



**2020 ROLLING MEADOWS
CITY MARKETS
RULES & REGULATIONS**



CHANGES AT THE 2020 ROLLING MEADOWS CITY MARKETS DUE TO COVID-19

We are happy to secure City Market dates in Rolling Meadows at this time, but must advise all vendors that new market policies and procedures, emphasizing social distancing and sanitization precautions, will be in place to maximize the health and safety for all attendees. **These new safety policies will be communicated to vendors in a separate notification titled “BEST PRACTICES TO MINIMIZE COVID-19 RISK AT THE CITY MARKETS”.** The City of Rolling Meadows reserves the right to cancel any 2020 City Markets at any time.

PURPOSE

The purpose of the market is to provide the residents of Rolling Meadows and area visitors with access to fresh, locally-grown produce, exciting prepared food, artesian-crafted items and other vendor products, while providing family-friendly attractions and entertainment for all age groups.

2020 MARKET DATES

Saturdays: 10:00 am - 2:00 pm

2720 Kirchoff Road, Rolling Meadows, IL 60008 - Community Church of RM parking lot

June 27th	(4th Saturday)
July 18th	(3rd Saturday)
August 22nd	(4th Saturday)
September 26th	(4th Saturday)

2020 MARKET PRICING POLICY

To ensure consistent vendor participation for the 2020 season, the Rolling Meadows City Markets will charge vendors for booth space at each market.

If you sign up for:

1 market date ->> \$30 non-refundable fee

2 market dates ->> \$60 non-refundable fee

3 or 4 market dates ->> \$90 **REFUNDABLE FEE**, if **AT LEAST 3 DATES ARE ATTENDED**

- All payments are due 1 week before the 1st date of selected markets.
- Cash and checks are accepted and payable to: City of Rolling Meadows
ATTN: Market Manager, 3600 Kirchoff Road, Rolling Meadows, IL 60008
- Credit cards are now accepted. Please see the secure link in the “2020 City Market Vendor Application” found at www.cityrm.org or call for more information.
- ABSOLUTELY NO EXCEPTIONS will be made for missed market dates.
- Refundable market fees will be dispersed after September 26, 2020. (End of the Rolling Meadows market season).

The Market Manager reserves the right to deny vendors’ admission to any Rolling Meadows City Market events based on your payment of past fees, violations and/or penalties.

LICENSES AND PERMITS

The City will secure all necessary licenses and permits for the market. Vendors selling food items need to agree to a health inspection the day of the event and provide their proof of business license and/or certificate of insurance, if asked for. The City of Rolling Meadows Health Inspector follows the Cook County Health Department guidelines.

ADMISSION CRITERIA

The City will select vendors based on the following criteria:

1. Completeness of application;
2. Vendor’s attendance and general history with the City of Rolling Meadows Market;
3. The type and quality of products offered;
4. The uniqueness of products offered;
5. Extent to which product(s) are consistent with the Rolling City Markets focus and purpose.

ESTABLISHING THE MARKET MANAGER

The Market Manager is appointed by the City Manager and is authorized to oversee the following:

1. Selecting and registering both seasonal and daily vendors;
2. Assigning spaces at the market for vendors;
3. Collecting the seasonal fees for market spaces;
4. Collecting “insufficient notice of cancellation” fees from offending vendors prior to the opening of their next scheduled market;
5. Handling day-to-day administrative issues which arise;
6. Enforcing market rules, regulations and administering penalties;
7. Answering inquiries and responding to complaints from customers and vendors;
8. Working with local businesses and media and promoting the market by advertising;
9. Making sure the market complies with applicable local, state and federal regulations;

10. Administering the financial and business affairs of the market.

VENDOR RULES

ATTENDANCE

Vendors are expected to attend all markets they have signed up for, as designated on their current year's application. Excuses for cancellations of any type will not be granted and may affect an anticipated refund, per the 2020 Market Pricing Policy. Your cooperation is greatly appreciated with this important market policy.

TIMELINESS

Saturday market times are from 10:00 am - 2:00 pm. Vendors are expected to arrive no later than 9:30 am. We encourage all vendors to be ready for shoppers by 9:45 am, as we often have early attendees. Late arriving vendors place unnecessary burden on other vendors and City Staff, and pose a threat to the safety of all market attendees. The Market Manager has the right to deny market entry to any late vendor.

VENDOR PLACEMENT

Vendor placement is entirely under the direction of the Market Manager. Placement is not guaranteed market to market.

TABLES, TARPS, TENTS AND SIGNAGE

Sellers must furnish their own tables, chairs, drop clothes displays and tents. Please provide adequate signage to designate your company's name and product offering. Tents must be securely weighted down; using weights or gallon jugs of water or sand works well for this purpose.

DESCRIPTION OF SELLING SPACE

The Rolling Meadows Community Church will provide market vendors with optimal pedestrian and vehicle exposure in downtown Rolling Meadows. Vendor booths will be set up in the church lot or along the sidewalk (on the grass), facing the street, along Kirchoff Road. The Market Manager will assign designated 10' x 10' selling spaces for booths, and larger spaces for other vendors based on need. Food trucks will be placed in the church parking lot. Picnic tables will be set up next to the food trucks/booths.

PARKING

VEHICLES WILL NOT BE ABLE TO PARK BEHIND A VENDOR'S BOOTH SPACE. Market booth vendors will be asked to park their vehicles in the designated Community Church parking lot. ENTER THE LOT FROM KIRCHOFF ROAD AND FOLLOW THE "EVENT PARKING" SIGNS. Please note: the Meadow Drive parking lot entrance will be closed to the public until 11:00 am on all market days.

VEHICLE UNLOADING

Unloading zones will be designated to you upon entering the market parking lot. Please follow signs and instructions for the designated unloading zones. We ask that you keep your vehicle unloading/loading time to a minimum to help other vendors complete their process efficiently.

HEALTH INSPECTIONS

All food vendors will be subject to Health Inspections as determined necessary by the City of Rolling Meadows. The City follows the Cook County health inspection guidelines. Health inspections are to occur every market day (or event), approximately 30 minutes before the start of the market event. Failure to appear 30 minutes before the market can be grounds for disallowing sales that day.

PRODUCT TEMPERATURE

The Vendor is responsible for monitoring and maintaining proper temperatures in accordance with City of Rolling Meadows and the State of Illinois health codes. Vendors who sell products that must be kept refrigerated or frozen must have an accurate thermometer on-site.

Meats and Poultry: must be held at 0 degrees or lower

Eggs: Must be held at 40 degrees.

Dairy and Cheese: Must be held at 40 degrees.

NOISE REGULATION

Radios and music are not to be played during market hours (except as provided by the City). Product promotion must be limited to space assigned to the producer.

TRASH MANAGEMENT

Before leaving the market, all vendors must remove all matter and debris from their area. Repeat offenders may face suspension or eviction from the market.

STANDARDS OF CONDUCT (for vendors and their employees)

- Be knowledgeable about products (how it is grown, used, produced, etc).
- Unreasonable, outrageous or disruptive activities and behavior are prohibited.
- Be courteous, professional and presentable at all times.
- Display clear, visible signage on your booth, table or truck to clearly designate your business type to customers.
- Producers experiencing difficulty with customers are encouraged to refer the matter to the Market Manager.
- Distribution of printed materials not pre-approved by the Market Manager are strictly prohibited.
- Loitering or solicitation is strictly prohibited outside of assigned market area.

DISCIPLINE OR REMOVAL OF A VENDOR FROM THE MARKET

Vendors who fail to abide by the rules and regulations shall forfeit selling privileges at the Rolling Meadows City Market. Vendors may be suspended or removed from the market for the following reasons:

- Failure to obey and conform to State or Local law, and ordinance, or the Market rules and regulations;

- Causing or maintaining unsafe or unsanitary conditions;
- Repeated failure to attend scheduled markets;
- Repeated tardiness to scheduled markets;
- Behavior that obstructs any other vendor's commerce or ability to transact business;
- Not being a good neighbor; or
- Not cleaning up after the event.

A vendor is responsible for the actions of its representatives, employees and agents. The decision by the City of Rolling Meadows and its Market Manager shall be considered final; however, a written appeal of any decision will be welcomed and considered by the City Manager.

For questions or if you need more information, please contact Lori Ciezak, the Market Manager and Assistant to the City Manager at 847-394-8500 x1002 or ciezakl@cityrm.org.

Thank you for your cooperation and continued support of the Rolling Meadows City Markets.