



Illinois Product Farmers Market

“The Shed” / Illinois State Fairgrounds

Springfield, Illinois

3:30 p.m. – 7:00 p.m.

Every Thursday from May 16 – September 26, 2024

***The market will NOT be held on July 4th, August 8th and August 15th.**

Dear Market Vendor,

It's that time again! We're thrilled to kick off the 2024 Illinois Product Farmers Market, and we want to ensure a smooth and compliant experience for all participants.

To participate in the market, please adhere to local, state, and/or federal health ordinances. Ensure that you provide the necessary documentation, licenses, certificates, and permits listed below, keeping them current throughout the market season. Attendance at the market is contingent upon the Director of Agriculture and Legal signing your vendor guidelines and agreement, and upon receiving all required paperwork.

Listed below are the forms and documents (if applicable) you need to submit:

- Participation Form (Ensure Name and Contact Information Match Vendor Guidelines and Agreement)
- Vendor Guidelines and Agreement (Ensure Name and Contact Information Match Participation Form)
- Date Schedule
- Certificate of Liability Insurance – Add the specified terminology naming the Illinois Department of Agriculture as additional insured.
- Images of your operation (you with your product you produce, grow, or make).
- Illinois Product Farmers Market Link Benefits and Link Match Program Form (if applicable)
- Copy of Illinois Department of Agriculture Meat & Poultry Broker License (if applicable)
- Copy of Illinois Department of Agriculture Egg Handlers License (if applicable)
- Copy of Illinois Department of Agriculture Feed Distribution & Manufacturing License (if applicable)
- Copy of Illinois Department of Agriculture-Nurserymen Certificate or Nurserymen License (if applicable)
- Copy of Sangamon County & State of Illinois Liquor Licenses (if applicable)

Make checks payable to the Agricultural Products Promotional Fund and mail them to the Illinois Department of Agriculture, c/o Nicole Moore, P.O. Box 19281, Springfield, IL 62794-9281. Online payments are accepted [here](#). Select: One Time Payment, Bureau of Marketing in Payment Category, and Marketing Event in Payment Type. Complete the form and submit.

Ensure all information and payment are submitted by March 29, 2024, for guaranteed space availability, with preferred spacing and location assigned on a first-come basis. Mail completed paperwork and checks to the Illinois Department of Agriculture, c/o Nicole Moore, P.O. Box 19281, Springfield, IL 62794-9281. A mandatory vendor meeting is scheduled for 5:00 p.m. on Tues, May 7, 2024, in The Shed, Illinois State Fairgrounds.

We appreciate your participation in making the market a success. Contact us at agr.farmersmarket@illinois.gov or 217-524-9129 for any queries. Email is the preferred and quickest mode of communication. Looking forward to a successful market season!

Sincerely,

Nicole Moore

Market Manager

Illinois Department of Agriculture



**2024 ILLINOIS PRODUCT FARMER MARKET
ILLINOIS DEPARTMENT OF AGRICULTURE
VENDOR GUIDELINES AND AGREEMENT**

This Agreement is entered into between the State of Illinois, acting by and through the Illinois Department of Agriculture (hereinafter, "Department"), and the person or entity identified below (hereinafter, "Vendor").

Individual Name (person signing this Contract): _____
 Business Name (if applicable): _____
 Business/Mailing Address: _____
 Telephone & Email Address: _____

1. **Market.** Department shall sponsor a Farmers Market ("Market") at The Shed located on the Illinois State Fairgrounds. The Market will operate every Thursday from 3:30 p.m. to 7:00 p.m. ("Market Day") from the 3rd week in May through the last week in September ("Season"), with the exception of the Thursdays during the Illinois State Fair. Additional Market Days may be cancelled at the discretion of the Department. Vendors must have an agreement signed by the Department to participate.
2. **Space.** Vendor shall have an assigned "Market Space" on each Market Day. Vendor acknowledges and agrees that Department may, in its sole discretion, require Vendor to relocate to a different Market Space during the Season.
 - a. "Outside Space" means a space with a vehicle and a tent. "Inside Space" means inside the Shed and does not include a vehicle. Inside Space is primarily for vendors sampling food and vendors willing to unload. Outside Space and Inside Space do not have a price difference. Vendor should mark a Space Preference on the corresponding line below.

Entire Market Season: \$300 (10-18 weeks)	Half Market Season: \$200 (9 weeks or fewer)	Weekly: \$30 each week
_____ Outside	_____ Outside	_____ Outside
_____ Inside	_____ Inside	_____ Inside
3. **Payment.** Documents and payment must be submitted BEFORE Vendor arrives at first Market. If Vendor is paying per week, Vendor must bring payment each week. If Vendor has any outstanding balance from prior Markets, Vendor will NOT be allowed to participate in this Market until such balance is paid in full to Department. Checks should be made payable to Agricultural Products Promotional Fund. Send this original signed contract, participation form, and payment to: Illinois Department of Agriculture, IL Products Farmers Market, P.O. Box 19281, Springfield, Illinois, 62794-9281. There will be no refunds for any reason.
4. **Assignment and Subcontracting.** This Contract shall not be assigned or sublet.
5. **Attendance and Absence Policy.**
 - a. Start time. Vendors must be set up and ready to sell by 3:00 pm on Market Days. Vendors with vehicles who arrive less than 30 minutes before the Market opens may be required to load off from the parking area and transport items to their Market Space.
 - b. Closing. Vendors are required to stay until Market closing time. Vendors who sell out early must keep their Market Space set up and post a sign letting customers know they have sold-out. Vendors who attempt to leave before the close of the Market Day will be issued a verbal warning. Repeated attempts or leaving before closing time will result in Vendor not being allowed to participate in future Market Days.
 - c. Notice to Market Manager of attendance.
 - i. Full or Half Market Vendors are required to notify Department a minimum of 24 hours prior to Market Day if they do not plan to utilize their assigned Market Space, so it may be reassigned to a weekly vendor.
 - ii. Weekly vendors must contact the Market Manager by 5:00 p.m. on the Tuesday prior to the Market Day to be eligible for participation in that Market Day. Same day notification is insufficient and will result in Vendor not being allowed to participate.
 - iii. In the event of a last-minute emergency prohibiting Vendor from attending, Vendor must notify the Market Manager as soon as possible to report the absence. In such case of an emergency, Vendor absence will be excused.
 - iv. In the event the Vendor fails to notify the Market Manager in advance of an absence as required, said absence will be considered unexcused. After three unexcused absences, Department shall have the option to permanently reassign Vendor's Market Space.
6. **Controlling Law and Compliance Therewith.** This Contract and Vendor's obligations hereunder are hereby made and must be performed in compliance with the laws of the State of Illinois, Illinois Department of Agriculture Administrative Rules, and all other applicable federal laws, county and municipal, ordinances, and regulations. Vendor shall obtain all licenses or permits required under Federal, State, county, or local laws, ordinances, or regulations necessary to fulfill this agreement and shall supply Department with proof of compliance upon Department's request. This Contract shall be governed by Illinois law. Vendor is responsible for knowing and complying with all laws applicable to Vendor, including those related to public health, cottage foods, meat and poultry, and eggs.
7. **Entire Contract and Severability.** This Contract, including any addendums or amendments signed by both parties and attached hereto, constitutes the entire agreement between the parties. Any modifications must be in writing and must be signed by all parties. If any provision of

this Contract should be found illegal, invalid or void, said provision shall be considered severable. The remaining provisions shall not be impaired and the Contract shall be interpreted to the extent possible to give effect to the parties' intent.

8. **Force Majeure.** Should a Market Day or portion of the Market Season be prevented, rendered impossible or infeasible by any act, regulation, or executive order, of any public authority or bureau, civil tumult, strike, epidemic or outbreaks, interruption in delay of transportation services, war, act of God, emergencies or any other similar or dissimilar cause, it is understood and agreed that there shall be no claim for damages by either party to the Contract, and that the parties' obligations under this agreement are deemed waived. If there is a cancellation pursuant to this paragraph, Department will notify the Vendor as soon as possible.
9. **Insurance.** Vendor shall obtain the below types of insurance, as applicable to Vendor, and shall supply Department with a Certificate of Insurance (or other form as deemed acceptable by Department) prior to Vendor's participation in the Market. Certificates of Insurance shall name The Illinois Department of Agriculture and its officers, employees, agents, and directors as additional insured.
 - a. **Public liability insurance:** in the minimum amounts of \$300,000.00 per person, \$500,000.00 per occurrence, and \$50,000.00 property damage, against claims arising out of or in connection with the concessions/exhibits/rentals which are the subject of the Contract. All Vendors must have this.
 - b. **Workers Compensation Insurance:** in the amount required by law.
 - c. **Dram Shop insurance:** in the minimum amount of \$500,000.00 per person, \$500,000.00 combined, \$500,000.00 property damage and \$500,000.00 loss of support against claims arising out of or in connection with the dispensing of alcoholic beverages relating to this Contract. Dram Shop insurance is required if alcoholic beverages are dispensed and alcoholic beverages or tickets are SOLD. If Vendor needs Dram Shop insurance, Vendor must also have applicable County and State licenses.
10. **Market Participation Terms and Conditions.** Vendor acknowledges that the following terms are material components of this Contract and Vendor's ability to participate in the Market. Noncompliance with these terms will be considered a breach of Contract by Department.
 - a. Vendor certifies that all products sold at the Market shall be produced, processed and/or packaged by Vendor in the State of Illinois, at a location identified by Vendor.
 - i. All items must be directly or personally homegrown, handmade, and/or created from locally-owned operations within the state of Illinois. Items that are mass-produced or purchased from wholesale auctions or elsewhere are not permitted.
 - b. Vendor must follow all laws, rules, guidelines, and technical information bulletins issued by the Illinois Department of Public Health and/or Sangamon County Department of Public Health, and obtain all necessary permits, as applicable, including for selling food products.
 - c. All baked goods sold must be prepared in a certified commercial kitchen or meet the criteria of the Cottage Food Regulations as in compliance with the Sangamon County Health Department and the State of Illinois.
 - d. Vendors who sell meat or poultry must have a valid State license to do so and shall provide a copy of such license to the Department. The meat and/or poultry sold at the Market by the Vendor shall come from animals owned, raised or processed by Vendor in Illinois at a location identified by Vendor.
 - e. No live animals are allowed to be brought to the Market or sold at the Market.
 - f. Vendor shall not sell any eggs at the Market unless Vendor complies with the Illinois Egg Law requirements and provides Department appropriate documentation thereof.
 - g. Vendor shall use only scales approved by the Illinois Department of Agriculture, Bureau of Weights and Measures.
 - h. "Hawking" (vocal solicitation) or other disruptive behavior is prohibited.
 - i. Vendor shall not use inadequate extension cords, space heaters, or any other potential fire hazardous equipment.
 - j. Department is not responsible for theft, vandalism, or any other damage to any type of personal property.
 - k. Market Space shall be completely smoke-free; no smoking is allowed whatsoever.
 - l. At the end of each Market Day, Vendor is required to clean the Market Space it occupied. If Vendor does not clean the space, Department reserves the right to charge Vendor the current CMS Prevailing Wages per market for cleanup. In the event Vendor is charged for cleanup, Vendor will not be allowed reentry onto the market space until that fee is paid.
 - m. Any personal property left on the Illinois State Fairgrounds for ten days after Vendor is notified to remove such property shall be considered abandoned. The abandoned property will become Department's property and Department shall have sole discretion over the property's disposition.
 - n. Vendor shall submit a weekly sales report to Department at the end of each Market Day. Sales are confidential and only combined totals from all vendors are used for reporting purposes. These combined sales determine the future of the Illinois Product Farmer Market.
11. **Release and Indemnity.** Vendor, for it and its employees, agents, and representatives, and their heirs, successors, assigns, executors and administrators, agrees to fully and forever release and discharge Department its officers, employees and agents, and their heirs, successors, assigns, executors and administrators, from any and all claims, demands, rights of action or causes of action, present or future, whether the same be known, unknown or anticipated, resulting from or arising in connection with the operation of the concessions which are the subject of this agreement. Vendor further agrees to assume all risk of loss and to indemnify and hold Department and its officers, employees and agents, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including cost, attorneys and witness fees, and expenses incident thereto, for injuries to persons, including death and mental anguish, and for loss of, damage to, or destruction of property, including property of Department, or any other injury, including infringement of a patent, copyright, trademark, service mark or trade secret, resulting from or arising out of any negligent or intentional act or omission of Vendor or of any employee, agent or representative of Vendor.
12. **Standard Certifications.** Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of the contract and any renewals is a material requirement of this contract. By executing this contract Vendor certifies compliance with this subsection to the extent applicable under the law, and is under a continuing obligation to remain in compliance and report any non-compliance to the extent applicable under the law. If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections. As this agreement does not meet the definition of "contract" in the Procurement Code, those certifications have been removed accordingly.

- a. As part of each certification, Vendor acknowledges and agrees that should Vendor provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply: the contract may be void by operation of law, the State may void the contract, and Vendor may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty. Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.
 - b. Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.
 - c. Company, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3.
 - d. Drug Free Workplace. This certification is applicable if this Contract is worth more than \$5,000. If Vendor employs 25 or more employees, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act. If Vendor is an individual, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.
 - e. Vendor certifies that neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the United States Department of Commerce. 30 ILCS 582.
 - f. Vendor certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States. 720 ILCS 5/33 E-3, E-4.
 - g. Vendor certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.
 - h. Vendor certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club." 775 ILCS 25/2.
 - i. Vendor warrants and certifies that it has and will comply with Executive Order No. 1 (2007). The Order generally prohibits Companies from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.
13. **Taxpayer Identification Number.** This information is used by Department to verify Vendor's identity and/or to submit past-due payment to the Comptroller's Offset System for collection. Vendor certifies that the number below is Vendor's correct taxpayer identification number. *If you are a sole proprietor, write the owner's name on the name line followed by the name of the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.*
- a. **Name:** _____
 - b. **Business Name:** _____
 - c. **Taxpayer Identification Number (EIN/FEIN/SSN):** _____
 - d. **Legal Status (check appropriate box):**
 - Individual/Sole Proprietor/Single Member LLC
 - Corporation
 - Partnership
 - Limited Liability Company
 - Trust/Estate
 - Other type of entity, list here: _____
14. **Termination/Breach.** Any breach of this contract by Vendor, including the failure of Vendor to totally and satisfactorily perform as specified herein, is cause for forfeiture by the Vendor of all compensation due and/or payable under this contract, without limitation upon any other relief available to the State, and will allow Department to terminate the contract and seek any other available relief including, but not limited to, damages and attorney's fees. Department may terminate this Contract without penalty at any time, and for any reason, including but not limited to convenience. Vendor may terminate this Contract upon 30 days written notice to Department.

Vendor and Department sign and execute this Contract on the date set forth below. If Vendor is a legal entity, Vendor acknowledges that the individual signing below is authorized to enter into this Contract on Vendor's behalf and that such signature constitutes acceptance of the Contract.

VENDOR

Signature _____
 Name (Print) _____
 Street Address _____
 City, State, Zip _____
 Date _____
 Phone/email _____

DEPARTMENT OF AGRICULTURE

Signature _____
Director
 by _____
Legal Counsel
 Date _____



Illinois Product Farmers Market

The Shed / Illinois State Fairgrounds Springfield, Illinois

3:30 p.m. – 7:00 p.m.

Every Thursday from May 16 – September 26, 2024

**The market will be closed on July 4th, August 9th and August 16th*

The Illinois Department of Agriculture (IDOA) is pleased to sponsor the Illinois Product Farmers Market. The market is home to vendors who support and qualify for IDOA's Illinois Products Program by growing, producing, and packaging their own products here in Illinois. The Illinois Product Farmers Market strives to offer products to its customers from local fresh growers, makers, and producers. Our vendors answer questions, provide resources and knowledge to inform customers and offer quality and unique products to the community.

PARTICIPATION FORM

Please ensure your contact information matches the Vendor Guidelines and Agreement

Name _____

Farm Name or Company Name (if any) _____

Business Address _____

Farm Address (if any) _____

City _____ State _____ Zip Code _____

Telephone number(s) (_____) _____

E-Mail: _____

Website: _____

Vendor space fee	\$ _____
Sponsorship fee	\$ _____
Total Payment	\$ _____

Per Illinois Department of Agriculture Agreement and Illinois Product Program all items must be grown, raised, produced, or made by you in Illinois.

I grow, raise, produce, and/or make my products/produce.

Other, please explain:

PRODUCTS TO BE SOLD (This list must stay current throughout the year, if a product is added please update Nicole Moore – agr.farmersmarket@illinois.gov):

Space Requirements and Requests:

\$300 Entire Market Season (10-18 weeks)
\$200 Half Market Season (9 weeks or fewer)
\$30 Weekly (paid at each weekly market)

Outside Space (with vehicle, trailer, or tent)
Inside Space (no vehicle, first come first serve)
Request Power

Vendors do not have to participate every week. **Each vendor must contact the designated person every week by Tuesday via e-mail agr.farmersmarket@illinois.gov to give notice of absence that week if scheduled.**

Vendor Sponsorship:

I want to be a vendor sponsor for an additional \$300. Your logo will be featured on the Market website and your business will have first preference for media events.

I do not wish to be a vendor sponsor.

Marketing Promotion and Compliance: Photos/pictures may be used for marketing and promotional efforts.

- Please send a jpeg or pdf of business logo.
- Please provide 4-6 images in either jpeg or pdf format highlighting your business operation and products. Include at least one image featuring distinct business signage or a vendor showcasing their products. This measure has been introduced this year to address the challenges of conducting farm visits and to ensure compliance with the Illinois Product Program. With growing curiosity among consumers and marketgoers about the sources of their food and products, these images play a crucial role in maintaining transparency and integrity. You as a vendor work hard to make and grow quality products, and we want to showcase the effort through our social media, website, and marketing/promotions.
 - For example:
 - If vendor is a meat producer, please provide pictures of animals where they are being raised with you in the background or an identifying sign or logo. Provide pictures of vendor selling or packaging product.
 - If vendor sells produce, please provide pictures of the produce on vendor property being grown with vendor, identifying signage, or logo. Provide pictures of vendor operational procedures (producer planting, picking, sorting, and packaging).
 - If vendor sells cottage food and non-food items, please provide pictures of the vendor creating, baking, making, and processing market items.

Checks made payable to: Agricultural Products Promotional Fund: Send the original signed contract, forms, pictures, and payment to Illinois Department of Agriculture, c/o Nicole Moore State Fairgrounds, P. O. Box 19281, Springfield, Illinois 62794-9281, Phone: 217-524-9129: Email: agr.farmersmarket@illinois.gov Online payments are accepted [here](#). Select: One Time Payment, Bureau of Marketing in Payment Category, and Marketing Event in Payment Type. Complete the form and submit.



**2024 Illinois Product Farmers Market
LINK AND LINKUP ILLINOIS MATCH PROGRAM**

At no time may a retailer exchange LINK/EBT SNAP benefits for cash. Any retailer who exchanges LINK/EBT benefits for cash, allows a customer to purchase ineligible items with an Illinois LINK card for cash, may lose the privilege to participate in the program, and could be subject to federal and state civil or criminal prosecution.

Eligible Food Purchases for LINK/EBT SNAP Benefits

The following is a review of those food categories that can be purchased on the food stamp program with the EBT card:

- Any food intended to be eaten at home by people, including snacks, beverages, and seasonings.
- Seeds and plants to grow food (not flowers or birdseed).
- Cold prepared items, such as salads and sandwiches, intended to be eaten at home.
- Food purchased cold, then heated in the store and consumed outside the store.

Ineligible Food Purchases for LINK/EBT SNAP Benefits

Funds in the recipient's food stamp account cannot be used to purchase the following items:

- Alcoholic beverages and cigarettes/tobacco products.
- Hot foods ready to eat.
- Hot or cold food to be eaten at a lunch counter, in a dining area, or anywhere else in the store.
- Vitamins or medicines.
- Pet foods.
- Any non-food items such as tissues, soaps, or other household goods.

Eligible Food Purchases for LINK Match Program

LOCALLY GROWN FRUITS AND VEGETABLES ONLY

Ineligible Food Purchases for LINK Match Program

ANY FOOD OR PRODUCT THAT IS NOT A LOCALLY GROWN FRUIT AND VEGETABLE

Following Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, religion, political beliefs, or disability.

Please Check One:

I have read the above form and agree to follow all rules associated with LINK/SNAP AND LINK MATCH. I understand that failure to follow these rules may result in removal from the Illinois Product Farmers Market.

I defer participation in the LINK/SNAP AND LINK MATCH program. I understand that accepting LINK/SNAP AND LINK MATCH benefits may result in removal from the Illinois Product Farmers Market.

****By typing your name below, you agree that this is valid as your signature.***

Signature

Date



2024 IL Farmers Market Date Schedule

Please circle all dates you plan to attend

***The market will NOT be held on
July 4th, August 8th and August 15th.**

- | | |
|----------------------------------|---|
| <input type="checkbox"/> May 16 | <input type="checkbox"/> August 1 |
| <input type="checkbox"/> May 23 | <input type="checkbox"/> August 22 |
| <input type="checkbox"/> May 30 | <input type="checkbox"/> August 29 |
| <input type="checkbox"/> June 6 | <input type="checkbox"/> September 5 |
| <input type="checkbox"/> June 13 | <input type="checkbox"/> September 12 |
| <input type="checkbox"/> June 20 | <input type="checkbox"/> September 19 |
| <input type="checkbox"/> June 27 | <input type="checkbox"/> September 26 |
| <input type="checkbox"/> July 11 | <input type="checkbox"/> October 12
(Illinois Product Fall Market)
Additional Payment \$30.00 |
| <input type="checkbox"/> July 18 | |
| <input type="checkbox"/> July 25 | |



**2024 Illinois Product Farmers Market
Vendor Checklist**

- Participation Form (*please enter the same name and contact information as the Vendor Guidelines and Agreement*)
- Vendor Guidelines and Agreement (*please enter the same name and contact information as the Participation Form*)
- Date Schedule (mark dates plan to attend the Market)
- Certificate of Liability Insurance – There are Insurance Liability requirements, and it is mandatory that the Illinois Department of Agriculture be listed as additional insured.
- Images of your operation (you with your product you produce, grow, or make).
- Illinois Product Farmers Market Link Benefits Form and/or Link Match Form (if applicable)
- Payment – Checks should be made payable to the Agricultural Products Promotional Fund and sent or taken to:

**Illinois Department of Agriculture
Bureau of Marketing, Promotion & Grants
801 E. Sangamon Avenue
Springfield, IL 62702
Attn: Nicole Moore**

Online –Online payment is accepted through: <https://magic.collectorsolutions.com/magic-ui/en-US/Login/ill-agriculture> and click on make a onetime payment. Select **Bureau of Marketing** in Payment Category and **Marketing Event** in Payment Type. Continue to complete the form and hit submit.

**Questions?
Please call Nicole Moore at 217-524-9129
E-mail nicole.moore@illinois.gov**



**2024 Illinois Product Farmers Market
“The Shed” Illinois State Fairgrounds
May 16th through September 26, 2024
LIABILITY INSURANCE REQUIREMENT**

You must obtain and show proof of liability insurance in the following minimum amounts: \$100,000 per person; \$300,000 per occurrence; and \$100,000 property damage.

A Certificate of Insurance must be provided and kept on file by the IDOA from your company’s insurance agency. If you currently have a Certificate of Insurance for the Illinois State Fairgrounds, please provide us with a copy that states your policy term covers the dates of the Illinois Product Farmers Market. **This information must be on the Certificate of Insurance: “The Illinois Department of Agriculture, its officers, agents, directors & employees are additional insured.”**

The Certificate Holder should be listed as:

**Certificate Holder:
IL Department of Agriculture
Bureau of Marketing, Promotion & Grants
801 E. Sangamon Avenue
Springfield, IL 62702**

The IDOA must receive a copy of your Certificate of Insurance before you will be allowed to participate at the Market.

Please send a copy of your insurance certificate before your first date of participation in the Illinois Product Farmers Market.

If you have any questions, please call Nicole Moore at 217-524-9129.

Please return the certificate to: agr.farmersmarket@illinois.gov.