

PARTICIPANT/VENDOR APPLICATION



General Vendor Application

Product(s) I plan to sell/Demonstrate: _____

Name(s): _____

Business Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email: _____

Willoughby is authorized to release my name and phone number to interested parties: ____ Yes ____ No

I am interested in teach a class/workshop at Willoughby Farm: ____ Yes ____ No

I have attached my proof/certificate of insurance: ____ Yes ____ No

My signature confirms I have received and will comply with the Rules and Regulations.

Signature: _____ Date _____

Please return this form with \$25.00 application fee(check made payable to Willoughby Farm) to:

Willoughby Heritage Farm

Attention: Events

631 Willoughby Lane

Collinsville, IL 62234

Email: Willoughby@collinsvilleil.org

Call (618)977-0941 for more information.

Application is not a guarantee of participation. Space is based on availability, date received and compliance with event's rules and regulations.

Vendors/Participants will be based on our Farm/Agricultural Heritage.

Willoughby Heritage Farm and Conservation Reserve is a facility of the City of Collinsville Parks & Recreation

**Willoughby Farm
Vendor Documentation
From The Garden**

From the Garden vendors should ideally grow the products they sell. Vendors may supplement their own products with local, in season, agricultural products.

Please fill in all applicable information. This form must be completed and submitted, along with copies of all certificates, to Willoughby Heritage Farm before the Vendor may participate in this Farm Day.

Business Name: _____

Owner's Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Location of cultivated land not at this address

Farm _____ acres

Garden _____ sq. ft.

Greenhouse _____ sq. ft.

Cultivation Methods (check any/all applicable)

Certified Organic* Certification # _____

Certified Naturally Grown Certification # _____

Organic* Methods (not certified)

No/low Pesticide and Herbicide

** The use of the word "organic" is restricted by federal law*

Please provide applicable copies

Certified Egg Producer Certification # _____

Meat Brokers License Certification # _____

Meat Processing Name & Location _____

My signature confirms that the above information is true and correct.

Signature: _____

Date: _____

**Willoughby Farm
Vendor Documentation
From The Kitchen/Garden Kitchen**

From the Kitchen _____ Homemade items from vendors who do not grow their ingredients

From the Garden Kitchen _____ Homemade items from vendors who grow their ingredients. Must include Vendor Documentation form: *From the Garden*

Please fill in all applicable information. This form must be completed and submitted, along with copies of all certificates, to Willoughby Heritage Farm before the Vendor may participate in this Farm Day

Business Name: _____

Owner's Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Location of kitchen if not at above address:

Home Kitchen _____

Leased, Inspected Kitchen _____

Inspected Kitchen _____

Please provide applicable copies of:

Food Service Sanitation Permit

Permit # _____ Expiration Date: _____

Food Service Sanitation Managers License

Permit # _____ Expiration Date: _____

My signature confirms that the above information is true and correct.

Signature: _____

Date: _____

Willoughby Farm Vendor Documentation RULES AND REGULATIONS

The market is a venue for agricultural and horticultural products, baked and other home grown and allowed value-added food products, and juried fine art products. By signing the application each Vendor agrees to abide by the rules and regulations detailed in this document.

Operations

- Allocation of and changes to vendor space will be at the discretion of the farm coordinator.
- Vendors shall supply their own display tables and facilities for their space. All displays and signage must be kept within each Vendor's designated area.
- Vendors may set-up starting at 8:00am.
- Vendors must be courteous to other Vendors and to the public at all times. Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance at all times.
- Vendors are responsible for clean-up of their own debris after market closing. Trash, debris and leftover produce removal by management will result in a cleaning charge of \$25 to the vendor.
- Farm days are rain or shine events and are only cancelled under extreme weather conditions.
- It is the responsibility of each Vendor to follow the laws of the State of Illinois and the Madison County Health Department.
- Violations of these rules and regulations may result in the farm coordinator asking the Vendor to leave, forfeiting their space and fee for the day.
- The farm coordinator reserves the right to refuse participation in the Market to any person or group at the sole discretion of the coordinator, regardless of current or past participation.
- Proof/certificate of Insurance is supplied.

Space Allocation

- Due to limited covered space (barn), space allocation is first-come, first-served. Vendor space in the barn is size limited.
- Vendors displaying outdoors are welcome to bring a pop-up tent for shade.

From the Garden

- Vendors are responsible for following all Madison County Health Department sanitation guidelines for food preparation, storage, and sales.
- Vendors must follow all laws of the State of Illinois and the Madison County Health Department for the sale of products such as meat and eggs. Meat must be processed in a licensed facility. Copies of licenses and certificates should be on display.

Acceptable Products: Fresh fruit and vegetables, nuts, herbs, cut or dried flowers, bedding or other nursery plants, cider, molasses, honey, non-refrigerated baked goods, properly canned jams, jellies and preserves, dried product, grains, straw/hay, cornstalks, etc. The sale of eggs must meet the packaging and labeling requirements of the current Illinois Egg and Egg Products Act.

Unacceptable Products: Home canned foods that are not boiling water or pressure canned.

The sale of live animals is not permitted.

Willoughby Farm Vendor Documentation RULES AND REGULATIONS-2

From the Kitchen

- Ingredient lists should be available.
- Vendors are responsible for following all Madison County Health Department sanitation guidelines for food preparation, storage, and sales.

Acceptable Products: Non-refrigerated baked goods such as fruit pies, cookies, and muffins.
Candy and confectionery.

Unacceptable Products: Items containing potentially hazardous food such as meat, fish, or raw eggs.
Canned goods with purchased main ingredients.

From the Studio

- All fine arts products must be handmade/crafted by the vendor.
- Resale of products is not allowed.
- The artisan should be present. On the rare occasion that the artist is not available a knowledge-able representative may be accepted.
- Artisans may be commercial or non-commercial.
- "Heritage" or "Primitive" arts are encouraged.
- "Country crafts," "kit" crafts and other "assembly line" craft products, which are of questionable artistic merit, are discouraged.

Acceptable Products: Weaving, pottery, carvings, sculpture, woodwork, quilts, rugs, painting and drawing or other forms of illustration, floral arrangements in which all components are grown by the vendor (e.g. grapevine wreath and dried flowers).

Unacceptable Products: "Kit" or "Assembly Line" craft projects. Use of artificial flowers or greenery, use of non-original patterns, or use of commercial molds is not acceptable.