



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 staff of Sterling Main Street.

HOURS OF OPERATION:

- TCM is open year-round on Saturday mornings from 8:00 a.m. until 12:00 noon.
- Outdoor Marketplace on Saturday mornings May thru October.
- Vendor Set up begins each Saturday at 7:00 a.m.

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

Parking: After unloading, Vendors are encouraged to park away from the entrance to the Market, leaving close parking easily available for customers.

VENDOR CATEGORIES:

Permanent/Year-Round Vendor:

Once approved by the governing committee, permanent vendors will be assigned an indoor 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) each and every week, regardless of whether or not they are present on a given week.

Seasonal Outdoor Vendors (May-October):

Vendors seeking to sell only during the outdoor market season, May through October, are considered Seasonal Vendors. If not participating weekly for the entire season, prospective vendors shall specify which dates they will be attending upon application. Vendors will be assigned a designated space under the Sterling Marketplace Pavilion, which will remain the same for the duration of the season. Vendors are responsible for

providing their own tables, chairs, or other display needs. All items shall be set up and removed weekly. Once approved, seasonal vendors will be given first priority for future seasons. Vendors shall provide Sterling Main Street at least 30 days advance notice of their intent to return, along with any specified dates, so that booth assignments can be made. Seasonal vendors are responsible for weekly booth fees for each and every week of the season (or previously specified dates), regardless of whether or not they are present on a given week. Vendors who frequently cancel or no show may be asked not to return for future seasons.

Visitor Vendors:

Visitor Vendors shall be allowed on a week-to-week basis as space permits. Visitor Vendors must receive prior approval by the Market Manager and/or governing board and shall submit requested dates along with their application. Once approved and dates confirmed, a booth assignment will be made. Indoor space cannot be guaranteed, and the space may not be the same for each date requested. Visitor vendors shall not permanently affix anything to their assigned 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 tables and chairs.

FEES:

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

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

Minimum weekly fee = \$5

Outdoor Booths = \$10 per week/half bay, \$15 per week/full bay

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, microwaves, hot plates, etc.) will be charged \$1.00 per week per appliance.
- 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 current 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 and Market Managers should be provided copies of any license renewals as they occur.

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" under the Sterling Marketplace Pavilion. Vendor access and booth assignment will be based on TCM vendor priorities. Vendors will be responsible to provide their own tables, chairs, and accessories. 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. For planned absences, vendors are asked to provide notice to the Main Street staff by calling 815/626-8610 or via text at the numbers provided in paragraph 19 below, by close of business on the Wednesday before the market, for purposes of marketing. We understand absences may occur last minute for unforeseen circumstances. In those instances, please notify staff 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. **"Homegrown product"** is grown by the Vendor or their staff, on ground owned or rented by Vendor. No labeling is required if product is uncut and not processed in any way.

11. **“Local product”** is grown within the state of Illinois or adjacent states, and not by the vendor themselves, nor on their ground. Signage indicating the origin of where the non-Homegrown product is from must be posted at the Vendor’s booth. Receipts must be on hand. **Non-homegrown products must be pre-approved by the Market Manager before the products are 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. **Commercial products** are limited to produce and approved specialty products only. **Prior approval by the Market Manager and/or 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.
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 or multi-level marketing type products shall be vended at the Market.
14. Proper labeling is required for all home-baked products. Vendor must have a Cottage Food Permit issued by the local Health Department, a copy of which shall be provided upon application to the Market and annual thereafter upon renewal. For more information on what foods are permitted and not permitted under the Cottage Food Law, please contact your local health department.
15. Vendors shall act in a respectful manner to other vendors and shoppers at all times. Vendor concerns regarding market operations, or repair & maintenance needs, should be brought to the attention of the Market Manager in a timely manner so issues may be addressed by the governing committee. Vendors shall not solicit customers who have not voluntarily approached their booth.
16. Appropriate attire (shoes and shirts) is required at all times.
17. Smoking is not permitted and all state laws regarding smoking are to be observed at all times.
18. Pets are not permitted at the indoor market except for services animals. If bringing a pet to the outdoor market they must be leashed at all times and owners are required to clean up after them.
19. Keys - For vendor’s convenience, a key for vendors to obtain building access during non-working hours to stock product, for booth development or for kitchen use is

available at the Sterling Main Street office during its regular business hours. Please call ahead to arrange a time to pick up. Distribution of keys to Vendors is at the discretion of the governing committee. Keys to the market may not be duplicated for any reason by anyone other than the Market Manager.

Contact: Sterling Main Street
15 East 3rd Street
Sterling, IL 61081
Phone: 815/626-8610

Regular Business Hours: Monday through Friday - 8:30AM–4:00PM
The office is closed for most Federal & State holidays.

If access to the Market is needed during other times, you may contact Sterling Main Street staff members:

Janna Groharing	815/625-1248
Lori VanOosten	815/499-2329

20. Twin City Market, the Market Manager and/or governing committee reserve the right to deny any application to vendors who do not conform to this agreement or whose products are not suitable for the market.
21. Vendors who occupy a booth at this market must at all times conform to the Rules and Regulations of the Twin City Market as set forth in this handbook. The Market Manager has the authority to enforce all rules and regulations of the Market. By applying for a booth at the Market, each applicant agrees to be bound by decisions of the Market Manager and its governing committee. If the Market Manager is unable to meet your needs or answer your concerns, you may schedule a visit with the governing committee which meets on the 1st Thursday of every other 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, 15 E. 3rd St., Sterling, IL
Phone: 815/626-8610
Email: info@sterlingmainstreet.org

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 stoves, ovens, 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 Sterling Main Street office at 815-626-8610. We will notify other bakers of the availability of the kitchen. Failure to conform to these guidelines may result in limited kitchen time.