



VILLAGE OF FOX LAKE PUMPKIN JUBILEE RULES OF OPERATION 2018

LOCATION OF EVENT

The 2018 Fox Lake Pumpkin Jubilee is located at the Fox Lake Community Garden Green – 17 E. School CT, in downtown Fox Lake, IL 60020.

PRODUCER DEFINITION

A grower or producer is a person offering for sale articles for consumption, such as fruit, vegetables, edible grains, nuts and berries, apiary products, maple sugars, syrups, baked goods, food ready for consumption, and nonedible articles, such as cut or potted flowers, which articles have been raised, prepared or processed by the grower or producer, members of his family or by persons in his employ and subject to committee approval. The participant must receive approval for all products being brought into the Fox Lake Pumpkin Jubilee for sale.

If this rule is violated and substantiated, the participant will be asked to leave No additional items for sale will be added during the event without pre-approval by the Village of Fox Lake and Fox Lake Pumpkin Jubilee Management.

CRAFTER DEFINITION

A Crafter is a creator of manual arts. Products must be handmade, and not be manufactured or purchased from large distributors. The participant must receive approval for all products being brought into the Fox Lake Pumpkin Jubilee for sale.

If this rule is violated and substantiated, the participant will be asked to leave No additional items for sale will be added during the event without pre-approval by the Village of Fox Lake and Fox Lake Pumpkin Jubilee Management.

ENFORCEMENT OF RULES

Participants of the Event (producers and not-for-profit organizations) must at all times conform to event rules. The Pumpkin Jubilee Manager has full authority to enforce all rules. Any participant failing to comply therewith will lose their space at the discretion of The Village of Fox Lake. The event's rules supplement Village code and provisions.

TIMES AND HOURS OF THE EVENT

The Fox Lake Pumpkin Jubilee will operate on Saturday October 13, 2018. Hours will be 3:00 p.m. to 7:00 p.m. Producers and vendors are requested to have their vehicles in place by 2:15 PM. Producers and Craft Vendors can start setting up at 12:00 p.m. on October 13. **By 8:00 p.m. the Community Garden should be vacant.**

PLEASE DO NOT BLOCK TRAFFIC when unloading or loading. If you do not have a designated parking space within the market, do not park on the street where customers need to park. A violation of this rule could result in expulsion from the market.

DISPLAYING AND SELLING GOODS

Goods may not be sold directly from the trucks. You are encouraged to use your trucks for storage of extra produce and refrigerated goods. Participants must furnish their own tables, chairs, or other display items. You should provide a dolly or cart if needed to transport your products and your setup goods. Participants may not erect a sign of any kind that restricts traffic flows or sight lines to other vendors.

All items must be clearly marked showing prices in full view of customers. In case of rain, you must provide your own protection as the Pumpkin Event Jubilee is the Fox Lake Community Garden with no shelter provided. A map will be provided to you to show you where your parking space will be.

PRODUCER CONDUCT

Vendors at the Fox Lake Pumpkin Jubilee, as well as their employees, shall at all times conduct themselves in a pleasant and courteous manner. Vendors and their employees shall avoid using all unduly loud, vulgar, profane or otherwise disagreeable language. They shall avoid any belligerent action or actions, which lead to or promote disputes, disagreements, or altercations with other producers, prospective customers, visitors or any other persons on the event premises. In the event other persons, other than a producer or his employees, cause or promote an altercation or dispute with a producer, the producer shall seek the advice and assistance of the Event Manager.

GENERAL REGULATIONS: NO PRODUCER SHALL

- Sell apiary products, maple sugars or syrup and processed food unless properly labeled in accordance with State Standards for labeling.
- Sell or offer any article according to weight except in accordance with the established standards for weight in the State of Illinois.
- Sell or offer any article for sale, which is not theirs, or that of their family or persons in their employ.
- Sell or offer any unwholesome or spoiled articles
- Attract attention to their goods by hawking or crying out.
- Sell or offer any article without obtaining an Illinois State Tax License for the current year and have it in their possession.
- Transport or display food without adequate protection against contamination. Delivery trucks and other equipment used for transportation and display shall be kept clean at all times.
- Allow any waste, garbage or any other refuse to remain in or near his space after the closing hour of event day. The producer is responsible for removal of all such waste from the event grounds.
- Park on the street or Garden in spaces intended for our customers.
- LEAVE THE EVENT BEFORE 7:00 PM. SEE THE EVENT MANAGERS IF YOU HAVE AN EMERGENCY REASON TO LEAVE EARLIER.

ORGANIC PRODUCE

A participating vendor may bring in organically grown produce. They must be able to certify that the produce is organically grown and must forward to the Village of Fox Lake appropriate documents substantiating that they are organic growers.

LIABILITY AND INSURANCE

The Village of Fox Lake will not be responsible for theft or damage of property or equipment from the stalls, or elsewhere on the Event premises. The Village of Fox Lake **REQUIRES** that all producer participants of the Fox Lake Pumpkin Jubilee carry Liability insurance and have proof of said insurance with them at all times when present at the Market, as well as on file at the Village of Fox Lake Village Hall Office. The minimum liability level of insurance is \$1,000,000, and Workers Compensation Insurance. Additionally, the Village of Fox Lake must be listed as an additional insured. **Proof of insurance must be submitted before the first day of Market. The certificate of insurance must list the Village of Fox Lake, 66 Thillen Drive, Fox Lake, IL 60020 as an additional insured.**

LAKE COUNTY HEALTH DEPARTMENT CERTIFICATE:

All vendors at the event handling, selling, or sampling any ready to eat food product must have a valid Lake County Health Department, or meet their requirements. **You must have this certificate with you at your booth at all times.** Representatives of the Lake County Health Department will make periodic inspections. This is the responsibility of the vendor, not the Village of Fox Lake.

QUESTION OF PRODUCE LEGITIMACY

- The following procedure will be used if a farmer's produce is questioned regarding its origin on his farmland:
- The person challenging a farmer's product legitimacy should first discuss the complaint with the Event Manager.
- Should the matter not be resolved in this manner, then a signed complaint should be put in writing and given to the Event Manager.
- The challenged vendor will be told by the Event Manager of the complaint and informed that if the questioned goods are not produced by him, he should cease to bring them to the Event.
- If the complaints are such and the amount is sufficient, it is the discretion of the Event Manager to make the recommendation that the Vendor be removed from the Event.

ACCEPTANCE OF RULES _____

DATE _____



**2018 FOX LAKE PUMPKIN JUBILEE
PRODUCERS APPLICATION FOR PERMISSION TO SELL**

DATE _____ IL SALES TAX LICENSE NO. _____
(If license has not been received, give Date of Application)

NAME _____ ADDRESS _____
(Street/Road and House Number)

POST OFFICE _____ STATE _____ ZIP _____ PHONE: _____

CELL PHONE _____ E-MAIL ADDRESS _____

STALL SIZE YOU WILL NEED _____

EXACT LOCATION USED FOR PRODUCTION _____

ITEMS OF PRODUCTION FOR SALE:

TRUCK GARDEN _____

CRAFTS _____

ART /
PHOTOGRAPHY _____

ORCHARD _____

BERRIES _____

FLOWERS _____

GREENHOUSE _____

NONREFRIGERATED, BAKED GOODS _____

REFRIGERATED GOODS _____

ORGANIC (Must be substantiated) _____

OTHER (Please list) _____

AFFIDAVIT

I, _____, hereby agree to sell or offer for sale via the Fox Lake Pumpkin Jubilee, only such items as listed above, which are of my production on the above described property. Further, I acknowledge full responsibility for all activities and conduct. I also affirm that I carry an insurance policy that will protect against liability and that I must carry proof of said insurance when attending the Fox Lake Pumpkin Jubilee. I additionally, have listed the Village of Fox Lake as an additional insured for the purposes of the Fox Lake Pumpkin Jubilee. I additionally give the Village of Fox Lake all rights to advertise utilizing my provided business name, logo, and take any photos of my materials while on site at the Fox Lake Pumpkin Jubilee.

Pumpkin Jubilee Information

Location: Fox Lake Community Garden Green – 17 E. School CT, Fox Lake, IL 60020

Date and Time: October 13th 2018 from 3 p.m. to 7 p.m.

Website: www.foxlake.org

Email: trujillom@foxlake.org

Please remit all contracts and correspondence to:

Address

Village of Fox Lake
66 Thillen Drive
Fox Lake, IL 60020

Email

trujillom@foxlake.org

Phone Number

(224) 225-1404

FOX LAKE PUMPKIN JUBILEE EVENT INFORMATION SHEET

Name of Business: _____

Address: _____

City, State, Zip _____

Phone _____ Cell Phone _____ E-mail Address _____

Product Produced: _____

How Many Years in Business: _____

What is the history behind your Business (How did it get started, etc.):

Please give us a few details about the Business - A funny story, event of historical significance, awards, etc.

Please give us a website address:

Please email a logo to trujillom@foxlake.org so we can advertise your participation on our website and Facebook page.

Please Return this by Friday October 5, 2018 at 1:00 p.m.

Please contact the Lake County Health Department at (847) 377-8040 to make sure that you will be in compliance with their rules before they conduct an inspection on the day of the event. They also will follow-up with us at the Village of Fox Lake if you are not working with them as needed.