

Macomb Farmers Market



City of Macomb Rules and Regulations Handbook May 19th to October 15th 2016

Questions about the Macomb Farmers' Market?
City of Macomb, Downtown Development
232 E. Jackson St.
Macomb, IL 61455
309.575.3015 or kterry@cityofmacomb.com

Questions on Food Regulations
McDonough County Health Department
505 E. Jackson St.
Macomb, IL 61455
309.837.9951

Macomb Farmers' Market Rules

May 19th through October 15th

Market Hours: Thursday and Saturday 7am to 1 pm

Every Tuesday Night June, July, August 3 pm to 6 pm

The Farmers Market is operated by the City of Macomb and managed by the Downtown Development Director. The Market Manger will collect funds, verify vendor participation, create outlets for signage, promotions, advertising, social media and events, and address concerns of vendors as well as customers.

Allowable products for Sale

The following products are items approved for sale at the Macomb Farmers Market and do not require additional licenses.

- This is not an all inclusive list, but includes:
- Fresh Fruits, Vegetables, Nuts & Seeds— Uncut & Not Processed
- Melons
- Popcorn & other seeds
- Organic Foods— not cut or processed
- Arts and Crafts

The following foods are allowed with restrictions:

- When hot or cold potentially hazardous foods are being sold, the cold foods must be at 41° F . or below and the hot foods must be maintained at 140° F. or above.
- Shell eggs require license by the Department of Agriculture & a retail license from the county for anyone who sells eggs anywhere except the farm, where the eggs are produced.
- Cut melons must be covered/wrapped and

iced. Any leftovers must be discarded after 4 hours. If you are giving samples, you must have a hand washing station and sanitized utensils for food preparation.

- Commercially raised mushrooms must have documentation showing their source.
- Honey can be sold without inspection as long as the producer does not make more than 500 gallons a year; otherwise, must be from an inspected source (IDPH, FDA or another state).
- Apple cider, shall be made in an inspected facility and must be treated to achieve a 5-log reduction of pathogens (Contact Health Department).
- Baked goods that are potentially hazardous such as those filled with cream or custard , egg-based or custard pies (pumpkin, custard, etc.) must be produced and packaged in an inspected facility and held under refrigeration of 41° F. or less. Non-hazardous baked goods such as cookies, cakes or fruit pies may be prepared in non-commercial kitchens and sold. Labeling requirements must be met. If you are producing these goods in your home you will need a Cottage Foods License.
- Herb vinegar and other flavored oils may be sold only if produced in a commercial processing plant.
- Fresh or dried herbs require a Cottage food license.
- Candies and caramel apples require a tempo-

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- rary food license.
- Ice cream may be sold if it is manufactured in a licensed dairy plant or in a retail food establishment but also requires a retail license from the county.
- The selling of meat requires you to be a Department of Agriculture Broker and be licensed by your county as a mobile retailer.
- Food not meant for human consumption (dog food, dog treats etc.) requires a license from the Department of Agriculture.
- THE RETAIL OF ANY FOOD THAT IS PHF OR GOES THROUGH A PROCESSING STEP MUST BE LICENSED BY THE MCDONOUGH COUNTY HEALTH DEPARTMENT (ex. Kettle Corn).
- Pickles, relishes and salsa must be produced in a commercial processing plant.

Foods that are prohibited:

- Home made ice cream
- Raw milk, cheese, yogurt or other dairy products
- All home canned foods (exception Cottage Food)
- Home vacuum packaged products
- Home butchered meat, poultry or wild game animals
- Home prepared sandwiches-all potentially hazardous foods must be prepared on-site in an inspected facility.

On-site Food Sales:

- Vendors wishing to prepare and sell ready-to-eat food at market must obtain a Temporary Food Permit. The permit is only valid in the

county it is obtained in. The application form is available by contacting the McDonough County Health Department. A copy of your permit must accompany your vendor application.

RULES

1. The designated "Market Manager" will collect funds, place vendors, verify they have filled out a vendor participation form and put out market signage. Any vendor not following the rules herein will be subject to expulsion after review. All disputes will be handled by the market vendors and Downtown Development office. Please contact the designated market manager each morning for daily payment upon arrival to the market.
2. All participating vendors should be set up and ready to serve customers by 7 a.m. to assure smooth customer service. If a prepaid vendor does not set up by 7:15 a.m. they will forfeit their prepaid spot for the day. If a prepaid vendor does not set up they will forfeit that day without refund.
3. We must be off location by 1:30pm to reopen the street.
4. Any vendor that sells produce that they have not grown at their own farm, must present a **4x8 visibly legible sign (will be provided by the farmers market manager)** at each market which states the specific produce and origin of produce that is purchased for resale instead of grown. **LABEL WARNING SYSTEM: ANY VEN-**

DOR THAT DOES NOT LABEL PRODUCTS WILL BE ASKED TO LABEL PRODUCTS. IF A VENDOR REPEATEDLY ABUSES THE RULES THEY WILL BE ASKED NOT TO RETURN AFTER THE THIRD INFRACTION.

5. Vendors should keep the overall atmosphere and experience of the market proper, clean, and hospitable
6. Individual vendors are prohibited from playing music that can be heard by other vendors or customers.
7. No hawking.
8. Annual vendor meeting will be held in February before the season begins.
9. Vendor owned pets are not allowed within the market area, with the exception of service animals. In addition, the sale of live animals is not allowed at market by vendors.
10. The City of Macomb carries a liability insurance policy to cover the needs of the city. We encourage vendors to carry their own liability insurance.

LABELING

The following information must be provided as a label on the package or container for processed food:

- Common name of the product
- Name, Address and Zip code of the packer, processor & manufacturer
- Net contents
- List of ingredients in descending order of predominance by weight
- List of any artificial color, flavor or preservatives used
- No nutritional label is required unless a health claim is made

FEES SCHEDULE

- \$5 for one day
- \$75 for one market day for the season
- \$150 for two market days a week for the season
- \$180 for Tuesday, Thursday & Saturday season
- Non-profits are welcome to set up at no charge
- Musicians are welcome to set up at no charge and put out a tip jar. The music must be without amplification and must get permission for their play date through the City of Macomb Downtown Development at 309.575.3015.

HOLD HARMLESS AGREEMENT

I/we will not hold City of Macomb responsible for injury to or the safety of my property, including theft, fire, accident, weather or other occurrence, nor shall they be held liable to me, my employee or agent for loss or injury from such cause. I shall assume full responsibility, therefore, and hold City of Macomb, their employees, members, officers, or directors harmless from any and all losses or damages arising participation in the Macomb Farmer's Market.





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232 E. Jackson St.
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Vendor Participation Form 2016

Name: _____ Date: _____

Name of Organization: _____

Address: _____

Telephone: _____ (Cell/Home)

Email: _____

Social Media/Website: _____

I carry my own liability insurance: Yes _____ No _____

Vendor Description of products or services:

Days I plan attending the farmers Market (Circle): Tuesday Thursday Saturday

I, _____ (Signature) have read and understand the hold harmless agreement used by the City of Macomb, Downtown Development.

I, _____ (Signature) have read, understand and agree to abide by the rules and regulations of the Macomb Farmers' Market.