

A close-up photograph of several large, ripe watermelons with dark green, striped rinds. The watermelons are arranged on a dark, textured surface, possibly a table or counter. The lighting is bright, highlighting the texture of the rinds and the shadows between the fruits.

**2021**

**Vine Street  
Market Vendor  
Guidebook**

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# Welcome!

We are very proud of the Vine Street MARKET and have a fantastic community that supports us! The O'Fallon Station, our Market's home, is a one-of-a-kind building in the Metro East. Along with our unique structure, the Market vendors, volunteers, and sponsors make this event special to our community.

We strive to be a Market that offers variety, is civic minded, and fun! Our focus is on local food from local producers and culinary experts, accented by exceptional, handmade artisan goods.

A note for our returning vendors, changes or additions are in green font.

As always please feel free to reach out with additional questions. We are happy to help and are looking forward to another great season!

Sincerely,  
Sarah Burton & Briony Rutzinski  
Market Coordinator & Special Events Supervisor



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# General Rules

- You are not considered a vendor until your application has been approved and your fees paid.
- 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.
- Each vendor application that is accepted will be required to **upload copies of appropriate state, city and/or county permits that pertain to their specific business with their Market contract to their Manage My Market account.** It is the vendors responsibility to seek out what these permits are.
- **Each product a vendor intends to sell must be approved by the committee. Not all products applied for may be approved. The general produce category covers all varieties of produce, each individual vegetable or fruit does not have to be listed.**
- **Any products added mid-season, not originally approved, must be approved by the committee.**
- **Products are approved on a case by case basis.**
- Market dates are the second Saturday in May through the third Saturday in October.
- **A \$10 reschedule fee will be charged for each date a vendor reschedules. Fee must be paid via credit card prior to next Market appearance.**
- Market selling hours are from 8:00 a.m. to 12:00 noon.
- No sales shall be conducted prior to the ringing of the opening bell at 8:00 a.m.
  - 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.
  - Exception: Vendor to Vendor sales prior to the opening bell is allowed. You are responsible to make sure they are a vendor at the Market.
- Vendors are required to stay the entire duration of the Market. Exceptions are for emergencies only.
- The Vine Street Market Coordinator, Special Events Supervisor or 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 sale of live animals is not permitted.
- **No refunds for date changes or cancellations by the vendor. Every effort to reschedule your date will be made based on stall availability and number of Markets remaining in season.**
- No multi-level Marketing or direct sale businesses are allowed at the Market.
- **No raffles where vendor sells tickets. Drawings are permitted where a ticket is not purchased.**
- **All CBD products must clearly be labeled so as a customer can plainly understand that the product contains CBD.**
- No crying out or "hawking" of products will be allowed. Active solicitation of customers is not allowed.
- 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.

## General Rules - continued

- 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.
- Sharing of vending space shall be at the written approval of the Market Coordinator.
- 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.
- 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.
- 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.
- The Market is a tobacco and electronic cigarette free environment.

## Application Process

The Vine Street Market application process is as follows:

1. Anyone interested in becoming a vendor at the Vine Street Market must complete an application through Manage My Market at [www.managemymarket.com](http://www.managemymarket.com)
2. Once the application is submitted it will be juried by the Vine Street Market Committee.
3. It is important to thoroughly read the specific rules for your category to be sure that you meet the Market guidelines before applying.
4. Be very thorough on your application and provide as much detail and as many photos as possible.
5. Each vendor will be contacted after their application has been reviewed. The entire process may take up to 3 weeks.

# Attendance & Cancellations

- Cancellations should be made within 48 hours of the date you do not plan to attend.
- Excessive cancellations will be noted in your Manage My Market profile and taken into consideration the following year.
- No Call No Show Policy:
  - Definition: vendor does not notify Market Coordinator before 7:30am the day of the Market.
  - Consequence: One incidence will result in the vendors booth space being revoked for entire the season. The remaining booth fees will be refunded less a 25% administration fee. Fees for dates that the vendor has already attended will not be reimbursed.
- Late Arrival Policy:
  - A vendor is considered late if they have not finished unloading and moved their vehicle, if applicable, by 7:30am.
  - Vendor may not be allowed to participate in the Market depending on how late they arrive. The decision is at the discretion of the Market Coordinator or Special Events Supervisor.
  - A refund will not be given if the vendor is not allowed to participate in the Market that day.
  - Vendors who are repeatedly late are subject to having their booth revoked for the season.
  - Every late occurrence will be noted in the vendors Manage My Market profile and used the following season to determine Market participation or booth space preference.

# Adding Additional Dates

You are more than welcome to add additional dates after your original contract is signed. The following is the process to do this:

- A credit card must be on file to add additional dates.
- Emailed or in person additions will be accepted. **Vendors will not have access to change their dates in Manage My Market after the initial application.**

# Cleanup

- Vendors are expected to clean up after themselves when they leave the Market. This includes all produce, trash, debris, etc. must be swept up before leaving. Market staff is happy to provide a broom and dustpan if you ask. **DO NOT SWEEP, DUMP OR LEAVE YOUR DEBRIS INTO THE GRAVEL.**
- Incidences are recorded in your Manage My Market profile and factor into future Market participation.

# Setup: Times, Unloading & Parking

- Times & Unloading:
  - Vendors may begin set-up as early as 6:00 a.m.
  - Vehicles must be inside vendor unloading area by 7:25a.m. Anything later than 7:25 a.m. will require the vendor to find a legal parking space and haul their product from the parking spot.
  - Vendors MUST have everything unloaded, in their booth and vehicle moved by 7:30am
- Unloading
  - Inside and 1<sup>st</sup> Street Vendors must unload on 1<sup>st</sup> Street. Enter from South Apple Street.
  - Northside vendors must unload, park, and unload from the gravel on the north side of the O’Fallon Station. Enter from Vine Street.
- Parking:
  - Inside and 1<sup>st</sup> Street Vendors are encouraged to park at the O’Fallon City Hall after unloading. Bare minimum; park at the farthest end of the parking lot.
  - Northside vendors:
    - Northside vendors may park their vehicle/trailer on the gravel during the Market.
      - **SUBJECT TO CHANGE:** If at any time parking arrangements change and we are required to stop parking vehicles in the gravel, no refunds will be given for these stall spaces. Unloading will take place on the sidewalk between the building and the tents and you will park your vehicle in a public parking space.
    - Only one vehicle or trailer can park per booth space.
    - The entrance and exit to this area is from Vine Street ONLY.
    - **Northside vendors are 100% responsible for the costs associated with any damage to electrical boxes and/or poles caused from their use by you during the Market.**

## Solicitation

We strive to keep the Vine Street Market a solicitation free area. To do that please abide by the following:

- No vendor can solicit for sales outside of their booth. This includes walking around with fliers.
- Please report solicitation to Market staff so we can continue to keep the Market as solicitation free as possible.

## Weather Policy

- The Vine Street Market is rain or shine. Market will carry on regardless of rain or temperatures.
- 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. 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.
- **Wind: garage doors will be open for the event. It is still windy inside the building, sometimes very strong gusts, plan accordingly.**
- Booth fees will not be refunded for those who cancel due to weather.

# Disciplinary Actions

- Complaints must be in writing and brought to the attention of the Market Coordinator, who will attempt to resolve the issue. If the problem cannot be resolved, the concern will be presented at the Vine Street Market Committee 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.
- Stall fees will not be refunded if vendor is terminated.

# Stall Information & Prices

- Vendors are responsible for their own tents, tables, chairs and/or any display or setup items needed.
- A vendor may book multiple outdoor stalls but only one indoor stall.
- You are NOT guaranteed the same stall space each week.
  - If you: 1) do not sign up for a full or half season, 2) make multiple date changes, OR 3) sign up later than other vendors, you are NOT guaranteed the same stall space each time you attend.
- **Stall Assignments:** In the event of a tie for a stall space, the initial stall assignments will be prioritized based on the following criteria:
  - **First Come First Serve:** applications will be given priority in the order they are received.
  - **Full Season > Partial Season > Less than 12 Weeks**
  - **Previous seasons performance:** booth aesthetics, timeliness, ease of working relationship and following rules.
- Allocation of and changes to vendor space will be at the Market Coordinator's discretion.
- Tent weights are MANDATORY.
- If your tent cannot withstand the winds during the Market, you will be asked to take it down and continue the event without a tent. You may not leave early and will not be refunded your stall fee.
- The Market is not responsible for damage to tents from weather related events.
- **Stall arrangement priority is as follows: indoor, north side stalls then street stalls. If there are cancellations vacating indoor and/or north stalls, leaving only a few vendors on the street, stalls will be arranged to fill the inside and north side stalls.**



# Stall Information & Prices - continued

- Stall Sizes
  - Indoor
    - All are 8x8 except for two 12x4
    - Some have electricity but not all
    - No air conditioning, garage doors will be open, wind is still a factor
  - Outdoor
    - All are 10x10
    - Northside Stalls
      - Vehicle and trailer parking in gravel *\*subject to change without notice*
      - Electricity
    - 1<sup>st</sup> Street
      - No parking
      - No electricity
- Pricing
  - When booking 6 or more weeks prices are as follows. There are 24 weeks in a full season.
    - Indoor Stalls: \$35 per week
    - Outdoor Stalls: \$25 per week
    - Book less than 6 weeks. \$40 per stall per week
- Payment Information
  - Winter Market payment is due one month prior to the Winter Market, you will be invoiced.
  - February, March, and April Market payments are due prior to attending any of those months.
  - Full payment for regular season Market, beginning in May, is due one month prior to the regular season beginning. You will be invoiced through Manage My Market.
  - Payment plans: quarterly payment options are available, speak with your Market Coordinator

## Category Guidelines & Food Safety Laws: Grower/Farmer

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 both applications must be 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 Committee, Market Coordinator or Special Events Supervisor 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 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.
  - 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](http://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](http://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.

## **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)
- 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.

## **Category Guidelines & Food Safety Laws: Culinary**

The culinary category is split into three divisions: Cottage Food, Inspected Kitchen and Pet Food/Treat vendors. The following section contains the breakdown of each category's rules.

### **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.

- 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.”*

**For a Full List of What Is and What is Not Permissible Under Cottage Food Law Go To:**

<http://www.health.co.st-clair.il.us/environmental/food/Documents/FarmersMarketpamphlet.pdf>

<https://www.ilstewards.org/policy-work/illinois-cottage-food-law/>

**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](http://www.idph.state.il.us/pdf/IDPH_FDD_TIB_44_Cottage_Food_Operations.pdf).

**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](http://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).

## **PET FOOD/TREAT VENDORS**

Pet food is regulated by the Illinois Department of Agriculture (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.

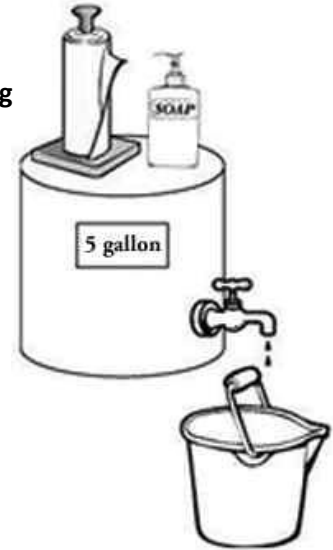
- For a full list of requirements about pet food, treats and labeling see:  
<https://www2.illinois.gov/sites/agr/Animals/AnimalFeed/Documents/petfoodbrochure.pdf#search=pet%20food%20brochure>
- Proper licensing, registration and labeling will be required of any culinary vendor to sell pet treats at the Vine Street Market, even if you are making them in an inspected kitchen.

**COTTAGE & INSPECTED KITCHEN VENDORS: HANDWASHING STATION GUIDELINES**

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.

**Example  
Handwashing  
Station**



# Category Guidelines: Artisan

At the Vine Street 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.

All potential artisans will be juried by the Vine Street Market Committee based on quality, originality, uniqueness of each piece, and skilled execution or technique and materials.

- The Vine Street Market Committee retains the right to re-jury any vendor at the committee's discretion.
- All products must be handmade/crafted by the vendor with limited to no 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 and preferred.
- "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, commercial molds or stencils
- Machine embroidery, machine generated vinyl lettering
- Jewelry that is constructed using all store-bought materials



# Tax Information

By law, the Vine Street Market is required to provide you with a tax coupon for this event. It is your responsibility to understand to who, how much and when you pay your taxes. It is different for every business. Market staff are not tax professionals and cannot answer your tax questions, but we can direct you to people who can.

A tax coupon will be available to you upon becoming a vendor and will be in your Manage My Market account under Documents.

## *Contacts:*

City of O'Fallon: please contact Robin Costello at [rcostello@ofallon.org](mailto:rcostello@ofallon.org) 618-624-4500 ext. 8721

State of Illinois: Barbara Wagner, IL Dept. of Revenue 847-294-4475

# Pet Policy

The Vine Street Market is a pet friendly event! Pet handlers please read and abide by the following:

- Pets must always be on a leash and in the control of the handler.
- Handlers who do not follow the pet policy or the City of O'Fallon leash ordinance will be asked to leave the Vine Street Market property.
- Pee On It, Pay For It:
  - If your pet goes to the bathroom on a vendor's product you are expected to pay in full for the damaged items and may be asked by the vendor or Market staff to do so. **As a vendor, if a dog pees on your product you have the right to request payment. Market staff can assist you in this process.**
  - If your pet goes to the bathroom on anything at the Market, please clean it up immediately. Market staff has a special cleaning kit and are happy to give it to you to clean up the mess.
- Waste bags are provided at the Market and multiple locations throughout downtown. Use them and dispose of them properly in a waste receptacle.
- Retractable leashes are discouraged at the Market as they allow the pet too much unsupervised freedom. Please opt for a flat leash when you are at the Market. Loaner leashes are available.
- Animal behavior: Please know and fully understand your pet's limitations. The Market is a crowded place with lots of people, including children, other pets, bicycles, and live music. If your pet is not fully accustomed to this environment, please do not bring them.
- Excessive barking: If your dog is prone to excessive barking please do not bring them to the Market. Excessive barking dogs cause problems with vendor customer communication and in general diminishes the Market experience for others.
- Not everyone loves pets as much as you do, please be mindful of this and respect other people's space.

# Informational Sources

- Manage My Market [www.managemyMarket.com](http://www.managemyMarket.com)
  - Under Documents find tax coupons, copy of the guidebook and other Market information
- State of Illinois Farmers Market Guide
  - <http://www.dph.illinois.gov/sites/default/files/publications/Farmers-Market-Food-Safety-Guide.pdf>
- Illinois Cottage Food Law Guide – you must download the book once you go to the website
  - <https://www.ilstewards.org/policy-work/illinois-cottage-food-law/>
- Illinois Department of Agriculture Pet Food/Treat Guide
  - <https://www2.illinois.gov/sites/agr/Animals/AnimalFeed/Documents/petfoodbrochure.pdf>
- St. Clair County Farmers Market Guide
  - <http://www.health.co.st-clair.il.us/environmental/food/Documents/FarmersMarketpamphlet.pdf>
- St. Clair County Health Department Contact –cottage food questions, food safety questions, food safety managers licenses, food safety handler licenses
  - Sharon Valentine 618-233-7769
- Vine Street Market
  - Sarah Burton, Market Coordinator
    - 618-206-4379 office
    - 618-606-0519 cell
    - sburton@ofallon.org
  - Briony Rutzinski, Special Events Supervisor
    - 618-977-2665 cell
    - brutzinski@ofallon.org