

# Roscoe Community Market by Stateline Events

## Vendor Rules & Guidelines

These rules are established by **Stateline Events** to ensure a safe, welcoming, and well-organized community market experience for vendors, customers, and the Roscoe community. All vendors are required to read, understand, and comply with these guidelines. Please sign the last sheet and email it to [StatelineEvents@gmail.com](mailto:StatelineEvents@gmail.com)

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### 1. Vendor Eligibility

- Vendors must accurately represent their products, ingredients, and production methods.
- Spaces are limited and are hand picked by Stateline Events. We staff farmers/produce, handmade items and then fill in a few businesses.
- All vendors must have products they sell.
- No political vendors allowed
- Nonprofits to the discretion of Stateline Events

### 2. Application & Approval

- All vendors must submit an application, receive approval and pay for your space prior to participating.
- Acceptance is at the discretion of Stateline Events.
- Vendor categories may be limited to maintain product variety and balance.

### 3. Vendor Fees & Payments

- Vendor fees must be paid in full by the stated deadline.
- Fees are non-refundable unless otherwise stated by Stateline Events.
- Failure to pay may result in loss of booth space.

### 4. Licenses, Permits & Illinois Compliance

- Vendors are responsible for complying with **all applicable Illinois state laws, Winnebago County regulations, and Village of Roscoe ordinances.**
- Required documents may include, but are not limited to:
  - Illinois Business Registration (if applicable)
  - Illinois Sales Tax ID (for taxable items)
  - Illinois Cottage Food Operation Registration (if applicable)
  - Winnebago County Health Department permits for food vendors
- Vendors must collect and remit Illinois sales tax when required.
- Copies of permits and licenses must be available at the booth upon request.

### 5. Insurance & Liability

- Vendors may be required to carry general liability insurance naming **Stateline Events** and the **property owner** as additionally insured.

- Vendors participate at their own risk and are responsible for their own property and products.

## 6. Booth Space, Setup & Teardown

- Booth spaces are assigned by Stateline Events and may not be shared, sold, or transferred.
- Vendors must remain within their assigned footprint.
- Setup and teardown times must be strictly followed.
- Vehicles must be unloaded promptly and removed from the market area unless otherwise approved.
- Vendor parking will be shared the week of the event
- Under no circumstances should a vendor drive on the grass area with their vehicle.

## 7. Tents, Tables & Displays

- Vendors must supply their own tents, tables, chairs, and display materials.
- All tents **must be securely weighted** in accordance with safety standards. Weights are required.
- Displays must be neat, professional, and safe for public interaction.
- Stateline Events reserves the right to require immediate correction or removal of unsafe displays.

## 8. Product Standards & Pricing

- Food items must include required ingredient and allergen disclosures as mandated by Illinois law.
- Vendors may not engage in aggressive sales tactics or price dumping intended to harm other vendors.

## 9. Illinois Cottage Food Vendors (Specific Requirements)

This section applies to vendors operating under the **Illinois Cottage Food Operation Law**.

- Vendors must be registered with the **Winnebago County Health Department** as a Cottage Food Operation.
- Only foods approved under Illinois Cottage Food Law may be sold. Prohibited items include potentially hazardous foods such as meat, dairy-filled products, or items requiring refrigeration.
- All cottage food products must be **home-produced** and may not be prepared in commercial kitchens unless separately licensed.
- Each product must be properly labeled in accordance with Illinois law, including:
  - Name of the product
  - All ingredients listed in descending order by weight
  - Allergen disclosures as required by law
  - Name and city/state of the Cottage Food Operator
  - The required statement: "This product was produced in a home kitchen not subject to public health inspection."
- Cottage Food vendors must display their **Cottage Food Registration Certificate** at their booth.

- Cottage Food vendors are responsible for collecting and remitting applicable Illinois sales tax.
- Sampling, if allowed, must comply with Winnebago County Health Department guidelines and must be approved in advance by Stateline Events.

## 10. Health, Safety & Vendor Conduct

- Booth areas must be kept clean and free of hazards.
- Smoking, vaping, or alcohol consumption within 10ft of the Roscoe Community Market grounds including vendor spaces is prohibited.
- Vendors must act professionally and respectfully toward customers, staff, and other vendors.
- Harassment, discrimination, or disruptive behavior will result in removal from the event.

## 10. Weather Policy

- Markets operate **rain or shine** unless canceled by Stateline Events due to unsafe conditions.
- Vendors are responsible for weather protection of products and equipment.
- No refunds will be issued due to weather unless explicitly stated.

## 11. Attendance, Cancellations & No-Shows

- Vendors must notify Stateline Events as early as possible if unable to attend.
- Repeated no-shows or late cancellations may result in denial of future participation.

## 12. Waste & Clean-Up

- Vendors must remove all trash, debris, and unsold items at the end of the market.
- Booth spaces must be left clean and undamaged.

## 13. Music, Generators & Electricity

- Music, generators, or electrical usage must be approved in advance.
- Generators must be quiet, safely placed, and properly maintained.
- Vendors are responsible for their own cords and power needs.

## 14. Enforcement & Violations

- Stateline Events reserves the right to enforce these rules at all times.
- Violations may result in warnings, removal from the market without refund, or suspension from future events.

## 15. Agreement

- Participation in any Stateline Events farmers market constitutes agreement to all rules listed above.
  - Stateline Events reserves the right to update or modify these rules as necessary.
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**Thank you for being part of a vibrant, respectful, and community-focused Stateline Events Farmers Market in Roscoe, Illinois.**

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Signature

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Print Name

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Business Name

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Date