the assigned booth space. Each space is 10'x10'.
- Vendors are encouraged to stay the entire length of the market. If you must leave early no vehicles can be driven within the Market area between 7:30 am and noon. You will need to make parking arrangements in a legal parking spot prior and carry your items out. Except in emergencies, you are required to notify the Market Coordinator by noon the day prior to the Market if you need to leave early.
- Allocation of and changes to vendor space will be at the Market Coordinator's discretion.
- Vendors with reserved space should contact the Market Coordinator 48 hours prior to Market day if they will be unable to attend. In the event of a no-show of a vendor, that vendor will forfeit their space with no refund of fees. If a vendor is a no-show on more than one occasion, they will be subject to forfeit of their space for the duration of the season, with no refund of fees, at the discretion of the Market Coordinator.
- All canopy tents must have tent weights with a minimum weight of 25 lbs per tent leg. No staking tents into the concrete or lawn. The Market is not responsible for damage to tents from weather related events.
- Vendors may set-up starting at 6:00 a.m. No vehicles are to be parked at the vendors booth during the market unless given written permission from the Market Coordinator. Vehicles may re-enter the Market area only after the market has closed at 12 noon.
- Sharing of vending space shall be on approval of the Market Coordinator.
- No crying out or "hawking" of products will be allowed. Active solicitation of customers is not allowed.
- Vendors must always be courteous to other vendors and to the public. Vendors and their agents, employees and representatives must always maintain a neat and clean personal appearance.
- Vendors are responsible for clean-up of their own debris after Market closing. Trash, debris and leftover produce removal by management will result in a cleaning charge to the vendor. Any such cleaning charge must be paid prior to the next Market date or the vendor will not be allowed to set up and prepaid fees will be forfeited.
- The Market Coordinator can randomly inspect products offered for sale. Bills of sale or proof of local purchase should be available for review at any time. Any items deemed ineligible for sale will be immediately removed per the Market Coordinator's instructions.
- This is a rain or shine Market. Market will carry on regardless of rain or temperatures.

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- In case of severe weather during market hours, all vendors will follow City of O’Fallon Emergency Alert System protocol that is posted at all public exits of the O’Fallon Station. Vendors are provided this plan via email prior to the market. If the Market is cancelled before the opening bell, a weekend will be added on to the end of the season. If excessive weather causes undue amounts of cancellations vendor booth prices will be prorated to reflect the missed Markets.
- It is the responsibility of each vendor to follow the laws of the State of Illinois and the St. Clair County Health Department.
- Each vendor is expected to fairly price their goods. Undercutting of prices and “dumping” of product is prohibited. Complaints by other vendors will result in review by the Market Coordinator and/or the Committee.
- The O’Fallon Market Committee reserves the right to refuse participation in the Market to any person or group at the sole discretion of the Committee, regardless of current or past participation.
- All food products sold shall follow Illinois Department of Public Health (IDPH) and St. Clair County Health Department ordinances.
- The sale of live animals is not permitted.
- There is no obligation for a vendor to attend any given Saturday as long as the Market Coordinator is properly informed 48 hours before the Market start time. No booth fee refunds.
- The Vine Street Market at O’Fallon Station Committee and its representatives are not the final authority on federal, state, city or county regulations. The vendor is required to know and comply with all applicable laws and guidelines Federally, within the State of Illinois and St. Clair County.
- The City of O’Fallon is not liable for theft, equipment or product damage or vehicle damage.
- The City of O’Fallon is not liable and assumes no responsibility for any injuries that may occur.
- All pet owners must follow the City of O’Fallon ordinance and dogs must be on a leash at all times.
- There is no reserved vendor parking. Vendors are encouraged to park at the O’Fallon City Hall after unloading. Vendors with mobility needs may park in a location that best suits their needs, with the exception of parking at their booth. Parking needs to be open for consumers therefore you are encouraged to find parking outside of the O’Fallon Station parking lot.
- Absolutely no political or religious campaigning or advocating will be allowed during the Market hours.
- Vendors are not allowed to open and close the O’Fallon Station garage doors. Find a Market staff person to do this.
- Each vendor application that is accepted will be required to provide copies of appropriate state, city and/or county permits that pertain to their specific business with their market contract. It is the vendors responsibility to seek out what these permits are.
- Each vendor will be required to carry a policy of insurance covering their participation in the Vine Street Market at O’Fallon Station.
- Violations of these rules and regulations may result in the Market Coordinator asking the vendor to leave, forfeiting their space and fee for the day.
- Information Sources:
 - <http://www.dph.illinois.gov/sites/default/files/publications/Farmers-Market-Food-Safety-Guide.pdf>
 - <https://www.ilstewards.org/policy-work/illinois-cottage-food-law/>

Stall & Booth Regulations and Guidelines:

- There are several pricing options available for a booth at the Market. Once approved as a vendor you have pricing options to choose from regarding your booth space as well as the ability to choose the weeks that you want to attend. You can purchase more than one option.
 - For example, if you apply for a booth and are approved, we will send you a vendor contract. On that contract will be your pricing options to choose. You can choose a 6-week, 12-week, or single day pass. You can purchase more than one pass, if you choose a 6-week pass and want to come to one more Market the single day will cost the same as your week pass's weekly rate not the Single Pass rate. You then select the date(s) that you want to attend the Market. There are indoor and outdoor booths available and they are priced accordingly.
- Pricing Options:
 - 6 Week Pass Indoor Booth: \$150
 - 6 Week Pass Outdoor Booth: \$120
 - 12 Week Pass Indoor Booth: \$300
 - 12 Week Pass Outdoor Booth: \$240
 - Single Pass: \$30 per Market for indoor or outdoor booth depending on availability
- All booths are 10'x10' with the exception of one indoor booth that is 12'x4'.
- Electricity: All outdoor booths have electricity. Electricity is not guaranteed for indoor booths. Vendors are not allowed to lay electrical cords in the flow of traffic at any time.
- Booths are reserved with prepayment only at the time of application acceptance. Vendor space is organized on a first come first serve basis. The first applications that are paid receive preference over their location and so on and so forth.
- Weekly spaces ("per Saturday") are subject to availability and an approved application. A vendor contract and liability waiver must also be on file. Additionally, the Market Coordinator must be contacted, and the space paid for no later than noon on the Friday before the Market that you wish to attend.
- Once a stall reservation has been made, it is the vendor's responsibility to notify the Market Coordinator of any changes.
- Every attempt will be made to keep vendors in their same booth locations for the season. However, this may not always be possible with the various week pass options.
- Generator use outside is prohibited unless the unit is rated at 60 decibels or less. Subject to change at the discretion of the market coordinator if noise levels become too loud. No generators inside the building.
- No tents allowed inside the Market building. Sign stands and divider walls can be used if they are sturdy and anchored with weights, so they don't fall.
- Indoor booths are **not** air conditioned. There are 8 oversized garage doors and two large ceiling fans that will be open and on.

Disciplinary Actions & Disputes

- The Vine Street Market at O'Fallon Station Committee and its representatives are not the final authority on state and county regulations. The vendor is required to know and comply with all applicable laws and guidelines of the State of Illinois and St. Clair County.
- Complaints must be in writing and brought to the attention of the Market Coordinator, whom will attempt to resolve the issue. If the problem cannot be resolved, the concern will be presented at the Vine Street Market at O'Fallon Station committee monthly meeting for review and possible action.
- The following are causes for denial or loss of vendor selling privileges:
 - Failure to pay fees per agreement.
 - Violation of any rules as specified in the Market policies.
 - Disruptive or abusive conduct or language.
 - Verified written complaints against a vendor showing reasonably conclusive evidence that said vendor has practiced deception by displaying or selling merchandise packaged to misrepresent the quality or condition of, or production practices of the merchandise, or that said vendor has given false information regarding the origin, variety, quality, condition or value of merchandise are grounds for dismissal from the Market with no refunds of fees paid and removal from future participation in the Market.

Rules & Regulations: Grower/Farmer Vendor

All produce sold, such as fruits and vegetables, should be in season and grown within a 100-mile radius of the Market. Vendors outside this radius will be considered on a case by case situation. Vendors must submit a Grower/Farmer Vendor Application. If you also sell culinary items, please complete and submit a Culinary application as well. You can sell both produce and culinary items from the same booth, but we need both applications on file.

- Vendors are solely responsible to operate within all laws and codes required by the State of Illinois and St. Clair County regarding technical information bulletins (TIB), labeling, inspections, certificates, food display and sanitation for any all products.
- Vendors should ideally grow all the products they sell. Vendors may supplement their own products with local in-season agricultural products, not to exceed one-half of the vendor's products. Purchased produce shall originate directly from local growers.
- Your farm and/or the bill of sale for any purchased goods is subject to inspection by the Vine Street Market at O'Fallon Station Committee at any time with no notice.
- Value added products may be contracted to an inspected facility but must be made using the grower's produce (fruits/vegetables).
- Cider, honey, molasses shall be produced by vendor and floral/nursery products shall be grown by vendor; no resale of these products is allowed.
- The sale of eggs must meet all requirements of the current Illinois Egg and Egg Products Act.
- The sale of live animals is not permitted.

Grower/Farmer Permitted Items

As provided by the Farm Products Marketing Act [505 ILCS 70/] the following foods are allowed at farmers markets with no restrictions:

- Fresh fruits and vegetables (only minimally rinsed to remove visible soil, but otherwise unprocessed)
- Grains, seeds, beans, nuts(whole, unprocessed and unsprouted)
- Popcorn(kernels can be removed from cob but popped corn is not exempt from restrictions)
- Fresh herb sprigs; dried herbs in bunches(only cut for harvesting, minimally rinsed to remove visible soil)

The above items can be in unsealed bags or containers or bagged at the time of sale by the vendor.

- Plant material of acceptable nature for vegetable gardening or landscaping. Plants listed as Illinois Invasive Species or are on the Illinois Exotic Weed Act are strictly forbidden.
- Honey in the comb or that is removed from the comb and in an unadulterated condition is exempt from restrictions if the producer packs or sells less than 500 gallons per year.
- Milk and Cheese Products:
 - Milk and cheese products shall be processed in a Department/state-licensed facility. Only products that have been pasteurized, processed and packaged in a licensed dairy plant may be sold at farmers markets.
 - All perishable dairy products shall be stored at 41° F or below.
 - All dairy products must follow the labeling requirements in the labeling section on Page 15 of the Illinois Farmers Market Food Safety manual.

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- Cutting portions from blocks of cheese for individual customer sales is allowed, so long as the cheese is maintained at a temperature of 41° F.
 - Some suggestions for maintaining this temperature during sampling include using cold plates, ice packs or dry ice; and by rotating sample blocks regularly with refrigerated blocks.
 - Additionally, cheese portions should be covered between cuttings, such as by plastic wrap, or by glass or plastic lids.
 - During cutting, clean gloves should be used.
 - Additionally, any compromised product, due to overexposure to heat, contaminants, or otherwise should be thrown out.
- Ice cream may be sold if it is manufactured in a licensed dairy facility or in a retail food establishment from commercially pasteurized ice cream mix.
- Eggs
 - An egg license issued by the IDOA is required for anyone who transports and sells eggs anywhere except on the farm where the eggs were produced.
 - IDOA rules stipulate that all eggs sold at farmers markets and other off-farm venues must be candled and graded, and held at 45° F or below during storage, transportation and distribution.
 - Once the eggs are at the farmers market, the Illinois Food Service Sanitation Code [77 Ill. Adm. Code 750] stipulates that the eggs shall be held at 41° F or below.
 - Any form of refrigeration is acceptable, so long as the temperature requirements are met.
 - All eggs sold at farmers markets must be candled, graded, labeled and packed according to the Illinois Egg and Egg Products Act.
 - Used consumer containers are prohibited.
 - For more information regarding these requirements and the Illinois Egg and Egg Products Act [410 ILCS 615] visit www.agr.state.il.us.
- Meat, Poultry and Fish
 - Meat, meat products, poultry and poultry products must be derived from livestock or poultry, which were slaughtered under IDOA or USDA inspection.
 - A meat and poultry broker's license issued by IDOA is not required for anyone who sells meat, poultry, meat products or poultry products exclusively to retail/household customers, including selling at farmers markets.
 - Meat, meat products, poultry and poultry products offered for sale at farmers markets must bear an IDOA or USDA inspection legend and other required labeling (product description, ingredients) on every container/package.
 - All required labeling and handling rules apply and vary depending on the product.
 - Vendors at farmers markets must meet any additional relevant requirements found in the Food Service Sanitation Code [77 Ill. Adm. Code 750] and/or local food ordinances if applicable.
 - Meat, meat products and poultry must be held at a temperature of 41° F or below.
 - For more information visit www.agr.state.il.us.
 - Home-butchered meat, poultry, and wild game animals are prohibited from sale or distribution at farmers markets. Home-butchered meat and poultry is for the owner's household use only.
 - Fish shall be processed in an inspected facility using a HACCP plan as required in Title 21 Code of Federal Regulations Part 123 [21 CFR 123].
 - A commercial fishing license is required for anyone selling or distributing fish at a farmer's market.
 - Fish must be held at 41° F or below.

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Grower/Farmer Prohibited Foods from Sale or Distribution

The following products are prohibited from sale or distribution to the public. Please refer to the Illinois Farmers Market Food Safety manual from the Illinois Department of Public Health and Illinois Farmers Market Task Force for more details.

- Wild-type mushrooms harvested from the wild
- Home-canned foods except jam, jellies and preserves that are allowed under cottage food operations
- Raw milk or any dairy products made with raw milk (some exemptions regarding some aged cheeses see manual for details)
- Ice cream made in an uninspected facility
- Home-butchered meat, poultry or wild game
- Home vacuum-packaged products
- Raw milk and other dairy products made with raw milk are prohibited from sale or distribution at farmers markets by the Grade A Pasteurized Milk and Milk Products Act.
- Ice cream made in an uninspected facility is prohibited from sale at farmers markets.
- Sandwiches prepared at home.

Rules & Regulations: Culinary Vendor

Cottage Kitchen Vendors: a person who produces or packages a non-potentially hazardous food in the kitchen of that person's primary domestic residence, for direct sale by the owner or an immediate family member to the consumer and stored in the residence where the food is made. Products may be subject to jury at the discretion of the Vine Street Market at O'Fallon Station Committee.

- Vendors are solely responsible to operate within all laws and codes required by the State of Illinois and St. Clair County regarding technical information bulletins (TIB), labeling, inspections, certificates, food display and sanitation for any all products.
- The owner or family member must be present during the sale.
- All samples must be pre-packaged in the home kitchen.
- All vendors are subject to inspection from the county health authorities without notice.
- Products must be prepared by Vendor in an Illinois home kitchen.
- Vendor must be the packager of the product.
- Produce (fruit/vegetable) ingredients in prepared food products should be locally grown.
- Value added products may be contracted to an inspected facility but must be made using the grower's produce (fruits/vegetables).
- Product labels must follow state labeling guidelines. The vendor's name should be on the packaging or included with each sale.
- Ingredient lists should be available.
- A cottage food placard must be prominently displayed at the point of sale that states: ***"This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens."***

Permitted Items as a Cottage Food Vendor

- Non-potentially hazardous baked goods, jam, jelly, preserve, fruit butter, dry herb or blend, or dry tea blend that is intended for end-use only.
- The following jams, jellies and preserves are allowed by a registered cottage food vendor: apple, apricot, grape, peach, plum, quince, orange, nectarine, tangerine, blackberry, raspberry, blueberry, boysenberry, cherry, cranberry, strawberry, red currants, or a combination of these fruits.
- Baked goods include, but are not limited to breads, cookies, cakes, pies and pastries.
- The following pies are allowed by a registered cottage food vendor: apple, apricot, grape, peach, plum, quince, orange, nectarine, tangerine, blackberry, raspberry, blueberry, boysenberry, cherry, cranberry, strawberry, red currants or a combination of these fruits.
- The following fruit butters are allowed by a registered cottage food vendor: apple, apricot, grape, peach, plum, quince, and prune.

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Not Permitted Items as a Cottage Food Vendors

- Baked goods that are not allowed as a registered cottage food vendor: pumpkin pie, sweet potato pie, custard pie, crème pie; cheesecake and pastries with potentially hazardous fillings or toppings. Pastries with potentially hazardous fillings or toppings
- The following jams, jellies and preserves are not allowed unless they are produced in an inspected facility: rhubarb, tomato, pepper and watermelon jellies or jams are not allowed unless they are produced in an inspected facility.
 - Other jams, jellies or preserves not listed may be produced by a cottage food operation provided their recipe has been tested and documented by a commercial laboratory (at the expense of the cottage food operation) as being not potentially hazardous and containing a pH of less than 4.6.
- Home-canned or home-vacuumed foods except jam, jellies and preserves that are allowed under cottage food operations are prohibited from sale or distribution at farmers markets.
- The following fruit butters are not allowed unless they are produced in an inspected facility: pumpkin butter, banana butter and pear butter.
 - Fruit butters not listed may be produced by a cottage food operation provided their recipe has been tested and documented by a commercial laboratory (at the expense of the cottage food operation) as being not potentially hazardous and containing a pH equilibrium of less than 4.6.
- Sprouts, cut leafy greens unless dehydrated, acidified, or blanched and frozen cut or pureed fresh tomato or melon, dehydrated tomato or melon, frozen cut melon.
- Alcoholic beverages.
- Meat, poultry, seafood, shellfish
- Dairy & eggs except as an ingredient in non-potentially hazardous baked goods or dry noodles.
- See TIB 44 (http://www.idph.state.il.us/pdf/IDPH_FDD_TIB_44_Cottage_Food_Operations.pdf) for additional requirements.

Permits, Licenses, Registration or Training Required for Cottage Food Vendors

- Food Service Sanitation Manager Certification (FSSMC)
- Annual registration in the county in which the person resides including fees paid

Required Labeling for Cottage Food Vendors

- Every package labeled
- Contain the name and address of the cottage food operation
- The common name of the product
- All ingredients of food product, including any colors, artificial flavors and preservatives, listed in descending order by predominance of weight and show with common or usual names
- The date the product was processed
- Allergen labeling as specified in federal labeling requirements
- The following phrase: ***“This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens.”***
- Refer to TIB 44 on cottage food operations for further detailed labeling guidelines, available at http://www.idph.state.il.us/pdf/IDPH_FDD_TIB_44_Cottage_Food_Operations.pdf.

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Acceptable Packaging for Cottage Food Vendors

Additionally, foods sold to the public must be protected from exposure to sources of contamination through the transfer of items using utensils or disposable plastic gloves to eliminate bare hand contact.

Acceptable packaging includes:

- Food-grade plastic wrap, bags, foil or plates
- If cookies or other desserts are to be sold individually, they should be wrapped or served individually.

Unacceptable packaging includes:

- Cloth napkins and paper towels are not acceptable packaging.
- No self-service is allowed.

Inspected Kitchen Vendors: a person who produces or packages a non-potentially hazardous food in an owned or leased inspected kitchen that is not their primary residence.

- Baked goods shall be prepared in an inspected facility.
- Of the goods are for direct retail sale or distribution, the facility and processes must be inspected by the local health department. Potentially hazardous baked goods (i.e., cream or custard filled items, egg-based or custard pies, etc.) shall be transported and held at or below 41 degrees F at all times.

Labeling for Inspected Kitchen food vendors:

- All food pre-packaged in advance of retail sale that does not fall under the Cottage Food Act must bear the following label, sign or placard, or recipe as available to the consumer. The information must be written in English, and must include:
 - Common name of the product
 - Net contents (weight or volume) of the package
 - All ingredients of food product, including any colors, artificial flavors and preservatives, listed in descending order by predominance of weight shown with common or usual names
 - Safe handling instructions for meat and poultry products
 - Other labeling information as required by federal, state or local jurisdictions; and Allergen labeling as specified by the FDA.
 - For more information regarding food allergens, including the Food Allergen Labeling and Consumer Protection Act of 2004 see:
www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/Allergens/ucm106187.htm.
- No nutrition labeling is required for businesses with less than \$10,000 gross sales per year unless a health claim is made (for example, relieves or cures some disease or condition), or a nutrition claim is made (no fat, low salt).

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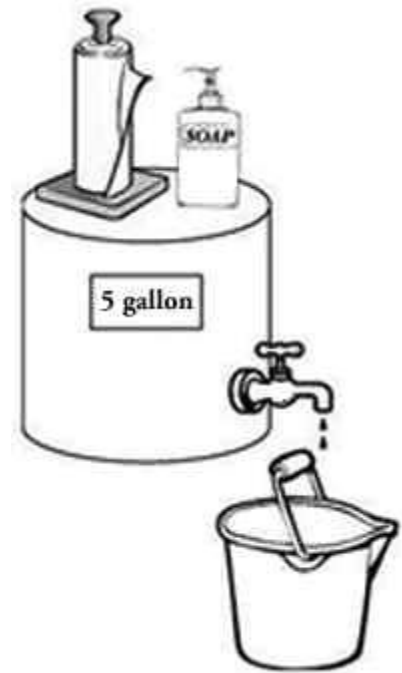
ALL CULINARY VENDORS

Food Protection During Display and Transport

Handwashing

Handwashing is required when produce or any food item is sliced, cut or prepared onsite or off-site. Handwashing facilities must be provided if any of the following activities are being conducted: Cutting, slicing or dicing fresh fruits or vegetables, preparing food on site, serving potentially hazardous foods. Contact the local health department to determine if a handwashing facility is required. It is highly recommended that if warm water under pressure is not available, a handwashing station such as the one shown below be utilized. Water used for handwashing must be from a potable (drinkable) source. Hand sanitizer in place of handwashing is not allowed.

A temporary handwashing station that is conveniently accessible is required at all permitted temporary food facilities. This must be set up prior to any food preparation. Provide a container with a spigot that allows hands-free flowing water, a wastewater bucket, a pump-type soap dispenser and single use/disposable paper towels. All food workers must wash their hands when they return to the concession stand/booth and after using the restroom, eating, smoking or handling money.



Rules & Regulations: Pet Food Vendors

Pet food is regulated by the IDOA. The Bureau of Agricultural Products Inspection is responsible for overseeing compliance with the Illinois Commercial Feed Act, including the licensing of manufacturers or distributors of pet foods and registration of their products before distribution in the state. Anyone who wishes to make homemade pet food for distribution also must comply with these requirements and follow rules on pet food labeling. For more information on pet food, treats and labeling see: <http://www.agr.state.il.us/pdf/petfoodbrochure.pdf>.

Rules & Regulations: Artisan Vendor

All items an artisan wishes to display, or sell should be original and mostly created by hand. All potential artisans will be juried by the Vine Street Market at O'Fallon Station Committee based on quality, originality, uniqueness of each piece, and skilled execution or technique and materials.

For our market an artisan is defined as a person(s) who makes unique products utilizing fine art, primitive or heritage skills. These products are made in small quantities, constructed with the artisan's hands with limited to no machinery or computer aided design.

Vendors must submit an Artisan Vendor Application, following the procedure outlined on it for artwork submission to the jury process.

- The Vine Street Market at O'Fallon Station Committee retains the right to re-jury any vendor at the committee's discretion.
- Work will not be juried on Saturday mornings at the Market.
- All products must be handmade/crafted by the vendor with limited use of machinery.
- No resale of products is allowed.
- The artisan is encouraged to be present on Market day. On the rare occasion that the artist is not available a knowledgeable representative may be accepted.
- Artisans may be commercial or noncommercial.
- "Heritage" or "Primitive" arts are encouraged.
- "Country crafts," "kit" crafts and other "assembly line" craft products are discouraged and will not be accepted.

Suitable Products to Include but Not Limited To:

- Weaving
- Jewelry that uses forged parts/pieces, hand crafted beads, or repurposed materials
- Glass blowing
- Sewing & Quilting with limited machine use
- Pottery
- Carvings
- Sculpture
- Woodwork with limited to no machine use
- Painting, drawing or other forms of illustration
- Soapmaking and/or cosmetics
- Floral arrangements in which a portion of the components are grown or forged by the vendor (e.g. grapevine wreath and dried flowers).

Undesirable Products:

- "Country Crafts", "Kit" or "Assembly Line" craft projects
- Use of artificial flowers or greenery
- Use of nonoriginal patterns
- Use of commercial molds or stencils
- Machine embroidery
- Machine generated vinyl lettering
- Jewelry that is constructed using all store-bought materials