



## 2009 PANA FARMERS MARKET INFORMATION LETTER

Dear Farmers Market Vendors,

This year the Pana Chamber of Commerce is taking on a new community event! The First Annual Pana Chamber of Commerce Farmers Market will begin with an open market on Friday, June 5th and will run 21 Friday evenings from 4:30 to 7:00 until October 23rd . The market will be located on 7 E. 3<sup>rd</sup> Street in Pana in front of Tri-County Feed and Seed and we want you to be a part of it!

The market is open to local farmers and producers from Illinois of fresh home grown, in season fruits and vegetables; fresh baked breads and pastries just to name a few. Contemporary and traditional homemade crafts and jewelry are welcome too!

Attached is a 2009 Pana Farmers Market Registration Form, waiver of liability and guidelines and information. Please contact the chamber soon to reserve your market space. Also included is a date sheet that will allow us to advertise, both on our website at [www.panachamber.com](http://www.panachamber.com) and the local newspaper, who will be at the market and what unique products producers will be selling on that day.

Do you have a website? For participating in the Pana Chamber of Commerce Farmers we will link your website for the Pana Chamber of Commerce Farmers Market page.

For question regarding the 2009 Pana Chamber of Commerce Farmers Market contact the Pana Chamber of Commerce at 217.562.4240 or email us at [panail@consolidated.net](mailto:panail@consolidated.net). Also be sure to visit us online at [www.panachamber.com](http://www.panachamber.com)

Sincerely,

*Pana Chamber of Commerce  
Farmers Market Committee*



**2009 PANA FARMERS MARKET REGISTRATION FORM**

**CONTACT INFORMATION:**

Vendor Name: \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Name & telephone number of emergency contact: \_\_\_\_\_

Liability Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_

*\*A copy of a "Certificate of Liability Insurance" must be on file with the Pana Chamber before the authorization of goods can be sold.*

Do you need electricity in your market space? Yes or No

**PRODUCT INFORMATION**

Type (s) of produce/product to be sold: \_\_\_\_\_

I have read and understand all rules, regulations and guidelines of the Pana Chamber of Commerce Farmers Market and agree to adhere to these rules. Mail registration, certificate of liability insurance and liability waiver to Pana Chamber of Commerce, 120 E. 3<sup>rd</sup> St., Pana, IL 62557.

Signature of primary seller: \_\_\_\_\_ Date: \_\_\_\_\_



## **2009 WAIVER OF LIABILITY**

### **PANA CHAMBER OF COMMERCE FARMERS MARKET**

I, \_\_\_\_\_, agree to assume the liability for the sale of processed foods of a non-hazardous nature from home sources, homegrown fruits and vegetables, plants, flowers, etc., which I or my business representative may legally sell at the Pana Chamber of Commerce Farmers Market and will furnish samples upon requests for laboratory analysis.

I accept this liability:

Signature: \_\_\_\_\_ Date \_\_\_\_\_



## **2009 PANA CHAMBER OF COMMERCE FARMERS MARKET GUIDELINES AND INFORMATION**

1. Farmers or producers from Illinois of fresh, home grown, in season fruits and vegetables; fresh-baked breads, pastries and other baked goods (no home food caters); live plants; fresh-cut and dried flowers and herbs; honey products; mushrooms and other edible fungi with proper source documentation; frozen meats under state licensing guidelines, homemade jams, jellies and preserves made by traditional methods and high in sugar content are eligible to participate. Food vendors must comply and be registered with the Christian County Department of Public Health (See CCDPH regulations for more details.)
2. Contemporary and traditional homemade crafts, jewelry, home and garden displays, and unique items are wanted. No firearms or weapons of any kind will be accepted.
3. No Produce Resellers Allowed
4. IDPH regulated honey with required warning is allowed. (See CCDPH regulations.)
5. Only uncut fruits and veggies may be sold. (See CCDPH regulations.)
6. It is recommended all produce labeled as organic for sale must be certified.
7. Prices should be set in keeping with customer satisfaction and consideration of other market vendors.
8. Any grievances regarding the actions or prices of other vendors must be brought to the attention of Market Day Manager in writing, NOT directed to the vendor in question. The Market Day Committee will determine if a special meeting needs to be called to settle the grievance.
9. The Pana Chamber of Commerce Farmers Market is located on 7 E. 3<sup>rd</sup> St. in Pana, in front of Tri-County Feed and Seed. The Farmer's Market will be open Fridays beginning on June 5 and the ending date will be October 23. The Farmers Market time will be 4:30 pm until 7:00 pm. **Vendors may arrive and set up their assigned market stalls 1 hour before opening time.**
10. Each vendor is to provide State approved scales, as necessary, display racks or tables, sacks, money for change and signs displaying goods for sale and prices in full view of the consuming public. Labeling laws also apply.

11. Cars, pickup trucks and trailers are acceptable on the street only. Trailers should be lined up with other vendors in a uniform manner, as directed by the Market Day Manager.

12. It is responsibility of individual vendors to maintain clean and healthful conditions within their assigned area. VENDORS WILL NOT BE PROVIDED ACCESS TO A TRASH DUMPSTER. Therefore, it is the responsibility of vendors to bag their trash and leave their area free of debris. There is a \$25 minimum charge for debris or leftover produce to be paid before the next market day or space will be forfeited.

13. Any vendor selling items such as, but not limited to, approved meats, eggs, mushrooms, prepared foods or honey must provide all necessary credentials and licensing to apply for licensing from the Christian County Department of Public Health (CCDPH) prior to the market season. You must have CCDPH license if your product falls under any of the before mentioned criteria to set up at the Pana Chamber of Commerce Farmers Market. *CCDPH, 902 West Springfield Rd, Taylorville IL 62568. or call 217.824.4113, or fax 217-824-4380.*

14. To provide consumers the opportunity to preview items being sold through the Pana Chamber website and local newspaper please notify the Pana Chamber of Commerce at 217.562.4240 or email at [panail@consolidated.net](mailto:panail@consolidated.net) by 9:00 am Wednesday before the market, or fill out and submit the attached date sheet.

15. Mail registration, certificate of liability insurance and liability waiver to: Pana Chamber of Commerce, 120 E. 3rd Street, Pana, IL 62557.

It is the intent of the Pana Chamber of Commerce and Farmers Market Committee to provide a fun and worthwhile market experience for both producers and consumer. This market is made possible by an Illinois Farmers Market Advertising Grant and a gift in kind by the Pana Chamber of Commerce. The Pana Chamber of Commerce is offering vendors the opportunity to participate free of charge but are subject to a fee in coming years. Potential future fees will be used for advertising, local entertainment and additional programs. We appreciate your commitment as vendor as we establish the Pana Chamber of Commerce Farmers Market. For questions please contact the Pana Chamber of Commerce at 217.562.4240 or email at [panail@consolidated.net](mailto:panail@consolidated.net)



**2009 PANA CHAMBER OF COMMERCE FARMERS 2009 DATE SHEET**

Please check the boxes corresponding to dates you plan to attend and what product/s you wish to sell.

<u>DATE</u>		<u>ATTENDING</u>	<u>PRODUCT/S</u>
Friday	June 5, 2009	_____	_____
Friday	June 12, 2009	_____	_____
Friday	June 19, 2009	_____	_____
Friday	June 26, 2009	_____	_____
Friday	July 3, 2009	_____	_____
Friday	July 10, 2009	_____	_____
Friday	July 17, 2009	_____	_____
Friday	July 24, 2009	_____	_____
Friday	July 31, 2009	_____	_____
Friday	August 7, 2009	_____	_____
Friday	August 14, 2009	_____	_____
Friday	August 21, 2009	_____	_____
Friday	August 28, 2009	_____	_____
Friday	September 4, 2009	_____	_____
Friday	September 11, 2009	_____	_____
Friday	September 18, 2009	_____	_____
Friday	September 25, 2009	_____	_____
Friday	October 2, 2009	_____	_____
Friday	October 9, 2009	_____	_____
Friday	October 16, 2009	_____	_____
Friday	October 23, 2009	_____	_____



# **PRODUCERS WANTED!**

**2009**

## **PANA CHAMBER OF COMMERCE FARMERS MARKET**

**Located on:**

7 East 3<sup>rd</sup> Street in Pana  
Across from Tri-County Feed and Seed

**Beginning:**

Friday, June 5<sup>th</sup>

**Ending:**

Friday, October 23

**Time:**

4:30 pm – 7:00 pm

***NO FEES FOR THE PRODUCERS!***

For more information on the  
Pana Chamber of Commerce Farmers Market,  
visit [www.panachamber.com](http://www.panachamber.com) or call 217.562.4240