

THE LAND OF GOSHEN COMMUNITY MARKET

Saturday Mornings from 8:00 a.m. to 12:00 p.m.
May thru October

Downtown Edwardsville

The Land of Goshen Community Market is an organization founded to pursue the following goals:

- To enhance the quality of life in the Edwardsville area by providing a community activity which fosters social gathering and interaction.
- To restore a sense of spirit and enthusiasm for Downtown and the downtown merchants.
- To preserve Edwardsville's unique agricultural heritage and the historical role which farmers have played in it.
- To give local growers and producers of agricultural commodities, local artisans and craftsmen alternative marketing opportunities.
- To promote the sale of locally grown farm products.
- To promote the sale of local art.
- To provide an educational forum for consumers to learn the uses and benefits of quality, locally grown and prepared foods and products.
- To provide an educational forum for consumers to learn about the history and heritage of the area as well as the present.
- To provide educational opportunities for producers to test and refine their products and marketing skills.



THE LAND OF GOSHEN COMMUNITY MARKET

Rules & Regulations

(Revised January 2010)

The market is a venue for agricultural and horticultural products, baked and other home grown and allowed value-added food products, and juried fine art products:

By signing the Market Application each Vendor agrees to abide by the rules and regulations detailed in this document.

General Rules

Market Operations:

- Market selling hours will be from 8:00 a.m. to 12:00 noon.
- Allocation of and changes to vendor space will be at the Market Master's discretion.
- Vendors with reserved space should contact the Market Master 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. You will be considered a no-show if you are not on-site by 7:45 a.m. 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 Master.
- Vendors shall supply their own display tables and facilities for their space. All displays and signage must be kept within each Vendor's designated area.
- Vendors may set-up starting at 7:00 a.m. Only those with vehicular stalls ("truck stalls") are allowed to leave their vehicle in their stall during market hours. All other vehicles will be out of the barricaded market area by 7:45 a.m. No vehicular traffic will be allowed in the barricaded market area from 7:45 a.m. to 12 noon. Vehicular traffic may re-enter the market area only after the bell is rung at 12 noon.
- Sharing of vending space shall be on approval of the Market Master.
- No sales shall be conducted prior to the ringing of the bell at opening time 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 12 noon bell has run.
- No crying out or "hawking" of products will be allowed. Active solicitation of customers is not allowed.
- Vendors will in no way cause detriment to other vendors.
- Vendors must be courteous to other Vendors and to the public at all times. Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance at all times.
- 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 space and prepaid fees will be forfeited.

- The Market Master 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 Master's instructions.
- The Market will proceed "rain or shine".
- It is the responsibility of each Vendor to follow the laws of the State of Illinois.
- 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 Master and/or the Committee.
- Violations of these rules and regulations may result in the Market Master asking the Vendor to leave, forfeiting their space and fee for the day.
- The Market Master acts as the sole authority on Saturday mornings. Any dispute with the Market Master's decisions should be taken up with the Goshen Market Committee.
- The Goshen 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.

Space Allocation:

- Space can be rented on a full-season or partial-season basis.
- Seasonal space is reserved for the duration of the season and requires prepayment. Vendors who prepay at the designated Vendors' meeting will be given preference on choice of space.
- Partial-season space ("per Saturday") is subject to availability, and must be paid for before the market opens on the Saturday of attendance. Vendors must call the Market Master in advance to reserve a stall.
- Once a stall reservation has been made, it is the Vendor's responsibility to notify the Market Master of any changes.

From the Garden

Fruits and vegetables sold 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 basis.

- Agricultural Vendors will make up at least one-half of the total vendors present on a given Saturday.
- Vendors should ideally grow all of 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 Goshen Market Committee at any time with no advance notice.
- Commercial "jobbing" (retailing) or resale of commercially processed or packaged food products is not allowed.
- On-farm, locally grown and packaged, value-added food products are allowable but vendor must be the packager of the product.
- Cider, honey, molasses shall be produced by vendor and floral/nursery products shall be grown by vendor; no resale of these products is allowed.
- Baked goods, dried product and canned fruit preserves should be prepared by Vendor or contracted to an inspected kitchen facility.

- Canned goods must be boiling water or pressure canned according to current expert recommendations for that product. Only properly sealed and labeled canned goods may be sold.
- Produce (fruit/vegetable) ingredients in prepared food products should be locally grown.
- Vinegar packed and brine pickled products are acceptable.
- Only food products which are wholesome and free of adulteration may be marketed.
- Vendors are responsible for following all County Health Department sanitation guidelines for food preparation, storage, and sales.
- Vendors must follow all laws of the State of Illinois for the sale of products such as meat and eggs. Meat must be processed in a licensed facility. Copies of licenses and certificates should be on display.

Acceptable Products:

Fresh fruit and vegetables, nuts, herbs, cut or dried flowers, bedding or other nursery plants, cider, molasses, honey, unrefrigerated baked goods, properly canned jams, jellies and preserves, dried product, grains, straw/hay, cornstalks, etc. The sale of eggs must meet the packaging and labeling requirements of the current Illinois Egg and Egg Products Act.

Unacceptable Products:

Produce that is not locally grown within a 100 mile radius of the Market. Produce purchased from produce auctions, market, wholesaler, etc. (where origin of product cannot be proven). Home canned foods that are not boiling water or pressure canned.

The sale of live animals is not permitted.

From the Kitchen

- This category is for non-agricultural Vendors who are purchasing all the ingredients for their products. All potential products will be juried by the Goshen Market Committee.
- Products should be prepared by Vendor or contracted to an inspected kitchen facility.
- Ingredient lists should be available.
- Products should include the Vendor's name on the packaging or with each sale.
- Produce (fruit/vegetable) ingredients in prepared food products should be locally grown.
- Only food products which are wholesome and free of adulteration may be marketed.
- Vendors are responsible for following all County Health Department sanitation guidelines for food preparation, storage, and sales.

Acceptable Products:

Unrefrigerated baked goods such as fruit pies, cookies, and muffins. Candy and confectionery.

Unacceptable Products:

Items containing potentially hazardous food such as meat, fish, or raw eggs. Canned goods with purchased main ingredients.

From the Studio

- All potential artisans will be juried by the Goshen Market Committee based on originality, uniqueness of each piece, and skilled execution or technique and materials.
- Jury sessions will be held during Goshen Market Committee meetings or special meetings. Work will not be juried on Saturday mornings at the Market. No fine art product may be sold until it has been approved at a jury session. The Goshen Market Committee retains the right to re-jury any vendor at the Committee's discretion
- All fine arts products must be handmade/crafted by the vendor.
- No resale of products is allowed.
- The artisan should 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 which are of questionable artistic merit are discouraged.

Acceptable Products:

Weaving, pottery, carvings, sculpture, woodwork, painting and drawing or other forms of illustration, floral arrangements in which all components are grown by the vendor (e.g. grapevine wreath and dried flowers).

Unacceptable Products:

"Kit" or "Assembly Line" craft projects. Use of artificial flowers or greenery, use of non-original patterns, or use of commercial molds is not acceptable.

Community Table Guidelines

- Must be a non-profit organization or a non-profit activity of a for-profit group (e.g. providing educational information free to the public). There is no charge.
- Recommended participation is no more than once per month.
- Advance reservation is required as available space is limited. Any changes to reservation dates must be relayed to the Market Master as soon as possible. "No-show" community tables will forfeit any and all future dates scheduled.
- Display table and facilities must be provided by the participating organization. Please have signage clearly identifying the group.
- "General Rules for Market Operations" apply to Community Tables for set up and conduct during Market hours.
- Community Tables are reminded that the focus of the Market is for Vendors to sell their wares. Community Table personnel will in no way interfere in any Vendor's ability to do business, or in the running of the Market. Community Table personnel will stay within their assigned space and will not approach customers.

Market Master

The Market Master is a paid position with the following responsibilities:

- Final authority to interpret these regulations and make final field decisions and enforcement of the rules and regulations.
- Conduct an ongoing inspection of all vendors to maintain market quality.
- Investigate complaints by and mediate disputes between vendors.
- Monitor fair pricing practices.
- Attend Goshen Market Committee meetings.
- Assist in putting up flyers throughout the community.
- Assist in marking stalls on street.
- Obtain needed supplies (e.g. trash bags, tape, twine, extension cords, table, dolly, chalk, broom, etc.).
- Is sole contact for reservation of stall space.
- Weekly responsibilities:
 1. Create a map of weekly vendor stall assignments.
 2. Set up market table with t-shirts, raffle items, literature, etc. and man the table during market hours.
 3. Direct vendors to assigned positions and interact with vendors during market hours. Resolve any disputes/problems.
 4. Officially open/close market by ringing of the bell.
 5. Answer questions from customers and vendors.
 6. Pay musician and demonstrator at the end of the Market day.
 7. Supervise the Market Assistant. Perform those duties in their absence.
 8. Tally cash receipts, make bank deposit, do summary reports.
 9. Maintain vendor tracking spreadsheet to record attendance and payments.
- Provide all information required for financial audits at the discretion of the Market Committee.

Market Assistant

The Market Assistant is a paid position with the following weekly responsibilities:

- Close St. Louis street to outside vehicular traffic at 6:30 a.m. and prepare the street for vendors:
 1. Set up traffic barricades/cones.
 2. Set up market 'furniture'.
 3. Set up tents and extension cords for music and demonstration booths.
- At the close of the Market at noon:
 1. Pack up music and demonstration booth tents and extension cords
 2. Load market 'furniture'.
 3. Load traffic barricades.
 4. Clean up market space as required.
 5. Pack up traffic cones when all vendors are loaded and it is safe to open the street to normal vehicular traffic.
 6. Store Market items.