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# LMH Vendor Handbook

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## 2024

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200 Stahlhut Drive  
Lincoln, IL 62656 217-605-5008  
<https://memorial.health/the-lmh-market>



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## Statement of Purpose

Lincoln Memorial Hospital is committed to improve lives and build stronger communities through better health. Access to fresh, local produce is indicative of a healthier community and is lacking in Logan and eastern Mason Counties. The Market will open for our ninth season on May 11, 2024 and offer a one-of-a-kind experience to customers and a tremendous opportunity for local producers while improving the health of our residents. With a healthy mission at our core and a commitment to local agriculture, healthy, fresh foods will be brought to The Market while incorporating programming that will offer education (i.e., cooking/nutrition), health screenings (i.e., blood pressure/cholesterol), and fitness opportunities. Our comprehensive approach to programming will be a driver for participants to attend The Market and choose healthy products from local farmers. By accepting and matching SNAP/LINK (Supplemental Nutrition Assistance Program/Electronic Benefit Transfer) and working with our community partners to promote fresh produce to low-income residents, we will also encourage purchase of local produce by members of our most vulnerable populations. Through established partnerships, we will connect existing and potential vendors with necessary resources including support, training, and education in order to ensure vendor success.

To that end, The Market does its best to:

1. Provide a venue for local and regional growers and producers to sell their products to the public;
2. Showcase the variety and diversity of locally-grown produce and locally-produced food items- available in and around Logan County;
3. Promote the sale of Illinois-grown/Illinois-made-products;
4. Encourage direct interaction and conversation between producers and consumers, fostering mutual appreciation and understanding;
5. Serve as an incubator for small, local enterprise;
6. Furnish an educational forum for consumers of all ages and economic backgrounds to learn about the uses for and benefits of quality, locally-grown or –prepared food products; and
7. Enhance the quality of life in Logan County by providing a venue for area residents and visitors to socialize, network, and connect.
8. Develop a programming calendar to include healthy cooking/canning demonstrations, free health screenings, tastings, free on-site walking trail, and the “Power of Produce” kids program.

## Statement of Equity, Diversity and Inclusion

At The LMH Market, we create a culture where everyone’s voice can be heard, regardless of race, religion, country of origin, economic level, gender identity, sexual orientation, age or any other factor. Empathy is the first step in shaping that culture, but it alone is not enough to create lasting change. At Memorial Health, we pledge to a more equitable, diverse and inclusive environment by committing to the following:

- We will use our resources to work toward greater equity within our organization and community.
- We will promote a culture of respect, acceptance and understanding.
- We will examine and challenge the conscious and unconscious biases that create barriers to healthcare—not only outward displays of prejudice, but also the unacknowledged biases that can subconsciously affect our perceptions of people different from ourselves.

- We will create spaces where colleagues feel safe discussing concerns about equity, diversity and inclusion.
- We will listen to and elevate the voices of individuals from underrepresented communities in discussion and decision-making.
- We will expand our Community Benefit programs that increase access to care for people and communities of color, in collaboration with other organizations that share our mission and values.
- We will actively recruit, hire and promote diverse candidates so that our colleagues more accurately reflect the communities we serve.
- We will not tolerate and strongly reject expressions of discrimination or hate speech from anyone who enters our facilities, including patients, visitors and colleagues.

## **Producer Only**

The Market encourages the sale of a variety of goods and emphasizes fresh, local foods. All items must be homegrown, handmade, and/or vendor-created from locally-owned operations within the state of Illinois. Examples of approvable items include produce, flowers/plants, meat, eggs, dairy and baked goods/prepared foods. Exceptions to this rule include prepared food vendors who wish to include beverages with their offerings (i.e. bottles of water, coffee, etc.). These items must be approved by the Market Coordinator.

All vendors will comply with the Illinois Smarter Rules for Farmers Markets and will be required to provide product origin information at the point of sale either on a label, packing slip or signage that states the physical address of the farm or farms on which the products were grown or produced. This requirement is only for specialty crops and raw agricultural commodities at farmers markets.

## **Application Procedures**

Applications will be available beginning February 1, 2024 through [www.managemymarket.com](http://www.managemymarket.com). Any application received from a potential vendor will be considered based on several criteria, including:

1. Vendors that will enhance the variety of The Market with priority given to growers and food producers.
2. Space availability.
3. Balance of produce to prepared and processed items.

Applications should not be considered approved until an approval notification is given by the Market Coordinator.

## **Grower Eligibility**

A grower sells products such as produce, meat, flowers, plants, and dairy. The grower must abide by the criteria listed below.

1. Must commit to and pay in advance for the weeks indicated on [www.managemymarket.com](http://www.managemymarket.com) in order to participate. There are no exceptions and no refunds.
2. All items must be grown by a vendor in Illinois. A grower is not allowed to purchase products from a supplier outside of the state of Illinois and resell the items at The Market (please refer to producer only description on page 3). Vendors found to be re-selling produce from outside the state of Illinois at The Market will receive

one written warning by the Market Coordinator; if the infraction is repeated, the vendor's lease will be revoked for the season. There will be no refunds.

3. A new grower to The Market must have an inspection completed by the Market Coordinator and/or inspection team (one-time fee of \$50) prior to participation at The Market. To schedule an inspection, please contact the Market Coordinator at 309-370-7253 or [jones.jamie@mhsil.com](mailto:jones.jamie@mhsil.com). For more information, please see page 7.
4. Established growers may be visited by the Coordinator and/or an inspection team on a rotating basis throughout the growing seasons. These visits are free of charge. Farm inspections and visits are done to provide evidence to the Coordinator that the products sold at The Market are grown by the vendor on his/her designated property and to provide the Coordinator with context regarding farmer operations and to help gather information that will help better promote The Market to patrons. Vendors are not obligated to provide any trade secrets or personal growing methods to the Coordinator or the inspection team.
5. All food items must comply with appropriate local, state, and federal health regulations. Please contact the Logan County Department of Public Health, Environmental Health Program at 217-735-2317 to inquire about current regulations. Please allow at least 30 days working time for any health department reviews and inspections. All local, state, and federal food/health safety requirements must be met prior to applying for The Market. Food license, permit, and certification copies must be included with your market application. For more information, please see page 5.
6. Products sold by weight must comply with the standards of the state of Illinois for sales by weight. All scales must be legal and certified prior to participation at The Market. For a list of Illinois Registered Small Scale Service Companies, visit [www.agr.state.il.us](http://www.agr.state.il.us) or call 217-785-8466.
7. All vendors must provide a Taxpayer Identification Number before their first day of sales at The Market. All vendors are required to collect and pay all sales tax related to items sold at The Market. These taxes must be reported to the Illinois Department of Revenue as collected in Logan County. A Request for Taxpayer Identification Number and Certification is part of the required paperwork for vendors.
8. Vendor Partnerships. The LMH Market allows for vendor partnerships during the regular season. Vendors will not be allowed to occupy the same booth without the proper paperwork. No vendor will be allowed to purchase products from another producer and sell that product at The Market.

## **Non-Grower Eligibility**

Non-growers are subcategorized as processed and prepared food vendors. Processed and prepared food vendors can be further broken down to include bakers, candy-makers, ice cream vendors, and other prepared foods designed to be consumed on- and off-site.

1. All items must be produced by a vendor in Illinois. Just like growers, non-growers are not allowed to purchase products from a supplier outside of Illinois and resell the items at The Market. Any vendor found to be reselling products at The Market will receive one written warning by the Market Coordinator; if the infraction is repeated, the vendor's lease will be revoked. There will be no refunds.
2. Non-growers do not have to be inspected in order to attend The Market. However, if a product is questionable or becomes questionable, an inspection may be scheduled.
3. All food items must comply with appropriate local, state, and federal health regulations. Please contact the Logan County Department of Public Health to inquire on current regulations. Please allow at least 30 days working time for any health department reviews and inspections. All local, state, and federal food/health safety requirements must be met prior to applying for The Market. Food license, permit, and certification copies must be included with your market application. If you are a Cottage Food Operator, please be sure to contact the Logan County Department of Public Health for further information. There are very specific

requirements involved with this type of operation and must be carefully followed in order to participate at The Market. For more information, please see pages 5 and 6.

4. For vendors who create/prepare hot food on-site at The Market, an allowance to sell beverages such as soda may be given by the Market Coordinator. Please gain approval by the Market Coordinator prior to selling these types of items at Market.
5. All vendors must provide a Taxpayer Identification Number before their first day of sales at The Market. All vendors are required to collect and pay all sales tax related to items sold at The Market. These taxes must be reported to the Illinois Department of Revenue as collected in Logan County. A [Request for Taxpayer Identification Number and Certification](#) is part of the required paperwork for vendors. The Market does not report any sales on behalf of vendors.
6. The LMH Market offers vendors who do not qualify for full-time residency at The Market but who have ties to Logan County a Local Roots booth. The Local Roots booth does not require items to be producer-only but items must be an original product/idea. Approved vendors for the Local Roots booth may only use the booth once a month for the entire season (maximum of 5 visits to the Market). The LMH Market does not allow for craft/art vendors.

## Product Lists

A current product list must be submitted with the application to The Market. Only items listed in your completed application can be sold at The Market. You must list all food and products that you plan to bring to The Market. Items not listed will be allowed for sale only with advance approval by the Market Coordinator, at least three days prior to The Market. If you wish to bring additional or new products to The Market that are not on your original application, you must add them to your application by logging in to your vendor profile at [www.managemymarket.com](http://www.managemymarket.com). Any new items added to your product list must first be approved by the Market Coordinator before bringing these products to The Market.

## Certificates/Licenses/Permits

All products must comply with local, state, and/or federal health ordinances and the vendor must supply documentation of such compliance to The LMH Market. An application is not considered complete without the inclusion of all applicable permits for all listed products. All permits and licenses must be submitted prior to attending The Market and must be kept current for the entire market season. The following is a very basic summary of potentially required permits and licenses. It is provided as an example and is not all-inclusive.

**CONTACT:** Logan County Department of Public Health, Environmental Health Program,  
109 Third, Lincoln, P.O. Box 508, IL 62656, 217/735-2317, [www.lcdph.org](http://www.lcdph.org).

1. Bakers must provide certificate for approved baking facility or Cottage Food Operator notation from the Logan County Health Department. Learn more on the [Food Safety Program](#) page on their website.
2. Cottage Food Operator is a business person who produces or packages non-potentially hazardous food in a kitchen at their residence for direct sale at a farmers market. The Food Freedom Act of 2018 drastically increased the number of allowed foods to be sold at Farmers Markets. Learn more about the updated [Illinois Cottage Food Law](#) on the Illinois Stewardship Alliance website.
3. An egg license issued by the Illinois Department of Agriculture is required for anyone who transports and sells eggs anywhere except on the farm where the eggs were produced.

4. Herbs that are chopped, blended, packaged, or otherwise processed must be prepared in an inspected facility. Dry herbs, dry herb blends, or dry tea blends are allowed under the Cottage Food Act if they are intended for direct to consumer sale.
5. Honey from a producer selling more than 500 gallons must be extracted and bottled in an inspected facility.
6. Lotions, creams and cosmetic makers must provide documentation for their processing facility.
7. Maple syrup must originate from an inspected facility.
8. Meat and poultry producers are regulated by the IDOA, Bureau of Meat and Poultry Inspection and USDA, Food Safety and Inspection Service. For information please visit [www.agr.state.il.us](http://www.agr.state.il.us).
9. Milk and cheese products must be processed in an Illinois Department of Public Health licensed facility. For specific information visit [http://www.idph.state.il.us/pdf/IDPH\\_FDD\\_TIB\\_30\\_Farmers\\_Markets\\_051613.pdf](http://www.idph.state.il.us/pdf/IDPH_FDD_TIB_30_Farmers_Markets_051613.pdf)
10. Mobile food vendors must provide any licenses that may be required by the city/state/county where they will be preparing food on-site.
11. Mushrooms that are commercially-raised must have documentation detailing their source. "Wild mushrooms" picked in the wild shall not be offered for sale.
12. Pasta makers must provide certificate for approved processing facility.
13. Value-added food vendors must provide all local and state licensing, certificates & permits required to sell value added products. Value added food products include: Canned goods, dried products, fermented products, fruit butters, jellies and jams, herb vinegars, garlic-in-oil and other flavored oils.
14. Raw agricultural products, including fresh fruits and vegetables, do not require a permit. They may be minimally rinsed to remove visible soil, but must be otherwise unprocessed.

## Farm Visits and Inspections

All new growers are subject to farm or business visits and inspections. All new growers will be visited before approved to sell at The Market. The Market Coordinator and/or inspection team may inspect any farm or establishment used by its farmers/growers or producers during normal business hours (8 a.m. to 5 p.m., Monday through Friday) or on weekends as mutually agreed to by all involved parties to verify compliance with the producer only requirement. Such inspections will be announced and scheduled in advance with the new grower. The grower must provide any help necessary to thoroughly document the establishment or property being inspected and the products brought to market and/or listed in the annual application. A farm map identifying locations of crops and directions to the farm may be required prior to the inspection.

## Carrying Policy

The Market is a producer-only farmers market, meaning vendors may only sell items that are handmade by themselves. Occasionally a vendor will want to sell, or "carry", a product made or produced by someone else who is not a seller at The Market. This is not permitted unless approved by the Market Coordinator. If approved by the Market Coordinator, the producer must register as a vendor by fully completing a vendor application and paying any and all applicable application fees. An Illinois Business Tax ID number is required. No exceptions. If the producer is a grower, their premise may be inspected. The application must be approved by the Market Coordinator, and the Market Coordinator reserves the right to reject any application for any reason.

## Smoking/Vaping

Lincoln Memorial Hospital is committed to making The Market an environment that is safe, healthy, and pleasant for everyone. The emitting or exhaling the fumes of, or the carrying or holding of, a lighted pipe, cigar, cigarette, electronic cigarette or any other lighted smoking product or equipment used to burn any tobacco products, weed, plant, or any other combustible substance is prohibited inside the perimeter of The Market. Any violation of this policy may result in eviction from The Market at the discretion of the Market Coordinator or his/her designee. It is the vendor's full responsibility to comply with all of the rules and to conduct business at the Market accordingly. Any vendor who fails to comply with The Market regulations may lose their privilege to participate. The Market Coordinator has the final decision on conflicts and/or loss of privileges.

## Token Program

The Market provides an Electronic Benefit Transfer (EBT) service program. EBT enables The Market to accept LINK cards from customers in payment for eligible food items, under the USDA's Supplemental Nutrition Assistance Program (SNAP) – formerly known as Food Stamps. The Market promotes this program through on-site signage, brochures, press releases, and advertising. To ensure consistency and clarity for customers, The Market requires that all eligible vendors participate in the token program. However, all vendors, including those selling items not eligible for LINK purchases, must be familiar with this program and comply with the requirements in this handbook. Vendors selling items eligible for LINK will be provided with a "We Accept LINK Tokens" sign, which must be displayed at their booth. There is no fee for vendors to participate in this program. The Market sells tokens to customers using a point-of-sale (POS) machine located at the Market booth. Three different types of tokens are used and have different redemption requirements. Market customers will use these tokens to purchase vendors' products. At the end of the day vendors will count the tokens, fill out the attached form, and place the tokens in an envelope provided by market staff, and turn in the envelope before leaving The Market. Please turn in the tokens at The Market booth. A check for the total value of tokens turned in will be mailed weekly. At the beginning of the next market, the Market Coordinator will return the envelope to each vendor to collect tokens. Vendors benefit from this program as if they had individual wireless machines without the additional equipment and service expenses or bookkeeping responsibilities. To ensure consistency and compliance with regulations, vendors participating in The Market must certify in the vendor application that they are aware of and agree to the rules of this program.

A brief description of the tokens is as follows:

**Brown:** Tokens purchased dollar for dollar by customers at The Market booth. Brown tokens may be used for any item sold at the Market and vendors can give change back to customers from brown tokens.



**Red:** SNAP customers redeem their benefits by swiping their benefits card at The Market booth in exchange for red tokens. Every weekend, SNAP funds are matched, except for the third Saturday of the month when SNAP funds are triple matched. Change may NOT be given back on red tokens. Red tokens may be used to fruits, vegetables, breads, cereals, meats, fish, poultry, dairy products, seeds and plants that produce food at The LMH Market. Red tokens MAY NOT BE USED to purchase nonfood items. The Market is legally responsible for enforcing these USDA rules and could be disqualified from participating in SNAP for any violations. These restrictions will be strictly enforced. Further information about SNAP benefits at Farmers Markets may be found [here](#).

**Green:** Green tokens are given at our youth program (POP Club) in exchange for their participation. They may only be used on fresh produce. Many farmers find it useful to create a produce bag with a value of \$2 for children to easily spend their POP funds. These funds have been donated with the intent of increasing fruit and vegetable consumption. There are no exceptions.

## The Market Operations

The 2024 season of The Market runs for 19 weeks, beginning May 11<sup>th</sup> and ending September 21<sup>st</sup>. The Market takes place every Saturday from 8:00 a.m. until 12:00 p.m., RAIN OR SHINE. The Market is located at the Logan County Fairgrounds in the Expo Building. The Market Coordinator is responsible for administering and enforcing all rules and procedures as well as public safety, space assignments, market data collection, EBT redemption, and public education programming. The Market Coordinator has final authority in resolving issues in a civil and efficient manner.

- 1. ARRIVAL:** Vendors are asked to arrive/check in with market staff by 7:30 a.m. Any space that does not have its assigned vendor present by 7:30 a.m. will most likely be reallocated or reassigned by The Market Coordinator. Vendors arriving after 7:30 a.m. will not be permitted to block entrances to the Market with their vehicle, but may park and walk their booth materials into The Market. Vehicular traffic through The Market between 7:30 a.m. and noon is strictly prohibited. Vendors may drive their vehicles into The Market after noon only after the safety barricades at The Market entrances/exits have been removed by staff. Any vendor wishing to leave The Market early must walk their items out of The Market. Vendors must load in/out of their spaces as quickly as possible, leaving clearance for other vehicles. Please do not unload vehicles and set up at the same time. Market patrons will not be able to make purchases before The Market opens upon the market bell ringing at 8am.
- 2. ATTENDANCE:** Attendance is crucial to the overall success of each vendor and the market as a whole. A consistent shopping experience is essential to maintaining a returning base of customers. Empty vendor spaces have a negative effect on not just the absent vendor but also the market. The success of the market depends on and appreciates vendor commitment to consistent attendance and staying until market close (12pm). In addition, the market recognizes that all vendors depend on market operations that create a successful selling environment. If extenuating or emergency circumstances require an early departure, please discuss with the market coordinator in advance or as soon as possible. Vendors who leave before the market close without previous approval from the market coordinator will be issued a reminder of this policy. If the vendor leaves before market close again a warning will be issued. On the third early departure, the vendor may be removed for the rest of the season. There will be no refunds.
- 3. SPACE ASSIGNMENTS:** All vendor space assignments are issued by the Market Coordinator upon application approval. The highest priority for assignment of space is given to vendors who have committed to the entire market season, and who have pre-paid for the entire season. Space changes adhere to the same priorities, based on available space. Vendors committing to less than half the season and who pay week-to-week may

have a different space assignment each week when in attendance. Vendors who are scheduled to attend but not present and/or set up by 7:30 a.m. will not have their allocated space if they arrive after this time.

4. **VENDOR SPACE DIMENSIONS:** Most vendor space dimensions are approximately 10 feet wide by 10 feet deep. These dimensions may be slightly larger or smaller. There are some vendor spaces that measure 20 feet wide by 12 feet deep. Vendors will be provided (2) tables and (2) chairs. Space will be assigned at the discretion of the Market Coordinator.
5. **SPACE SET-UP:** Vendors must set up their booths/etc. perpendicular to the aisle and spaced according to the markings of the booth. Please ask Market Staff for assistance if you're unsure how to set-up your booth. Vendors needing assistance designing or decorating their chalkboard backdrop should notify the Market Coordinator a week in advance. Booth space frontage should be consistently lined up with neighboring vendors along the row. Clearance in the aisle must be kept for crowds and accessibility. If you are a nonweekly vendor and will not be back at The Market the next week, you must erase your chalkboard as part of your closing activities. Failure to do so will result in a \$50 fee.
6. **BOOTH MATERIALS:** All tables, chairs, and other booth infrastructure will be supplied by The Market. The Market is not responsible for the set-up of any tables, chairs or other booth materials. No personal tables will be allowed in the market. If you would like additional tables, please contact the Market Coordinator at least three days prior to The Market for consideration.
7. **ELECTRICITY:** Vendors who would like to use electricity must obtain approval from the Market Coordinator in advance. Electricity is only available for use upon approval by the Market Coordinator. Vendors are responsible for bringing their own extension cords.
8. **PARKING:** Vendors arriving before 7:30 a.m. may pull up to the Expo building to unload their vehicle. Multiple vendors unload throughout the morning; please be civil and considerate to those around you. All vendor unloading must be completed by 7:45 a.m. Vendors must park in designated Market participant parking during operation hours.
9. **ABSENCES:** Any vendor absent for two or more committed Market days without giving advance notice by 12 p.m. on Friday afternoon forfeits the right to his/her current space assignments for the season and loses those days' pre-paid fees. All single-day cancellations must be called in by 12 p.m. Friday afternoon, or that Saturday's fee will be forfeited.
10. **LIABILITY AND INSURANCE:** The vendor is liable for any incidents, accidents, or personal injuries resulting during setup, teardown, and during the hours of operation at The Market. All vendors are required to purchase Commercial General Liability Insurance in the following amounts listed below. Please have your insurance agent email a copy of your policy to the Market Coordinator at [jones.jamie@mhsil.com](mailto:jones.jamie@mhsil.com) no later than one week before your first Saturday vending at The Market.

Each occurrence:	1 million	
General aggregate:	2 million	
Certificate holders:	The LMH Foundation	The Logan County Fairgrounds
	200 Stahlhut Drive	1408 Short Eleventh Street
	Lincoln, IL 62656	Lincoln, IL 62656
11. **CLEAN-UP:** ALL vendors are responsible for maintaining the cleanliness of their assigned booth space. A \$50 fee will be issued for each event that a vendor leaves their booth without cleaning up any produce, packaging, product, etc. Brooms, dust pans, and mop/bucket will be provided by The Market.

- 12. SAMPLES:** Samples are allowed and encouraged, however, before producing samples please be sure that you are familiar with and abide by any and all Logan County Department of Public Health regulations in regards to food sampling. To inquire about sampling procedures for your product(s) please call the Logan County Department of Public Health at 217-735-2317.

The LMH Market is once again hosting the Taste of The Market sampling booth this season. Vendor presence at a central sampling booth, even if you offer sampling at your individual booth, has been proven to increase overall revenue for vendors. It also eliminates the labor and time constraints that sampling require from vendors. Taste of the Market dates will be communicated by the Market Coordinator before the start of the season. If you would like to participate, you will be responsible for bringing prepared/washed/cut product to The Market (i.e., cut watermelon in a large bowl, prepared barbeque in a slow cooker, etc.). Market volunteers will portion, serve, and promote your product from the central sampling booth. In addition to the additional advertising and potential foot traffic being sent to your booth, you will be compensated by The Market for the cost of the product that you bring prepared for the use of the sampling booth on your biweekly token check. If you do not have a Cottage Food License, your product must be prepped at The Market.

- 13. SIGNAGE:** The State of Illinois requires that all growers display signage with their business name and farm location/product origin. The Market requires that all vendors, no matter what products they sell, prominently display signage noting their business name and their product origin. Signage will be provided to the vendor by our Market Coordinator. Changes to product origins need to be submitted to the Market Coordinator three days prior to the next market. Vendor signage is important not only for promotional purposes but for tracking vendor attendance and location/placement. Please keep the vendor signage within assigned booth space(s).
- 14. VENDOR EMPLOYEES/STAFF:** Vendors are responsible for the actions of their employees at the Market. Vendors should be sure to remind staff about preferred parking locations and to not park in spaces typically reserved for The Market patrons. Vendor employees and staff are not permitted to participate in Market giveaways.
- 15. HAWKING AND OTHER DISRUPTIVE BEHAVIOR:** Vendors shall refrain from disorderly, impolite, or disruptive activities. Hawking of wares from inside or outside the assigned booth space is prohibited. Use of sound amplifying or –producing equipment within vendor space is prohibited without prior approval by the Market Coordinator.
- 16. WASTE DISPOSAL:** Prior to leaving The Market area, each vendor must take any and all leftovers or waste with them. Discarded boxes must be taken with the vendor or deposited into the dumpsters designated for The Market. Any large trash that is unable to be transported by the vendor must also be taken to the dumpster designated for The Market. These items are NOT to be left in The Market area, or at The Market trash barrels, which are provided for patron use. A written warning will be issued the first time debris is left. A fine of \$50 will be levied if the infraction is repeated a second time. A vendor’s lease will be revoked if the infraction is repeated a third time. There will be no refunds.
- 17. SANITATION:** Vendors must maintain their stands and spaces in a clean and sanitary condition. Each vendor is responsible for keeping The Market area free of any debris.
- 18. HANDWASHING:** Vendors must maintain their own temporary handwashing station, as required by IDPH, if they plan to slice, cut, or prepare food on-site. The Market does provide two handwashing stations. Please call the Logan County Department of Health for details on permitted temporary handwashing stations.

**19. MAINTENANCE AND APPEARANCE:** All produce must be kept off the ground. Market products should be of a high quality. Products that do not meet this quality criterion may be removed at the Market Coordinator's discretion. Vendors who fail to comply with this requirement are subject to suspension or termination from The Market. There will be no refunds.

## **Required Vendor Paperwork**

All vendors are required to submit the following paperwork either to Manage My Market or to the Market Coordinator no later than a week prior to their first time vending at The Market. Manage My Market is the preferred method of submission. A scanned email with attachments of the completed paperwork is preferred to paper copies if you are submitting items directly to the Market Coordinator.

- ✦ Facilities Use Agreement (needs updated yearly)
- ✦ Proof of Liability Insurance with required amounts and certificate holders noted on p. 9
- ✦ W-9 Request for Taxpayer Identification and Certification
- ✦ Freezer/Refrigeration Use Agreement (if applicable)

A copy of health department paperwork is not required to be on file; however, you must have copies of your required paperwork on-site should a representative of the Logan County Department of Public Health request it.

## **Cancellations**

All single-day cancellations, including those for weather, must be called in by 12 p.m. Friday afternoon, or that Saturday's fee will be forfeited. Cancellations may be made by phone, call or text, at 309-370-7253. In the interest of consistency at The Market, after two late calls or no-shows, vendors may be removed for the rest of the season. There will be no refunds.

## **Emergency Protocol**

Vendors and community groups must be aware of our emergency/crisis management plan. Here are some examples of an emergency situation:

1. There is an explosion or an accident involving multiple victims and there is potential danger to the public.
2. Firearm(s) being discharged.
3. A suspicious package.
4. A fire that is not under control or a chemical spill with fire or fumes.
5. Severe weather (i.e. tornado).

In the event of an emergency situation the Market Coordinator will use a bullhorn with siren to provide notification and open communication. As always, please call 9-1-1 if an emergency situation is taking place.

Should we need to evacuate our evacuation plan is as follows:

1. Remain calm.
2. Vendors, community groups, and patrons must immediately evacuate The Market site through the nearest exit/gateway.
3. Do not return to The Market site until directed by public safety officials.
4. In the event of severe weather, please listen for the bullhorn and instructions for your safety. Market staff will assist in directing individuals indoors. The Expo Building will act as an indoor location for physical protection from severe weather/emergency situations.

If you have concerns during a market, please reach out to the Market Coordinator or any Market staff.

## **Conduct**

The Market is a public market and as such is a special event. A vendor may be prohibited from participating in The Market when the Market Coordinator determines that a vendor does not fit any of the criteria of The Market as set forth in this handbook. However, in no event shall the approval or disapproval of an application be based upon the applicant's race, sex, color, religion, creed, gender, national origin, physical or mental disability, age, sexual orientation, marital status, or any other protected class. Any behavior deemed by The Market Coordinator to be disruptive in any way shall be cause for eviction of the vendor and possible legal action. Common courtesy and mutual respect are essential for a successful Market. No vendor shall use any action or language to insult another vendor, shopper, Market staff, or to intimidate a shopper into purchasing the product being sold. Any complaints regarding a vendor should be directed to the Market Coordinator, who will investigate the complaint.

It is the policy of The Market to afford a marketplace that is free from harassment of a sexual or provocative nature. All vendors and staff shall project the necessary attitudes and behaviors to ensure that sexual harassment does not occur. The following acts are deemed to constitute sexual harassment:

1. Unwanted physical contact or conduct of any kind, including sexual flirtations, touches, advances or propositions
2. Verbal harassment of a sexual nature such as lewd comments, sexual jokes or references, offensive personal references, and/or false and malicious statements
3. Demeaning, insulting, intimidating or sexually suggestive comments to or about an individual

The display in The Market or vendor booth shall remain free of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs:

1. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.
2. Any other conduct or words that are deemed to effectively create a hostile work or shopping environment for any employees or patrons.

If the Market Coordinator believes that any violations of any criminal statute have occurred, the police shall be notified immediately. Upon a determination by the Market Coordinator that a vendor has committed a violation of the sexual harassment policy articulated above, the coordinator shall have the authority to eject immediately said vendor from The Market for the remainder of the day, without refund for the day's vendor fees. If multiple incidents have occurred or in the event that the nature of the violation was either deemed egregious or one that could present a threat of safety to either other vendors or patrons of the Market, a suspension from The Market for the remainder

of the season or a permanent ban, with no refunding of vendor fees, from The Market may be imposed by the Market Coordinator after consultation with the Legal Division of Memorial Health. After such a determination, letters of appeal may be submitted to the Market Coordinator for review in consultation with the Legal Division.

## Payments

Payment for dates that you sign up for on Manage My Market will be required one week in advance of your first date in attendance at The Market. All payments must be made in advance and will not be accepted on market day without prior approval by the Market Coordinator; this interferes with a timely and efficient check-in on Market mornings. **THERE ARE NO REFUNDS. FEES ARE NON-TRANSFERABLE** (fees cannot be transferred to someone else, nor can they be transferred from one season to the next). If a Saturday is cancelled within stated guidelines, that fee may be transferred to another week if space is available. If an application is denied, any payment made will be returned.

The LMH Market offers the following booth rental discounts.

### Full time occupancy, early-bird discounts

1. **Full time occupancy**, single booth, paid in full by February 29<sup>th</sup> - 50% discount. Total due \$142.50
2. **Full time occupancy**, double booth, paid in full by February 29<sup>th</sup> - 50% discount. Total due \$285.00
3. **Full time occupancy**, single booth, paid in full by March 15<sup>th</sup> - 25% discount. Total due \$213.75
4. **Full time occupancy**, double booth, paid in full by March 15<sup>th</sup> - 25% discount. Total due \$427.50
5. **Full time occupancy**, single booth, paid in full by April 30<sup>th</sup> - 15% discount. Total due \$242.25
6. **Full time occupancy**, double booth, paid in full by April 30<sup>th</sup> - 15% discount. Total due \$484.50
7. Any Vendor paid in full by February 28<sup>th</sup> - 10% discount.

The LMH Market is now accepting payments online through Manage My Market. Once an application has been approved vendors will receive an invoice via email with the option to pay online using a credit or debit card. However, this form of payment is not required. Vendors still have the option to submit payments in person at Lincoln Memorial Hospital or by mail at the address below.

1. If paying by mail: Please remit payment to Lincoln Memorial Hospital, Attn: The LMH Market, 200 Stahlhut Drive, Lincoln, IL, 62656.
2. If paying in person: Please drop off payment at the information desk in the lobby of Lincoln Memorial Hospital, located at 200 Stahlhut Drive in Lincoln, IL. Please place the payment in an envelope labeled ATTN: THE LMH MARKET.

# 2024 Vendor Fee Schedule

Vendor spaces are charged at \$15 per single space per weekend.

Number of Weeks	Fee
1	\$15
2	\$30
3	\$45
4	\$60
5	\$75
6	\$90
7	\$105
8	\$120
9	\$135
10	\$150
11	\$165
12	\$180
13	\$195
14	\$210
15	\$225
16	\$240
17	\$255
18	\$270
19	\$285