



Humpday Farmers' Market

2023 Season

2421 West Main St., Carbondale, IL

Greetings from The Humpday Farmers Market (HDFM)!

We appreciate your interest in our Wednesday marketplace. To participate as a vendor, you must apply to sell at the HDFM and be approved. HDFM is a producer only market, meaning that you must grow it, make it, or bake (cook) it to sell at the market. You need to return the completed vendor agreement by March 1st – we will make decisions shortly after that and you will be notified by Friday, March 10th. Also send a text to Margie Sawicki at 618-407-8033 as soon as possible to let us know that you are sending an application. We will be recruiting other vendors so that we can assure a full market.

Applying does not guarantee you a space at the market. All vendor applications are reviewed and carefully considered. After review, applicants will be notified by phone or e-mail of the status of their application within two weeks. All accepted vendors will be asked to provide a short bio about their farm and pictures or a short video showcasing unique elements of their farm. Please review the provided check list as incomplete applications will not be considered.

Market hours are Wednesdays from 3:00 to 6:00 p.m., April 5th thru October 25th. This market, as all farmers market, is a rain or shine market, hot or cold. The market will be in the parking lot of Legacy Fitness at 2421 West Main Street, Carbondale. Set-up for market begins at 1:30 p.m. Take down must be completed by 7:00 p.m. No retail sales are allowed prior to the start of the market. Vendors are not allowed to leave market early, unless previously approved by the market manager.

Weather: The market manager will discuss the safety situation of questionable weather with the market board and contact vendors if there is a cancelation of market. Often when there is heavy rain or lightning, we retreat to the vehicles until the threat subsides. Customers count on consistent market presence for all farmers markets.

By Law: you are required to report your own sales and remit the sales taxes on those sales to the Illinois Department of Revenue. Raw foods are taxed at 1% and processed and non-food goods are taxed currently at 8.75%.

Additionally, all vendors must submit proof of Liability Insurance upon approval of application.

Thank you again for your interest in The Humpday Farmers' Market, and we look forward to receiving your application. If you have any questions, please do not hesitate to contact me (Angela) at 618-713-1282.

Regards,

Angela Batson

Angela Batson
President

abatson9@gmail.com

The Humpday Farmers' Market Vendor Application

2023 Season

Farm/Business Name _____
Contact Person: _____
Primary Phone: _____ Cell Phone: _____
E-Mail: _____
Mailing address: _____
City: _____ State: _____ Zip code: _____

√ **Attach a short bio about your farm and pictures/video for promotion of your farm on Facebook**

PLEASE COMPLETE THE FOLLOWING SECTION(S) APPLICABLE TO THE PRODUCTS YOU WISH TO BRING TO MARKET

FRUIT AND VEGETABLE PRODUCERS

What crops will you bring to market and at what times of the year?

Describe insect and disease control practices

Describe weed control practices

List product name and active ingredient in any pesticide used (insects, disease, weeds)

Check off all the methods you use to increase soil fertility on your farm:

Compost Synthetic fertilizers Organic sprays/powders
 Animal manure Cover crops crop rotation
 Mulch Soil test

MEAT, DAIRY, EGG, FISH, POULTRY PRODUCERS

ATTACH A COPY OF ALL REQUIRED CERTIFICATIONS/LICENSES REQUIRED TO SELL YOUR PRODUCTS. THE MARKET DOES NOT PROVIDE ELECTRICITY. YOU MUST BE SELF-SUFFICIENT IN ACCORDANCE WITH THE RULES OF THE JACKSON COUNTY DEPARTMENT OF PUBLIC HEALTH

Do you use any feed additives or injectables to supplement the animals' normal diet?

Yes No If yes, what do you use?

Describe your nutrition and forage practices

Do you use any hormones, antibiotics, or growth promoters to maintain the animals' health? Yes No
If yes, what do you use and how do you use it?

Describe you how you fight disease, parasites, and illness in your animals.

What type of confinement or range do the animals have to feed and move around in?

How do you manage invasive weeds in the pasture? List mechanical controls, fertilizers or herbicides used in the pasture.

What processor(s) is used for meat processing?

CERTIFIED FOOD PROCESSORS/COTTAGE FOOD VENDORS

Cottage Food Operations will be expected to comply with the new regulations for “Home to Market Act” and register with your local health department. You can find a link to the IDPH Cottage Food Guide at:

https://extension.illinois.edu/sites/default/files/idph_cottage_food_guide-2022.pdf

If you are not certified, then you may take a preparatory course from U of I Extension for \$25 to prepare yourself for taking the national certification exam through ANSI to obtain your certification of ANSI Certified Food Protection Manager (this is a higher level of preparation than a certified food handler).

<https://extension.illinois.edu/cottage-food/training>

List the major ingredients that go into your products – we strongly encourage ingredients that are locally sourced!

Are you personally involved in the preparation of your products? ___Yes ___No

Do you prepare your products in a commercial, professionally inspected kitchen? ___Yes ___No

If **yes**, attach inspection report

If **no**, attach a copy of your Illinois Cottage Food registration and your ANSI Certified Food Protection Manager Certificate. You must register with your county Department of Health – they will issue a Certificate of Registration with a Registration Number. This registration number will be required on your product labels.

What products have you been approved by your county health department?

Since Humpday Farmers’ Market takes place in Jackson County, you should make a courtesy call to let them know you are at the market. Always have your certificates with you, because the Health Department will make at least one inspection visit at the market during the season.

Are you interested in offering samples of your Illinois Cottage Food products for customers to taste at the market? ___Yes ___No

If yes, then you must apply for a IDPH Farmers Market Food Product Sampling Handler Certificate and have it on hand at the market. If you have an Illinois Food Service Sanitation Manager Certificate, then the fee is \$10, and you must comply with the rules of IDPH for keeping food safe for consumption.

NON-FOOD, ARTISAN, CRAFT VENDORS – CREATIVE PROCESS

Please describe the products you wish to bring market and how the products are created. Highlight any local input sources. No kit constructed products and no resale products will be accepted. Send pictures of your art/creations with your application for review.

VENDOR RATES

The market has two vendor categories:

- 1) **seasonal vendor** – all 30 market weeks. Rental fees are prepaid in 1 or 2 installments. No refunds for missed market days but you receive a discount for paying up front for the whole season.
- 2) **daily vendor** – selling on 1-30 market weeks – but rental fees are paid weekly on the day of market.

Seasonal Vendor: The seasonal vendor rental fee for 30 markets is \$260, rather than \$300.

- Seasonal vendors commit to attending every market of the season, receive location assignment and can choose to be in the same location each market week.
- This requires early payment for the market season – paid in full on the 1st market day, 4/5/23.
- The seasonal vendor does not need to notify the HDFM President of their intent to participate each week. *However*, they must notify the HDFM President as soon as possible if they will miss a market. No refunds for missed market days.
- Seasonal vendors are featured on the HDFM website, social media postings and marketing material – including press releases.

NOTE: Seasonal Vendors may also arrange to make 2 payments of \$130 on 4/5/23 and 7/5/23. If this causes a hardship, then speak with the HDFM President, Angela Batson at 618-713-1282.

Daily Vendor: The Daily vendor rate is \$10/day paid on the day of market.

- Daily vendors must contact the HDFM President by 2pm on Monday prior to the Wednesday Market.
- Daily vendors can be featured in the HDFM website if they plan to attend at least half of the market days.
- Daily vendors will be included in the social media postings, if information is provided via text to Margie Sawicki by Monday evening prior to market.

Daily Vendors: Please circle the dates that you anticipate attending the Humpday Farmers' Market in 2023					
April	5	12	19	26	--
May	3	10	17	24	31
June	7	14	21	28	--
July	5	12	19	26	--
August	2	9	16	23	30
September	6	13	20	27	--
October	4	11	18	25	--

All vendors are strongly encouraged to actively communicate via texts. To be included in the weekly social media posting, all vendors need to send updated product list to the Margie Sawicki via text to 618-407-8033 by Monday evening prior to the market day. Pictures of the products are appreciated. Texts are the primary method of communication with vendors.

INSURANCE INFORMATION

Policy minimum: \$300,000.00 -- All vendors must provide proof of liability insurance prior to vending at the market in the form of a "Certificate of Insurance" listing the following as additional insured:

The Humpday Farmer's Market, LLC

The Humpday Farmers Market, LLC is the managing body for the market. This document may be sent to the Market Manager at the same address or e-mailed directly from your insurance provider to:

sawickimarjorie@gmail.com

Insurance provider: _____ Policy no: _____

Expiration date: ____/____/____

APPLICATION CHECK LIST

___ Completed application and short farm bio.

___ Copy of your certificate of insurance, listing Humpday Farmers Market LLC as additional insured

___ Copy(ies) of ALL certifications (Certified Food Protection Manager), licenses, permits, etc... related to your market products

___ Product list & detailed local ingredients for prepared foods from cottage food operations/certified kitchens

___ Photos of sample artisan craft items for sale

___ Provide 3-5 photos of your work/farm attached to this application (digital photos preferred)

Applications without all the paperwork, will be considered incomplete.

Signature and Understanding

I have read and agree to follow all The Humpday Farmers Market policies. I understand that failing to abide by the market policies may result in the loss of vendor privileges. As a vendor at The Humpday Farmers Market, I also agree to assume the full risk of any injuries and damages, and that the above-mentioned items are produced in accordance with all county, state, and federal laws.

Signature of applicant _____ Date: ____/____/____

Printed name of applicant: _____

Mail application (digital preferred) and all required certificates that you hold to:

The Humpday Farmers Market
c/o Margie Sawicki
1480 Brown Lane
Dongola, IL 62926
sawickimarjorie@gmail.com
618-407-8033