



Monmouth Friday Farmers Market & More



Calling all Farmers, Crafters, Bakers, and Artists!

Applications are open for the 2023 Monmouth Friday Farmers Market & More (FFM&M). The summer and fall market will be hosted by the Monmouth Chamber and held at the 1st block of South 1st Street, June 2nd - October 27th, 5:00 p.m. - 8:00 p.m.

The winter market will be hosted by and held at the Warren County History Museum November through May. To sign up for the winter market, please contact Sarah Nevling at director@wchistorymuseum.com or 309-734-8433 for an application. Separate fees apply.

Fees

Full Season Vendors: Full season vendors are required to join the Monmouth Chamber of Commerce (\$144/year). There is no additional fee for the Friday Farmers Market & More. Membership is for a full year and provides additional benefits.

Weekly Vendors: \$20 per week

Food Trucks: Contact the market@monmouthilchamber.com for an application, insurance requirements, and fees.

Juried Application Process

- Submit the Market application and include at least five (5) photos of the items you will sell. Also include at least one (1) photo showing your market set-up and display.
- If accepted, you must provide a certificate of liability from your insurance company. Monmouth Area Chamber of Commerce and the City of Monmouth should be listed as additionally insured.
- This application process does not include any guarantee of exclusivity to exhibitors, nor does submission of this application guarantee acceptance into the market. You will be notified once approved.
- Email completed application and photos to market@monmouthilchamber.com, or mail to Monmouth Chamber of Commerce, Attn: Friday Farmers Market & More, 89 Public Square, Monmouth IL 61462

Monmouth Friday Night Market

June through October

Rules and Regulations, 2023

Farmers

- All agricultural products (produce, flowers, herbs, plants, meat, poultry, eggs, honey, etc.) must be grown/raised by the vendor, or if selling products from other producers, the source and location must be displayed.
- Organic products are defined as being grown on a certified organic farm. To label your products as organic, you must have a copy of your current certification available.
- Produce should be generally clean.
- Vendors are responsible for following product labeling rules and the rules set by the Illinois Department of Agriculture Weights and Measures.

Crafters, Artists

- All craft and art items must be either handmade by the vendor, or the character of the item must be substantially altered/embellished by the vendor.
- Items sold must reflect what is represented on the application and in supplemental photos. We do not allow flea market type items. Any items not meeting the above criteria may not be displayed or sold.

Food Vendors – pre-packaged

- Cottage food operations must meet all requirements of the Cottage Food Act.
- Only prepackaged food items will be allowed to be sold out of your booth.
- Please reach out to the Warren County Health Department [warrencohealth.com] for packaging information or a food permit application. The Health Department and other officials will visit the market to assure compliance with regulations.

Direct Sales Vendors

- A limited number of direct sales vendors will be allowed.
- Only one of each brand may set up each week. Approval will be on a first come first served basis; however, the display quality from the photos submitted with the application will be taken into consideration as well.

Attendance

- If you have reserved a spot at the market, but are unable to attend, you must let the market manager know as soon as possible so your space can be reassigned for the week. market@monmouthilchamber.com

Schedule

- The market runs from 5:00 – 8:00 p.m.
- All vendors must arrive no later than 4:30 p.m. and have their vehicle moved to the vendor parking area by 4:45.
- If you have notified the market organizers that you will arrive late, you will be allowed to set up at the end of the row of vendors but cannot drive into the market area.
- All vendors are expected to participate in the market until it closes. If you sell out of product, you can carry your supplies out of the market but cannot drive your vehicle into the market area.

Spaces and Displays

- The goal of the FFM&M is to provide a unique, family friendly market that draws in customers with boutique style pop-up shops. All displays must be well organized, nicely designed, and provide an enjoyable shopping experience to the community.
- Vendor spaces are 12x12. All displays must remain entirely within the space provided.
- All booths must have appropriate signage.
- Vendors will furnish their own tables, chairs, and display materials.
- Weights on tent legs are required. You will not be allowed to set up if you do not have your tent sufficiently secured.
- No electricity is available. You may bring a **quiet** generator. If the noise from your generator is a nuisance to the market, you will be asked to turn it off.
- Vendors with yard sale or flea market like displays will be asked to leave.

Taxes, Licenses, and Insurance

- Vendors are expected to familiarize themselves with local and state laws related to their business and are responsible for compliance including but not limited to laws related to licensure requirement, health regulations, sales tax, and insurance.
- Vendors are required by law to pay sales tax to the State of Illinois.
- Liability insurance is required. Questions regarding general liability insurance should be directed to the agency that provides your farm coverage or personal insurance.
- There is no required minimum level of insurance liability. All vendors participating in the Monmouth Friday Farmers Market & More shall be responsible for any loss, cost, expense that may arise as a result of the actions or negligence of the vendor or any of the vendor's servants, agents or employees. By signing the 2023 Market application, each vendor agrees to indemnify and hold harmless the Monmouth Chamber and the City of Monmouth. All vendors expressly acknowledge that no insurance is provided by the Monmouth Chamber or the City of Monmouth for the benefit of participants or vendors.

Market Categories - on the application, list the categories that fit your product(s)

Agricultural Products

Eggs
Flowers
Fruits
Herbs
Honey
Meat
Mushrooms
Nuts
Poultry
Vegetables

Baskets

Candles/ Melts

Carvings

Ceramics

Clay Craft

Clothing

Decorative Arts

Direct Sales

Fine Arts

Food

Baked goods
Canned goods
Jams/jellies
Pre-packaged snacks

Glass Work

Graphic Designs

Home Decor

Jewelry

Leatherwork

Metal work

Needlecraft/Sewing

Paper Craft

Personal Care

Balms
Herbals
Lotions
Soaps

Pet Care

Photography

Woodworking

Other

Monmouth Friday Farmers Market & More - Application

Business name:	
Owner / Vendor Name:	
Full Address:	
Phone:	Email:
Website:	
Illinois Business Tax No.	

Category(s)
Specific items for sale: List the items you intend to bring to market
Vendor Information: We would like to know more about you and your products.

***Include with your application 5 photos of your farm product, craft, baked goods, or art. Also include at least one photo showing your market set-up and display.**

Select

- Full season vender – must become a member of the Monmouth Chamber of Commerce.
- Weekly vender, \$20 per week. If paying in cash, payment must be submitted in a sealed envelope and labeled properly with vendor name and date. Options for online payments will be available.

I have read and understand the Monmouth Friday Farmers Market & More Rules & Regulations. I acknowledge that any work or property is displayed at my own risk and the Monmouth Chamber is not responsible for any loss, theft, damage or personal injury suffered from any cause. I further acknowledge and agree that I may be asked to remove any product that does not meet the standards of the Market. I also understand that the Monmouth Chamber reserves the right to reject any vendor. I release all rights to photography taken during the market for future use in advertising.

Signature: _____ Date: _____