



TWIN CITY  
MARKET  
106 AVENUE A  
STERLING IL 61081

# MARKET HANDBOOK RULES & REGULATIONS

The Twin City Market (TCM) is here to serve northwest Illinois by providing locally grown, fresh, high quality produce and products, and provide an economic outlet for our local farmers, producers and artisans.

## **MARKET MANAGEMENT:**

TCM is sponsored by Main Street of Sterling, Inc., a 501(c)(3) not-for-profit organization (Sterling Main Street). The market is operated by a governing committee and managed by the Executive Director of Sterling Main Street.

## **HOURS OF OPERATION:**

- TCM is open year round on Saturday mornings from 8:00 a.m. until 12:00 noon.
- Vendor Set up is scheduled each Saturday from 7:00 a.m. to 8:00 a.m.

Note: Occasional special events, a change in hours and closings for holidays will be announced by the Market Manager

**Parking** for vendors is provided in the north (rear) of the parking lot. Vendors who are handicapped must make special arrangements with the Market Manager.

## **VENDOR CATEGORIES:**

### **Permanent/Year-Round Vendor:**

Once approved by the Market Manager and governing committee, permanent vendors will be assigned an indoor, permanent booth space to suit their needs. Vendors may embellish their Booth with signage and décor as desired so long as it does not interfere or intrude on surrounding booths. There are a limited number of premade booths of varying sizes which may be used as available. These booths may be repainted as desired by the vendor. Vendors are required to pay for the weekly booth fees and electric fees (if applicable) regardless of whether or not they are present on a given week.

### **Seasonal Vendors** (i.e. April-August; November-December):

Seasonal Vendors are considered permanent vendors for the period of time for which they are approved, and shall be responsible for booth & electric fees for each and every week during that time period. Seasonal vendors may embellish their booths with signage and décor, however all such embellishments shall be removed at the end of the vendor's season. There are a limited number of premade booths of varying sizes which may be used as available. These booths may be repainted as desired by the vendor. Seasonal vendors shall provide Market Manager 30 days advance notice of their intent to return to the TCM for the next season, so that booth assignment can be made. It cannot be guaranteed that booth assignments will be the same from season to season.

**Visitor Vendors:**

Intermittent vendors who may not be present from week to week, are responsible for Booth fees only for weeks in which they are present. Visitor vendors must receive prior approval by the Market Manager and/or governing board prior to first visit, and will be assigned booth space on a first come, first served weekly basis. Indoor booth availability cannot be guaranteed. Outdoor space may be utilized during warmer months. Visitor vendors shall not permanently affix anything to their booth space, and all items must be removed from the Market each week. In the event of outdoor space used, Vendors are responsible for providing their own tents, tables and chairs.

**FEES:**

All fees are due at the close of business each week.

**Booth Fees:** \$1.00 per linear foot of booth space as determined by the Market Manager

- Minimum weekly fee = \$5
- Maximum Weekly Fee = \$20
- Outdoor booths = \$10 per week
- Visitor vendors = \$10 per week

**Discounts:** Permanent and Seasonal vendors shall be entitled to discounted booth fees for prepayment as follows:

- 10% discount to pay in quarterly installments (Jan 1, Apr 1, July 1, Oct 1)
- 20% discount to pay in one annual payment (by Jan 1)
- Seasonal vendors 15% discount for prepayment of full "Season." Start and End date must be specified in advance.

Discount applies to booth fee only, not electricity fees, however, those may be paid in advance as well. Booth fees must be paid in advance to receive discount and are non-refundable.

**Electric Fees:**

- Booths with permanent electric appliances will be charged \$5.00 per week per permanent appliance (refrigerators, freezers, etc.). Electric fees are payable every week and will remain in effect during holiday closings of the market.
- Booths utilizing temporary appliances during market hours (crockpots, roasters, etc.) will be charged \$1.00 per week per appliance when used.
- NOTE: ALL electric appliances must be pre-approved by the Market Manager. Due to limited electrical power and the age of the building, space heaters are prohibited at all times.

**Kitchen Fees:** Kitchen fees are assessed for vendors who use the Market's Certified Kitchen to prepare their products. The fee is 10% of the value of the items offered for sale each week. Kitchen fees are in addition to booth fees. Vendors using the Market Kitchen shall possess the proper food handler's certifications required.

## MARKET OPERATIONS RULES AND REGULATIONS:

1. Applications from potential vendors shall be forwarded to the Market Manager. Vendor's application and product(s) are reviewed by the Market Manager and must be approved by the governing committee before Vendors can be admitted to the Market. TCM will give priority to vendors who offer the following:

- Highest % of locally produced food products sold
- Highest % of locally produced non-food products sold
- Overall product mix
- Vendor seniority
- Indoor and outdoor placement needs.

**Note:** TCM reserves the right to limit the number of vendors for each product area to ensure a diverse and sustainable product mix for the Market based on the above priorities.

2. Vendors are responsible to meet all county, state and/or federal regulations and requirements including permits and licenses as needed for their product type. Copies of all licenses and permits shall be submitted to TCM with their Application, and should be posted at their booths if approved. Any product or promotion of product by a vendor at their booth at TCM must be properly licensed or is not allowed. Violation of this rule may and can lead to the vendor being removed from the market. NOTE: All permits and licenses must be displayed in clear view at a vendor's booth at all times.
3. Items are to be sold by weight, measure or count. Scales are subject to inspection by the Market Representative, the State of Illinois Inspectors, or any others with legitimate reason to inspect.
4. Vendors must show proof of liability insurance **OR** complete and sign a hold harmless agreement provided by the Market. The market will not reserve a vendor's booth until either the hold harmless agreement is completed, signed and turned in or certificate of liability insurance in the amount of \$500,000 naming The Twin City Market as certificate holder is on file.
5. Indoor vendors will be assigned booths based on availability. Location of booths may change to meet the needs of TCM. A prominent sign with the vendor's name must be posted at each stall. No permanent changes may be made to the building or structures within.
6. Outdoor vendors will be assigned an outside "booth space" or an area on the deck. Vendor access and booth assignment will be based on TCM vendor priorities. Vendors will be responsible to provide their own tables, chairs, accessories and temporary tents. Permanent TCM vendors may expand and use an outside booth space free of charge. NOTE: All regulations, licensing and rule requirements that are mandatory for inside vendors also apply to all outside vendors.
7. Vendor set up is from 7:00 am – 8:00 am on Saturdays. Vendors are strongly encouraged to remain open until 12:00 noon.

8. Vendor's booths should be staffed for every market unless prior arrangements have been made. If for any reason a vendor will be absent and is not able to staff their booth, vendors are asked to inform the Market Manager by calling 815/626-8610 as soon as possible before the start of the market. Vendors are also encouraged to leave a sign on their booths informing customers or any absence from the market.
9. Vendors are solely responsible for their products and booth supplies (including a cash drawer for providing customer's change for purchases) and shall remove perishable items each week unless a freezer or cooler is being utilized by the vendor at their booth for storage of perishable items. Vendors must maintain a clean booth area which includes but is not limited to, sanitizing counters, sweeping booth area and the removal of spoiled product, boxes and garbage from their booth each week.
10. Commercial products are limited to produce and approved specialty products only. Prior approval by the Market Manager or by vote of the governing committee must be obtained before the product may be sold at the market. Commercial products must list point of origin. Receipts of commercial products are required on site and must contain seller's name, contact information, date of purchase and description of product.
11. "Local product" is grown within the state of Illinois or adjacent states as the market committee may approve. Signage indicating the origin of where the non-local product is from must be present if that product was produced or grown outside the state of Illinois. Receipts must be on hand. Non-homegrown products must be pre-approved by the Market Manager before the products is allowed to be sold at a vendor's booth. The governing committee reserves the right to allow the sale of any product it considers will enhance the product mix at the market.
12. "Homegrown product" is grown only on your ground. No labeling is required if product is uncut and not processed in any way.
13. Only hand designed, original arts and crafts are to be sold at TCM. Any new art or craft added to a vendor's booth must be pre-approved by the Market Manager. No commercial or trademarked food or craft products are permitted unless pre-approved. No direct sales type products shall be vended at the Market.
14. Vendors shall act in a respectful manner to other vendors and shoppers. Vendors shall not solicit customers who have not voluntarily approached their booth.
15. Appropriate attire (shoes and shirts) is required at all times.
16. Smoking is not permitted and all state laws regarding smoking are to be observed at all times.
17. Pets are not permitted at the market.
18. Proper labeling is required for all home-baked products. Requirements of labeling are placed in two categories, potentially hazardous food or non-hazardous food. Please refer to Twin City Market Health Requirements outline.

19. Vendors are required to attend periodic meetings set by the Market Manager and scheduled at the close of the market day.
20. Keys - For vendor's convenience, there are two locations to check out a short term key for vendors to obtain building access during non-working hours to stock product, for booth development or for kitchen use. Distribution of keys to vendors is at the sole discretion of the governing committee. Keys to the market may not be duplicated for any reason by anyone other than the Market Manager.

Key Locations, hours and phone numbers:

Sterling Main Street	8:30 am – 4:30 pm	Mon – Fri.	815/626-8610
Sauk Valley Area Chamber	8:30 am – 4:30 pm	Mon - Fri.	815/625-2400

Main Street & Chamber Holidays are as follows:

New Years Eve Day	Columbus Day
New Years Day	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

If a holiday falls on Saturday or Sunday, Main Street and the Chamber may be closed on the Friday before or the Monday after the holiday. If access to the Market is needed during other times, you may contact:

Janna Groharing	815/625-1248 – Market Manager
Myra Sargent	815/499-7268 – Kitchen Manager

21. Twin City Market and/or the Market Manager reserve the right to refuse any application and deny space to any vendor who does not conform to this agreement or whose products are not suitable for the market.
22. Vendors who occupy a booth at this market must at all times conform to the Rules and Regulations of the Twin City Market. The Market Manager has the authority to enforce all rules and regulations of the Market. In submitting an application for a booth at the Market, each applicant agrees to be bound by decisions of Twin City Market represented by the Market Manager. If the Market Manager is unable to meet your needs or answer your concerns, you can schedule a visit with the governing committee which meets the 1<sup>st</sup> Thursday of each month at the Sterling Main Street office. Please contact the office in advance so that your concerns can be placed on the agenda.

Sterling Main Street, 318 First Avenue, PO Box 261, Sterling, IL  
 Phone: 815/626-8610  
 Email: [info@sterlingmainstreet.org](mailto:info@sterlingmainstreet.org)

Updated 10/2016

## **Twin City Market Kitchen Etiquette**

### **Attire and Appearance -**

The Health Department reminds us of the following:

- Clothes are to be clean.
- Fingernails are to be clean.
- Hair is to be properly restrained.
- Wear gloves or proper barrier.

### **Personal Equipment –**

- Bakers have two shelves in the safe to store their clear plastic bins with baking supplies and utensils. Any other equipment must be stored at their booth or taken home.
- Respect other Bakers' property.
- Clear Tub marked "Market Utensils" is property of TCM and may be used by all. Properly sanitize and return them to the tub when finished.

### **Clean-Up -**

- Wash, rinse and sanitize dishes, pans, silverware and utensils.
- Air dry on racks by 3-way sinks.
- Sweep and mop kitchen floor. Mop entryway and serving room, vacuum rug, if needed, after your use.
- Wipe down all surfaces...including stove, oven, refrigerator, microwave, mixers and can opener.
- Clean out 3-way sinks, hand washing sink and prep sink (if used).

The Market Kitchen is available to all Market Bakers, and is approved by the Whiteside County Health Department as a Medium Risk commercial kitchen. A calendar on the bulletin board outside the kitchen is to be used for sign-up. Please write your name, starting time and approximate ending time on the date you wish to utilize the kitchen. If you are UNABLE to make your time, please call Myra at 815-499-7268. She will notify other bakers of the availability of the kitchen. Failure to conform to these guidelines may result in limited kitchen time.