

# Boone County Harvest Fest 2011

## Vendor Policy and Rules

### 1. Goal:

It is the goal of the Kishwaukee Riverfront and its partners to provide an annual event for local farmers, businesses, and artists to mingle with members of the Boone County Community in a friendly and responsible manner. The goal also includes the opportunity for local growers and artists to deal directly with members of the local community and each other.

The goal includes helpful communication so vendors are aware of their duties and responsibilities when participating in the Harvest Fest.

It is also intended to support and enhance the Boone County community as a whole. All proceeds from vendor fees go to the Kishwaukee Riverfront for future path development.

### 2. Time and Place:

The market will be held Saturday, October 15, 2011 from 10:00 A.M. to 4:00 P.M. The market will be located in Belvidere Park in the Festival Arts area across from Baltic Mill, 920 W. Lincoln Ave., Belvidere, IL 61008.

### 3. Eligibility:

Striving to maintain a "local" market, only those vendors who grow, raise, produce, or craft their goods within a 50 mile radius of 920 W. Lincoln Ave., Belvidere, IL 61008 may participate in the market.

### 4. Liability:

Vendors are responsible for their own personal liability, as well as product liability. Contact the Boone County Health Department with any questions regarding food items.

### 5. Items:

Vendors may sell, market, or distribute any or all of the following items from the local area:

#### a. Food.

Food items include, but are not limited to, fresh and/or dried vegetables, fruits, nuts, herbs, coffee, tea, and other specialties: eggs and meats, syrup, honey, canned goods, pickles, preserves, jam, jellies, and baked goods.

#### b. Local Crafts.

Craft items include, but are not limited to, home-made soaps, scrapbooks, cards, ornaments, candles, jewelry, wood or "ivory" carvings, fabrics & textiles, drawings, photography, pottery, glass, and personalized books.

#### c. Other.

Other items include, but are not limited to, cut flowers, potted flowers, dried floral arrangements, bedding plants, bulbs, cornstalks, straw, or other seasonal decorations.

All items that vendors make available for sale or distribution at the farmers market must comply with all applicable laws, regulations, and ordinances. Vendors may direct questions about allowed items to Donna McDaniel at 815-547-4252 or Deanna Doty at 815-547-5711.

## **6. Vendor Responsibilities:**

### **a. Set-up.**

All vendors participating must be in the Festival Arts area of Belvidere Park, present and set-up by 8:00 A.M. on Saturday morning, or their space may be granted to another vendor for that day. Vendors are to remain in their assigned space for the duration of the day.

### **b. Displays.**

Vendors must supply their own tables, tents, and other miscellaneous display items as needed. Vendors are also responsible for properly securing their displays to withstand wind or adverse weather conditions, and to keep their displays neat and clean during the event.

### **c. Regulations.**

Vendors must ensure that all of their items have been inspected, stored, transported, packaged, labeled, and maintained in accordance with any applicable laws, regulations, rules, and ordinances, and that they have obtained any required certification, permits, or licenses to sell, market, or distribute their items.

### **d. Insurance.**

Vendors are responsible for obtaining liability insurance for their property. The Kishwaukee Riverfront, Belvidere Park District, and Boone County Conservation District are not responsible for any vendor property that is lost, stolen, or destroyed.

### **e. Conduct.**

Vendors should be respectful and professional while at the event, before, during, and after market hours, including set-up and take-down of displays.

### **f. Closing.**

Vendors must promptly take down their displays and vacate their spaces when the market concludes at 4:00 P.M. Vendors are responsible for leaving their spaces as clean as when they arrived. All garbage must be removed and placed in the nearest refuse containers.

### **g. Attendance.**

If vendors fail to attend the event for any reason, no participation fee refund will be made. Additionally, no refunds will be made in the event of adverse weather. A rain site has been secured at the River's Edge Recreation Center, 1151 W. Locust Ave., Belvidere (across the river from the Baltic Mill).

## **7. Prohibited Activities:**

The following items and activities are prohibited at the event:

### **a. Smoking, alcoholic beverages, or illegal drug possession or use.**

Smoking, alcoholic beverages (outside the posted wine tasting event), and possession of any illicit or controlled substance will not be tolerated.

### **b. Political Campaigning.**

Vendors may not endorse nor oppose any candidate for public office while at the event.

The Riverfront Committee and/or Belvidere Park District staff will oversee the Boone County Harvest Fest, and will be available to answer questions from vendors. If it is determined that a vendor is not in compliance with this policy, the vendor may be asked to leave the event. The Riverfront Committee and/or Belvidere Park District reserve the right to amend or change this policy at any time and for any reason.