



# Illinois Products Farmers' Market

"The Shed" / Illinois State Fairgrounds

Springfield, Illinois

4:00 p.m. – 7:00 p.m.

Every Thursday from May 9 – October 10, 2019

Dear Market Vendor,

It's that time again! We are excited to get the 2019 Illinois Products Farmers' Market underway.

Vendor packets are now available online. You will find the complete list of forms you will need to submit at <https://www2.illinois.gov/sites/agr/Consumers/IllinoisProductsFarmersMarket/Pages/Forms.aspx> Please contact our office if you need a vendor packet mailed to you.

All products sold at the Illinois Products Farmers' Market must comply with local, state and/or federal health ordinances. The vendor must supply the correct documentation, licenses, certificates and permits listed below along with all their completed paperwork. Vendors must keep their license, permits, etc. current for the entire Market season. **You will not be allowed to attend the market until your vendor guidelines and agreement has been signed by the Director of Agriculture and Legal and we have received all of your paperwork, licenses, certificates, permits, etc.** Listed below are the forms and the documents (if applicable) you need to submit.

1. Participation Form (*Please make sure Name and Contact Information Match the Vendor Guidelines and Agreement*)
2. Vendor Guidelines and Agreement (*Please make sure Name and Contact Information Match the Participation Form*)
3. Date Schedule
4. Certificate of Liability Insurance – It is MANDATORY that the Illinois Department of Agriculture be listed as additional insured. Please add this terminology: "Illinois Department of Agriculture, it's Officers, Agents, Directors, and Employees are additional insured." to the Description of Operations.
5. IL Department of Public Health Application for Concessions to Operate at Illinois State Fair Grounds Farmers' Market (if applicable)
6. Copy of Illinois Department of Agriculture Meat & Poultry Broker License (if applicable)
7. Copy of Illinois Department of Agriculture Egg Handlers License (if applicable)
8. Copy of Illinois Department of Agriculture Feed Distribution & Manufacturing License (if applicable)
9. Copy of Illinois Department of Agriculture-Nurserymen Certificate or Nurserymen License (if applicable)
10. Copy of Sangamon County & State of Illinois Liquor Licenses (if applicable)
11. Illinois Products Farmers' Market Link Benefits Form (if applicable)
12. Illinois Products Farmers' Market Double Link Benefits Form (If applicable)

Checks should be made payable to the Agricultural Products Promotional Fund and mailed or take to the Illinois Department of Agriculture, c/o Jackie Alexander, P.O. Box 19281, Springfield, IL 62794-9281.

**Please review everything carefully and submit all requested information and payment by April 26, 2019, to guarantee space availability.**

Mail the completed papers, documents, etc. and check made payable to the Agricultural Products Promotional Fund to Illinois Department of Agriculture, c/o Jackie Alexander, P.O. Box 19281, Springfield, IL 62794-9281.

**A mandatory vendor meeting is scheduled for 5:00 p.m. on Monday, May 6, 2019**, in the IDOA Auditorium at the Illinois Department of Agriculture Building (which is located just inside Gate 11 off of Sangamon Avenue) on the State Fairgrounds. You will have to sign in at the front desk when you arrive.

We look forward to your participation in making the market a success. Please be sure to monitor our website at Illinois Department of Agriculture website <https://www2.illinois.gov/sites/agr/Consumers/IllinoisProductsFarmersMarket/Pages/Forms.aspx> for additional information.

If you have any questions, please contact me at 217-558-0788 or [jackie.alexander@illinois.gov](mailto:jackie.alexander@illinois.gov).

Sincerely,

Jackie Alexander

Illinois Department of Agriculture