



THE LAND OF GOSHEN COMMUNITY MARKET

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

Mission Statement: Homegrown Saturday Mornings

The Land of Goshen Community Market encourages the growth of the local agricultural community by supporting growers and giving them a venue to market and sell fresh, locally grown, and prepared foods. We also provide an opportunity for the sale of fine and heritage arts produced by local craftsman. We sustain and enhance the downtown experience and sense of community by fostering social gathering and interaction and by educating consumers about locally grown food.

Rules & Regulations

(Revised March 2017)

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 Vendor Agreement each Vendor agrees to abide by the rules and regulations detailed in this document.

General Rules

Market Operations:

- The Market will be a Smoke Free Environment.
- Market selling hours will be from 8:00 a.m. to 12:00 noon.
- 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.
- Allocation of and changes to vendor space will be at the Market Manager's discretion.

- Vendors with reserved space should contact the Market Manager 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 Manager.
- 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.
- All canopy tents must have tent weights of at least 25# per leg.
- 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 must 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 Manager.
- 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 Manager 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 Manager's instructions.
- The Market will proceed "rain or shine".
- In case of severe weather during market hours, all vendors will follow the instructions of the Market Manager or her designated representative(s) to take shelter appropriately, following directions from local authorities.
- 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 Manager and/or the Committee.
- Violations of these rules and regulations may result in the Market Manager asking the Vendor to leave, forfeiting their space and fee for the day.
- The Market Managers acts as the sole authority on Saturday mornings. Any dispute with the Market Managers' 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.
- All food products sold shall be in compliance with Illinois Department of Public Health (IDPH) Technical Information Bulletins (TIB's).
 - TIB #30 – Sanitation Guidelines for Farmers' Markets
 - TIB #44 – Cottage Food Operations Frequently Asked Questions

- The Goshen Market Committee and its representatives are not the final authority on regulations. The vendor is required to know and comply with all applicable laws and guidelines of the State of Illinois and Madison County.

Space Allocation:

- Space is rented on either a full-season or partial-season basis.
- There is no obligation for a vendor to attend any given Saturday as long as the Market Manager is properly informed before 6:00 p.m. on Thursday before the Market date.
- 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. Full season vendors are assumed to attend weekly and must inform the Market Manager in advance if they will not attend.
- 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 Manager in advance to reserve a stall.
- Once a stall reservation has been made, it is the Vendor's responsibility to notify the Market Manager of any changes.

From the Garden

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 basis. Vendors selling agricultural products will make up at least one-half of the total vendors present on a given Saturday.

Vendors must submit a "From the Garden" Vendor Application.

Raw Produce: Fresh, whole, uncut, unprocessed produce that is minimally rinsed to remove visible soil, otherwise unprocessed and minimally packaged.

Processed Products: Meat, eggs, cheeses, or honey. Must be a product of the vendor. Must be processed in licensed and/or inspected facilities according to TIB #30, and properly labeled.

Value-added Products: Vendors must also submit a "From the Kitchen" Vendor Application identifying "Inspected" or "Cottage Kitchen", and following the appropriate rules.

- 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.
- 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. Copies of the license should be on display.
- Vendors must follow all laws of the State of Illinois for the sale of products such as meat and honey. Meat must be processed in a licensed facility. Copies of licenses and certificates should be on display.

Acceptable Products:

Fresh fruit and vegetables, whole nuts, fresh herbs, cut or dried flowers, bedding or other nursery plants, cider, molasses, honey, grains, straw/hay, cornstalks, etc.

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). Products that do not follow TIB #30 guidelines.

The sale of live animals is not permitted.

From the Cottage Kitchen

This category is for Vendors who are using a home kitchen to prepare their products. Products may be juried at the discretion of the Goshen Market Committee.

Vendors must submit a “From the Kitchen” Vendor Application with “Cottage Kitchen” checked. Registration with a county health department is required.

- Products must be prepared by Vendor in an Illinois home kitchen.
- Vendors must follow TIB #44.
- Vendors must follow TIB #30.
- On-farm, locally grown and packaged, value-added food products are allowable as long as IDPH guidelines are followed. 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).
- Only food products which are wholesome and free of adulteration may be marketed.

Acceptable Products:

Jams, jellies and preserves; fruit butters; baked goods (including but not limited to breads, cookies, cakes, pies, pastries); and dried foods (dried herbs, dried herb blends, dry tea blends) as specifically indicated in TIB #44.

Unacceptable Products:

Products that do not follow TIB #30 or TIB #44 guidelines. This includes but is not limited to pumpkin pie, sweet potato pie, cheesecake, custard pies, and cream pies, as well as pastries with potentially hazardous fillings or toppings; pumpkin, banana, and pear butters; rhubarb, tomato, pepper and watermelon jellies or jams.

The sale of live animals is not permitted.

From the Inspected Kitchen

This category is for Vendors who are using an owned or leased kitchen that is inspected by a county health department. Products may be juried at the discretion of the Goshen Market Committee.

Vendors must submit a “From the Kitchen” Vendor Application with “Inspected Kitchen” checked. A copy of the county health department certificate is required.

- Products must be prepared by Vendor in an inspected kitchen facility.
- Vendors must follow TIB #30.
- Product labels must follow state labeling guidelines. The Vendor’s name should be on the packaging or included with each sale.
- Produce (fruit/vegetable) ingredients in prepared food products should be locally grown.
- Ingredient lists should be available.
- Only food products which are wholesome and free of adulteration may be marketed.

Acceptable Products:

Baked goods that do not require refrigeration 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. Home vacuum-packed products, sandwiches prepared at home. Ice cream made in an uninspected facility. Home-butchered meat, poultry, or wild game animals. Raw milk or products made with raw milk.

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.

Vendors must submit a “From the Studio” Vendor Application, following the procedure outlined on it for artwork submission to the jury process.

- No fine art product may be sold until it has been approved through the jury process. The Goshen Market 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 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.

Guidelines for Non-Vendor Market Participants

Community Tables

- Must be a non-profit organization. There is no charge.
- Non-profit organizations may sell items as a fund raising activity.
- 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 Manager as soon as possible. “No-show” Community Tables will forfeit any and all future dates scheduled.
- The display table must be provided by the participating organization. Please have signage clearly identifying the group. The Market will also provide a “Community Table” sign to be displayed on the table during the Market.
- Organizations using Community Tables will follow the “General Rules for Market Operations” listed in the Rules and Regulations for their set-up and conduct during Market hours.
- Community Table participants 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.

Business Tables

- May be a for-profit organization. A non-profit activity (e.g. providing educational information of interest to the general public) is preferred.
- No items may be sold. Business literature may be available in the stall.
- Advance reservation is required as available space is limited. Any changes to reservation dates must be relayed to the Market Manager as soon as possible. “No-show” Business Tables will be billed for the day and will forfeit any and all future dates scheduled.
- Participation may be limited at the discretion of the Market Managers.
- The display table must be provided by the participating business. Please have signage clearly identifying the group. The Market will also provide a “Business Table” sign to be displayed on the table during the Market.
- Business Table participants are reminded that the focus of the Market is for Vendors to sell their wares. Business Table personnel will in no way interfere in any Vendor’s ability to do business, or in the running of the Market. Business Table personnel will stay within their assigned space and will not approach customers.

Market Co-Managers

The Market Co-Managers are paid positions with the following shared responsibilities:

- Final authority to interpret these regulations and make final field decisions and enforcement of the rules and regulations.
- Close St. Louis street to outside vehicular traffic at 6:30 a.m. using orange cones and barricades and prepare the street for vendors:
 1. Set up market 'furniture'.
 2. Set up tents and extension cords for musician, demonstrator, and Market Sprouts.
- Set up market table with t-shirts, raffle items, literature, etc. and prepare for EBT sales.
- Officially open/close market by ringing of the bell.
- Answer questions from customers and vendors.
- Conduct an ongoing inspection of all vendors to maintain market quality.
- Investigate complaints by and mediate disputes between vendors.
- Monitor fair pricing practices.
- At the close of the Market at noon:
 1. Pack up music and demonstration booth tents and extension cords
 2. Supervise loading of market 'furniture' and barricades properly in trailer.
 3. Clean up market space as required.
 4. Pick up traffic cones when all vendors are loaded and it is safe to open the street to normal vehicular traffic.
- 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, chalk, broom, etc.).
- Duties may be shared as needed, while maintaining financial accountability.

Co-Manager A (EBT)

- Is sole contact for reservation of stall space:
 1. Return phone calls and emails from vendors regarding stall reservations.
 2. Create a map of weekly vendor stall assignments.
 3. Direct vendors to assigned positions and interact with vendors during market hours. Resolve any disputes/problems.
 4. Maintain vendor tracking spreadsheet to record attendance and payments.
- Pay musician and demonstrator at the end of the Market day.
- Supervise credit/debit/EBT transactions.
- Tally cash receipts, make bank deposit, do summary reports, write/print checks.
- Provide all information required for financial audits by the Market Committee.

Co-Manager B (Market Sprouts)

- Plan and direct all Market Sprouts weekly activities; supervise helpers.
- Coordinate volunteers for Market Information Tent.
- Distribute token reimbursement checks.
- Verify vendor token redemption forms at close of the Market.
- Prepare pay record sheets and payment authorization forms for appropriate personnel.