

**2008 Klehm Arboretum Farmers Market
Vendor Registration**



Please print clearly

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Products I will be selling

I have read the rules and regulations of the 2008 Klehm Arboretum Farmers Market and agree to comply.

Signed _____ Date _____

Fee _____ \$50 Full season, 15 weeks - June 16 to September 22

_____ \$10 Daily, unreserved Date _____

Make checks payable to Klehm Arboretum & Botanic Garden (KABG)

Return form and payment to:

Klehm Arboretum & Botanic Garden
2715 S. Main Street
Rockford, IL 61102
(815) 965-8146

Questions about Farmers Markets? Contact the University of Illinois Extension Office at
(815) 986-4357

Klehm Arboretum & Botanic Garden Farmers Market 2008 Rules

1. The Klehm Arboretum & Botanic Garden Farmers Market will begin on Monday, June 16 and continue until September 22. The ending date may be negotiated depending on weather conditions.
2. The Market will be located in the parking lot of Klehm Arboretum & Botanic Garden, 2715 South Main Street, Rockford, IL 61102.
3. The Market will begin each Monday at 4:00 p.m. and end at 7:00 p.m. No sales may take place before 4:00 p.m. unless all vendors are set up and agree that the Market may start.
4. Vendors should be set up by 3:45 p.m. and ready to sell at 4:00 p.m.
5. Vendors supply their own tables, tents and other display items.
6. The Market will proceed rain or shine. In case of inclement weather, if room is available, the Market will move inside.
7. Fees will be as follows:
 - a. Whole season (15 weeks): \$50
 - b. Daily: \$15. Vendors must be set up and ready to sell by 4:00 p.m.
8. The following items may be sold at the Klehm Arboretum & Botanic Garden Farmers Market: Produce must be grown within a 75 mile radius of Rockford. All plants must be grown by the seller. Acceptable products include: vegetables, fruits, nuts, berries, grains, herbs, dried fruits or vegetables, cut or dried flowers grown by the seller. Bulbs propagated by the seller. Unrefrigerated baked goods baked by the seller in a commercial kitchen. Produce may be purchased from another grower only upon the notification and approval of the Market Manager. Purchased produce must be grown within a 75 mile radius of Rockford and the vendor must show an affidavit of an agreement between the grower and vendor for the sale of the produce. No produce purchased from a commercial grower may be resold at the Klehm Arboretum & Botanic Garden Farmers Market.
9. Each week the Market Manager will assist in determining the minimum price for market items. Vendors must price their items no lower than the minimum price set. Vendors are discouraged from undercutting prices, "dumping" or "getting rid of" produce by giving away to customers or reducing prices by more than half of the original price.

10. Complaints by other vendors will be reviewed by the Market Manager and, unless corrected, the vendor may be asked to leave the Market and forfeit their fee for the day.
11. Each vendor should present him or herself in a professional manner, keeping themselves and their displays clean and orderly. No hawking or crying out is allowed.
12. Each vendor is responsible for leaving their space clean. Vendor spaces must be clean and vacated by 7:30 p.m. each Monday.
13. The Market Manager will perform the following:
 - a. Register vendors and confirm each vendor reservation.
 - b. Collect fees and assign vendor's space.
 - c. Keep record of minimum prices.
 - d. Coordinate set-up of booths.
 - e. Monitor the Market to ensure that rules are followed.
 - f. Hear and follow up on complaints regarding vendor sales or behavior.
 - g. Assist with publicity for the market.
14. All products must be inspected, stored, transported, packaged and labeled according to federal and state requirements. The vendor is responsible for all required certification and/or licensing. All vendors will be responsible for liability insurance covering their own products.

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