



# The Humpday Farmers' Market Vendor Application

## 2024 Season

4/24/24-10/30/24

Farm/Business Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Preferred Phone: \_\_\_\_\_ (this will be used to send texts to you)  
 Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SUBMIT**  
 by 2/20 for  
 notification  
 by 3/6

Farm/Business Bio: (Describe your farm or business in 100 words – used to promote in social media & marketing)

**Complete the sections applicable to the products that you wish to bring to market.**

**FRUIT and VEGETABLE FARMERS**

Humpday Farmers' Market is a **“Producers Only Market”** meaning that you must grow what you sell. There is no purchase for resale or gleaning of produce from other farms so that you can sell at our market. If you have invested in the planting, feeding, weeding and harvesting of a crop on someone else's farm, then you can sell it at Humpday Farmers' Market. Our board does allow special exceptions for produce that no one grows and is considered a major product, such as peaches or apples. Every exception must be first approved by the board prior to your bringing that product to market. We'll plan to visit every grower this year.

**What crops do you plan to bring to market and in which months?**

| Crops | Month | Crops | Month |
|-------|-------|-------|-------|
|       |       |       |       |

Describe insect and disease control practices used:

Describe weed management practices:

List product names and active ingredients of any pesticide or herbicide used:

Check off all methods that you use to increase soil fertility on your farm:

Compost \_\_\_\_\_ Standard fertilizers \_\_\_\_\_ Organic liquids/sprays/powders \_\_\_\_\_  
 Animal manures \_\_\_\_\_ Cover crops \_\_\_\_\_ Crop rotation \_\_\_\_\_  
 Mulch \_\_\_\_\_ Soil tests \_\_\_\_\_

**MEAT, DAIRY, EGG, FISH and POULTRY FARMERS**

Attach a copy of all required certifications/licenses required by the state of Illinois to sell your products. Note that the market does not provide electricity – your generator must be low decibels. You must be self-sufficient in accordance with the rules of the Jackson County Department of Public Health.

Do you use any of the following in your animals? If yes, then what is the product?

- \_\_\_\_ topical antiseptics, bactericides, or fungicides: product names \_\_\_\_\_
- \_\_\_\_ ionophores for rumen microorganisms: product names \_\_\_\_\_
- \_\_\_\_ growth promoters: product names \_\_\_\_\_
- \_\_\_\_ antiparasitic drugs: product names \_\_\_\_\_
- \_\_\_\_ antibiotics to control disease or promote growth: product names \_\_\_\_\_

What type of confinement or range do the animals have to feed and move around in?

How do you manage invasive weeds in the pasture? List your mechanical controls used, fertilization practices and herbicides used in the pasture.

What meat processors do you use for your animal products?

If you sell eggs, then provide your egg license number: \_\_\_\_\_ (include a copy of license)

**LOCAL HONEY**

Only unadulterated local honey will be accepted at Humpday Farmers' Market. You can offer raw honey in jars or honeycomb, beeswax, and propolis. If you offer processed honey, such as infused honey, hot honey, or blended honey products then you must register as an Illinois Cottage Food Operation.

Describe your insect and disease management practices used:

How many miles from Carbondale are your hives? \_\_\_\_\_ miles  
How many hives do you have? \_\_\_\_\_

**HERBS AND CUT FLOWERS (dried herbs are considered Cottage Foods)**

What fresh herbs or flowers are you planning to bring to market?

Describe insect and disease control practices used:

**COTTAGE FOOD OPERATIONS/CERTIFIED FOOD PROCESSORS**

List the products that you plan to bring to market – we strongly encourage ingredients that are locally sourced!

| Food Products | Food Products | Food Products |
|---------------|---------------|---------------|
|               |               |               |

Cottage Food Operations are required to be a Certified Food Protection Manager (CFPM). If you're not certified, you can't sell prepared foods at the market. You must provide a copy of your CFPM certificate and a copy of your local health department registration certificate with a registration number. The registration number must be on your product labels.

You are allowed to have an employee sell your products for you at market, but they cannot help you prepare them or package them without having passed the CFPM exam. Include the names and certificates of anyone else involved in the preparation of your products. Cottage Food Operations are expected to comply with all current regulations for "Home to Market Act" and to register yearly with your local health department. You should also make a courtesy call to the Jackson County Health Department at 618-684-3143 to let them know that you are vending in Jackson County.

You can find a link to the 2023 IDPH Cottage Food Guide at: [https://extension.illinois.edu/sites/default/files/idph\\_cottage\\_food\\_guide-2022.pdf](https://extension.illinois.edu/sites/default/files/idph_cottage_food_guide-2022.pdf) It is your responsibility to stay current with the Illinois Cottage Food Requirements.

Commercial food processing kitchens prepare food products in a commercial, professionally inspected kitchen, you need to attach a current inspection report of your food production for this class of food production. You can't use an inspected kitchen for food production to sell at markets – contact the health department for this classification of food production.

### ☐NON-FOOD, ARTISAN VENDORS – CREATIVE PROCESS

No kit constructed products and no resale products will be accepted – this includes handcrafted soaps and skincare products. Soaps and skincare products must have required labels with ingredients and contact information provided. If you produce skincare products or make special claims about your soaps, then you stay informed Modernization of Cosmetics Regulation Act of 2022: <https://www.fda.gov/cosmetics/cosmetics-laws-regulations/modernization-cosmetics-regulation-act-2022-mocra>

- Send pictures of your art/creations with your application.

Please describe the products you create and wish to bring to market. Tell us how the products are created. Highlight any local materials sourced for your items.

| Artisan Products | Artisan Products |
|------------------|------------------|
|                  |                  |

### ☐VENDOR CATEGORIES AND RATES

The market has two vendor categories:

- 1) **regular vendor** – attends all 28 market weeks. Vendor fees are prepaid in 1 or 2 installments. No refunds for missed market days, but you receive a discount for paying up front for the whole season. To maintain your regular placement in the market you are expected to attend 75% of the market days (21 weeks).
- 2) **day vendor** – attends at least half of the market days. Vendor fee is paid each week on the day of market. Please note that we really want you to be a **regular** weekly market vendor.

Which vendor category are you applying for? (Select one below)

- full-season vendor**
- day vendor**

**Full-Season Vendor Rate:** The full-season vendor will pay \$244, rather than \$280.

- Full-season vendors commit to attending every market of the season and will have their same location assignment weekly.
- This requires early payment for the market season – paid in full on the 1<sup>st</sup> market day, 4/24/24. You may make 2 payments of \$122 on 4/24/24 and 7/3/24. If this causes hardship, then speak with the HDFM president, Angela Batson at 618-713-1282.
- Full-season vendors do not need to notify the HDFM President of their intent to participate each week. However, they must notify the HDFM President as soon as possible if they will miss a market. No refunds for missed markets.
- Full-season vendors are featured on the HDFM website, social media and marketing, including any press releases.

**Day Vendor Rate:** The day vendor will pay \$10 each market day – if day vendors attend every market the day vendor rate will total \$280.

- Day vendors must contact the HDFM President by 2pm on Mondays to confirm their intention to be at market on Wednesday.
- Day vendors can be featured in social media if they confirm their plan by Monday.

| <b>All Vendors need to indicate their planned attendance at the market (helps with placement)</b> |    |    |    |    |    |
|---|----|----|----|----|----|
| <b>Please circle the dates that you plan to be at the Humpday Farmers' Market in 2024</b>         |    |    |    |    |    |
| April   | -- | -- | -- | 24 | -- |
| May   | 1  | 8  | 15 | 22 | 28 |
| June  | 5  | 12 | 19 | 25 | -- |
| July  | 3  | 10 | 17 | 24 | 31 |
| August  | 7  | 14 | 21 | 28 | -- |
| September   | 4  | 11 | 18 | 25 | -- |
| October   | 2  | 9  | 16 | 23 | 30 |

All vendors are strongly encouraged to actively communicate via texts. Each Sunday the produce and the cottage food operations vendors will receive an email from the HDFM president asking what produce and/or baked goods will be brought to the following Wednesday market. This helps everyone to know what to expect at market and to fill a niche with your own signature products.

**INSURANCE REQUIREMENT**

Policy minimum: \$300,000.00 – All vendors must provide proof of liability insurance prior to vending at the market. You need to request a copy of a “certificate of insurance” listing the “Humpday Farmers’ Market LLC” as “additional insured”. This is not an unusual request of your insurance provider. Humpday Farmers’ Market is already insured but your action of listing Humpday Farmers’ Market LLC as an additional insured protects the market from claims related to your products/vendor stall. If your insurer has a question, then we can clarify.

Humpday Farmers’ Market is the managing body for the market with the address of 10309 Old Highway 13, Murphysboro, IL 62966. The certificate should be emailed directly by your insurance provider to:

Angela Batson at the following email: [abatson9@gmail.com](mailto:abatson9@gmail.com)  
 (618)713-1282

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

## □APPLICATION CHECKLIST

- \_\_\_\_\_ completed application
- \_\_\_\_\_ farm/business bio (100 word)
- \_\_\_\_\_ certificate of insurance, listing Humpday Farmers' Market LLC as additional insured
- \_\_\_\_\_ copy(ies) of ALL certifications, licenses, permits, etc.... related to your market products
- \_\_\_\_\_ product list of what you plan to bring to market
- \_\_\_\_\_ photos of sample artisan products for review by committee
- \_\_\_\_\_ 3-5 pictures of your creation process/farm (digital photos preferred)

**Application isn't complete until all paperwork/photos are provided**

**SUBMIT**  
by 2/20 for  
notification  
by 3/6

## SIGNATURE AND UNDERSTANDING

I have read and agree to follow all the Humpday Farmers' Market policies. I understand that failing to abide by the market policies may result in the loss of vendor privileges. As a vendor at the Humpday Farmers' Market, I also agree to assume the full risk of any injuries and damages, and that the above-mentioned items are produced in accordance with all county, state and federal laws that apply.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Mail application (**digital preferred**) and all required documents to:

The Humpday Farmers' Market  
c/o Angela Batson, President  
P.O. Box 3621  
Carbondale, IL 62901  
[Abatson9@gmail.com](mailto:Abatson9@gmail.com)  
618-713-1282