

# *Champaign*

## *Farmers Market*



## 2026 Champaign Farmers Market Vendor Handbook

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# Contents

Click on the section you wish to view.

Who We Are.....	2
2026 Market Calendar .....	2
Important Dates and Notes.....	3
Market Operation.....	4
Market Communications .....	4
Vendor Responsibilities.....	4
Vendor Eligibility .....	4
Vendor Meetings.....	5
Application Processes .....	6
How to Apply .....	7
Vendor Fees.....	8
Market Code of Conduct .....	10
Vendor Booths.....	10
Liability Insurance.....	11
Permits & State Protocols.....	11
Electricity .....	12
Weather.....	12
Garbage.....	12
Smoking.....	13
Growing Practices.....	13
Token & Voucher Programs .....	14
Adding or Cancelling Market Dates .....	16
Market Programs .....	16
Vendor Loading & Parking .....	17
Mandatory Gross Sales Reporting .....	18
Vendor Grievances/Product Challenges/Concerns .....	18
Policy Changes .....	18
Illness & Infectious Disease.....	18
Public Safety Response.....	19
Severe Weather Response .....	19

## Who We Are

The Land Connection is a Champaign-based nonprofit organization working to build a stronger, more resilient food system from soil to supper plate. Our work in the areas of farmer training, food access, and farmland programs allow us to envision a community-based food system in which every farmer has the opportunity to grow food in a sustainable manner, and every person can access local, nutritious foods. Your participation in the Champaign Farmers Market is a significant step toward making that vision a reality.

### **The Land Connection**

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Champaign IL 61820

Phone: (217) 840-2128

Email: [market@thelandconnection.org](mailto:market@thelandconnection.org)

Website: <https://www.thelandconnection.org>

CU Farmers Market Facebook: /cufarmersmarkets

CU Farmers Market Instagram: @cufarmersmarkets

### **2026 Market Calendar**

*Tuesdays from May-October*

- May 5, 12, 19, 26
- June 2, 9, 16, 23, 30
- July 7, 14, 21, 28
- Aug 4, 11, 18, 25
- Sep 1, 8, 15, 22, 29
- Oct 6, 13, 20, 27

## Important Dates and Notes

The following are important dates and/or deadlines:

- **March 11:** Vendor applications open for submission. To apply, please visit <https://www.thelandconnection.org/champaign-farmers-market/>.
- **March 31:** Vendor application deadline – the application will temporarily close after this date to allow market staff to prep for the opening market. The application will reopen in mid-May.
- **April 10:** First-round applicants will be notified on their admission to the market by the Market Coordinator by this date.
- **April 16:** Hybrid vendor meeting will be held at 6:30 p.m. All vendors *must* attend either in person or virtually. In-person meeting location and zoom link will be emailed closer to the meeting date. This meeting will be recorded for those unable to attend.
- **April 27:** Deadline to change from full-season payment plan to a weekly payment plan. *\*Full season discounts do not apply to weekly payment plans.*
- **April 28:** Full season vendor fees and application fees auto charged on this date.
- **Every Thursday AFTER market:** Weekly fees will be auto charged for weekly vendors. (Not applicable to vendors who have paid all fees in full)
- **Every Monday at 3:00 p.m.:** Deadline to cancel for the next day's market without being charged the weekly vendor fee. Cancellations received after 3:00 p.m. or no-shows will be charged the full weekly vendor fee. Vendors must send a cancellation notification via email to [market@thelandconnection.org](mailto:market@thelandconnection.org). For additional information, please refer to [Adding / Cancelling Market Dates](#).

## **Market Operation**

**Hours of Operation:** 3:00 p.m.-6:00 p.m.

**Dates:** Every Tuesday from May - October

**Set Up:** The Market site will open for vendors to set up at 1:00 p.m. All vendors must be set up and ready to sell by 2:45 p.m. at the latest.

**Tear Down:** Market tear down may begin at 6:00 p.m. Vendors must stay until the market ends at 6:00 p.m. This policy helps maintain an exciting and vibrant market environment, but it is also a critical public safety measure. For the safety of market shoppers, vendors, and staff, vehicles may not be driven into or out of the loading/unloading zones until the close of market.

## **Market Communications**

All communication for the market will be done via email, and vendors are required to know all information given by email. A weekly information email will be sent out the Monday prior to each market to all attending vendors. Vendors should check their email after 5:00 p.m. on the Monday before the Tuesday market for any updates or changes.

## **Vendor Responsibilities**

Farmers market staff is responsible for administering and enforcing all rules and procedures as well as public safety, space assignments, market data collection, and Link token redemption.

It is the vendor's responsibility to comply with all rules and to conduct business in the market accordingly. Any vendors who fail to comply with market regulations may lose their privilege to participate. The Market Manager has final authority on resolving issues in a civil and efficient manner and retains the final decision on conflicts and/or loss of privileges.

## **Vendor Eligibility**

The Champaign Farmers Market encourages the sale of a variety of goods, but places specific emphasis on fresh, local foods and value-added products that use local ingredients. We will do our best to meet the needs of all vendors and provide as wide a range of options for market shoppers as possible. Final decisions on what products are allowed for sale is up to the discretion of the Market Manager.

### **Small & Sustainable Farm Operations**

In line with The Land Connection's mission, preference will be given to small, family farms who use sustainable practices. Producers should be based within 150 miles of Champaign-Urbana to qualify. Preference will also be given to value-added food and farm product vendors who (1) grow at least a portion of the fruits/vegetables used in their products or (2) source ingredients from area farmers.

### **Locally Produced & Handmade**

All items must be directly and personally homegrown, handmade, and/or created from locally owned operations within 150 miles of Champaign-Urbana. Examples of approved items include produce, flowers/plants, meat, dairy, baked goods/prepared foods, wine, beer, spirits, crafts, and artisanal products.

### **No Re-selling Allowed**

Re-selling produce, meat, or any other products at the market is strictly prohibited. All products must be grown, raised, or produced by the vendor. Vendors found to be re-selling products will receive one written warning from the Market Manager. If the infraction is repeated, the vendor's space will be revoked for the season, and all pre-paid fees will be forfeited. For more info, refer to [Growing Practices](#) [selling products from other local vendors can be allowed, as long as the rules are followed].

### **Community Groups**

Community Groups must be a non-profit, charitable, educational, or government organization.

### **Good Financial Standing**

All applicants must be in good financial standing with The Land Connection. Returning market vendors should check their Manage My Market account and pay any remaining balances. Vendors with past due balances will not be admitted.

### **Vendor Meetings**

All vendors are required to attend a pre-season meeting. This season, the Market Coordinator and Food Access Manager will hold a hybrid meeting on **Thursday, April 16 at 6:30 p.m.** All vendors should plan to attend this meeting either in person or via Zoom. The meeting will be recorded and provided to those unable to attend. There is a high possibility that a quiz will be given.

## Application Processes

Applications to the Champaign Farmers Market must be submitted through Manage My Market. First-round applications open on March 11 and close March 31. Second-round applications will reopen as soon as first-round applications are processed, no later than mid-May.

The Market Coordinator will jury first-round applications and notify vendors by April 10. Second-round applications will be processed on a rolling basis. Decisions will depend on the number of available spaces, product type, product quality, and vendor standing.

A \$15 application fee is required for all **approved** vendors only.

### Required Application Information:

To be considered for the Champaign Farmers Market, vendor applications must be complete with all required application information. ***Incomplete applications will be marked as pending and vendors will not be approved until all required documentation and information is received:***

- **Certificate of Insurance:** The Land Connection requires all farmers market vendors (including community organizations) to carry liability insurance. Vendors must provide proof of liability insurance before they are allowed to vend at the market. Applicants must supply a valid certificate of insurance from their insurance provider before their application can be approved. For more information, see [Liability Insurance](#).
- **Credit/Debit Card on File:** Vendor fees are collected through Manage My Market's auto-charge system. Credit/debit card information is encrypted and not available to any market staff. Exemptions for community groups and other vendors from auto-charge payments must be requested and arranged via email with the Market Manager. Exemption requests will be reviewed, and alternative arrangements made on a case-by-case basis.
- **Illinois Business Tax (IBT) Number:** Vendors must provide a valid IBT number before their application can be approved, as this is required to pay sale taxes in the State of Illinois. All vendors are required to pay sales taxes on items sold at the market and file tax reports to the Illinois Department of Revenue. IBT numbers are free and can be applied for through the Illinois Department of Revenue at (217) 785-3707 or by visiting [www.revenue.state.il.us](http://www.revenue.state.il.us). Alternatively, individuals operating a sole proprietorship may opt to use their social security number for their business operations.

- **Product List:** Vendors must provide a list of the products they intend to sell at the market. Only items listed on your application may be sold. You can add new items to your application at any point in the season through Manage My Market.
  - Note: Products sold by weight must comply with the standards of the State of Illinois for sales by weight. All scales must be legal and certified prior to participation at the market. For a list of Illinois Registered Small Scale Service Companies, visit [www.agr.state.il.us](http://www.agr.state.il.us) or call (217) 785-8466.

### **Supplemental Documentation:**

Vendors may be required to submit additional documentation, depending on their business type. ***Applicants missing required supplemental documents will be considered incomplete and cannot be processed until the documents have been received.***

- **Certified Organic:** Vendors selling products labeled or marketed as organic must provide a USDA-issued Certified Organic certificate
- **Cottage Food Certificate:** Cottage food vendors must be registered with the health department within their county of operation. Proof of cottage food registration is required.
- **CUPHD Health Permit:** Value-added food vendors operating out of a commercial kitchen must provide a copy of their Health Permit.
- **Food Product Sampling Handler Certificate:** Cottage or commercial value-added food vendors wishing to provide samples at the farmers market must obtain their [Farmers Market Food Product Sampling Handler Certificate](#) from the Illinois Department of Public Health.

### **How to Apply**

Applications to the Champaign Farmers Market must be submitted through Manage My Market. New and returning vendors use the same website: <http://www.managemymarket.com>.

### **Instructions for Returning Vendors:**

1. Login to your existing account and update your information with current contacts and product information
2. Click 'My Markets'
3. Select 'Apply to a Market'
4. Complete and submit the 2026 Champaign Farmers Market application

### **Instructions for New Vendors:**

1. Register a new account and complete the profile
2. Click “My Markets” on the left side of the screen
3. Select “Apply to a Market” in the top right of the screen
4. Search for “2026 Champaign Farmers Market”
5. Complete and submit the application

### **Vendor Fees**

Booths at the Champaign Farmers Market are \$25 per space per week. Vendors have two options in how they structure vendor fee payments: 1) a one-time payment for the full season at a discounted rate or 2) weekly payments with no discount. When applying, vendors must indicate their choice of payment plan.

### **Vendor Fee Schedule:**

#### Full-Season Plan

- \$525 per space
- Includes a discount of \$125
- Guaranteed space for all 26 markets
- Full pre-payment amount auto-charged on April 28

#### Weekly Plan

- \$25 per week
- Pay only for the weeks attended
- Fees auto-charged each Thursday AFTER the market

### **New & Beginning Food/Farm Vendor Discount**

To support new and upcoming farmers and food businesses, the Champaign Farmers Market is pleased to offer a discount to qualifying vendors. A new or beginning food or farm business has been in operation for five years or less. To request this discount, please select the discounted payment options on the application.

#### New/Beginning Discount – Full Season

- \$420 per space
- Includes a discount of \$230
- Guaranteed space for all 26 markets
- Full pre-payment amount auto-charged on April 28

### New/Beginning Discount – Weekly

- \$20 per week
- Pay only for the weeks attended
- Fees auto-charged each Thursday **AFTER** the market

### **Auto-Charge Process**

Vendor fees are processed through Manage My Market's auto-charge system. Credit/debit card information is encrypted and unavailable to market staff. Vendor fees will be auto-charged based on their selected fee structure.

Requests for exemptions to this process should be emailed to the Market Coordinator, who will review the request and make alternate payment arrangements on a case-by-case basis.

### **Additional Fees**

- One-time \$15 application fee, charged only to approved vendors
- \$20 garbage fee, charged to any vendor who leaves trash in their booth space at the conclusion of the market
- \$25 no-show fee, charged to any vendor who does not notify the Market Coordinator of a cancellation (this includes full-season, pre-paid vendors)

### **Failed Auto Charges**

If a vendor's card is declined during the auto-charge process, the Market Coordinator will notify the vendor and ask them to update their card information. All fees must be current to attend the next market. Vendors are responsible for monitoring their accounts in Manage My Market.

### **Changes to Payment Plan**

Vendors wanting to change their payment plan selection must notify the Market Coordinator via email **before April 28**. The Market Coordinator will update your payment plan in Manage My Market. Full-season vendors switching to a weekly payment plan will forfeit the \$125/space discount.

### **Forfeiture of Full-Season Discount**

Vendors who select the full-season pre-payment option must complete their full-season payment by April 28. Splitting payments is not allowed and will result in a forfeiture of the full-season discount.

## **Refund Policy**

Vendor fees are non-refundable.

## **Market Code of Conduct**

The Land Connection expects all vendors to adhere by the following code of conduct:

- Vendors shall respect and adhere to all rules established by the Champaign Farmers Market
- Vendors shall not willingly deceive customers or market staff concerning product origins
- Vendors shall always demonstrate the highest standards of personal behavior and integrity and treat everyone with respect
- Vendors are to resolve conflicts in an unobtrusive manner
- Vendors are to notify market staff immediately of any unsafe conditions
- Vendors are to keep vending space clear of garbage and/or other potential hazards

Vendors demonstrating poor, harmful, or abusive conduct may be removed or banned from the market at the discretion of the Market Coordinator and/or Food Access Manager.

## **Vendor Booths**

Products and goods may be sold from tables, carts, or other similar structures. All tables, chairs, tents, and other booth infrastructure will be supplied by the vendor. The Land Connection does not provide, and is not responsible for, the set-up of any tables, chairs, or other booth materials for vendors. To encourage the use of environmentally friendly/reusable bags, we *strongly* discourage vendors from supplying free plastic bags with handles.

## **Exceptions for Community Groups**

The Land Connection maintains a stock of tents, tables, chairs, and tent weights for community groups to borrow during the market. Community groups are responsible for their own set up and tear down.

## **Booth Requirements & Recommendations**

- Tents must be secured with 25 lb. weights *on each leg*
- Products should be attractively displayed, with clear and accurate signage
- Displays should not extend beyond the allotted booth space and/or encroach on other vendors

## **Signage Requirements**

The State of Illinois requires that all growers display signage with their business name and farm location/product origin. The Land Connection requires that all vendors, no matter what products they sell, prominently display signage noting their business name and their product origin. Signage is important for promotional purposes and for tracking vendor attendance and placement. Please keep this signage within assigned booth space(s).

Periodically, the Health Department may visit the market. It is best practice for vendors to always display relevant licensures and certificates.

## **Liability Insurance**

All vendors participating the Champaign Farmers Market shall be individually responsible for any loss, bodily, or personal injury, death, and/or property damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees.

By applying to the market, each vendor agrees to indemnify and save The Land Connection, and their officers, agents, and employees harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by reason of the vendor's negligence or that of its servants, agents and employees; provided that the vendor shall not be responsible nor required to indemnify The Land Connection for their negligence or that of their officers, agents, or employees. No insurance is provided by The Land Connection for the benefit of participants in the Champaign Farmers Market.

Vendors **MUST** maintain a policy of liability insurance covering their obligation under this agreement and a certificate of insurance for the policy **MUST** be uploaded to Manage My Market prior to selling at the Market. If you have questions about the certificate of insurance and/or insurance providers, the Market Manager can provide a sample certificate of insurance and insurer suggestions to ensure your submission meets our standards.

## **Permits & State Protocols**

All food items must comply with appropriate local, state, and federal health regulations. Please contact the [Champaign-Urbana Public Health District](#), Environmental Health Division at (217) 373-7900 or (217) 363-3269 or [eh@c-uphd.org](mailto:eh@c-uphd.org) for current regulations. Please allow at least 30 working days for any health department reviews and inspections. All local, state, and federal food/health safety requirements must be met prior to selling at the market. Food license,

permit, and certification copies must be uploaded to Manage My Market with your application.

If you are a Cottage Food Operator, please [visit this website](#) and [this website](#), or contact the Champaign-Urbana Public Health District. There are very specific requirements involved with this type of operation which must be followed to participate at the market. If you have any questions, please reach out to us.

Products sold by weight must comply with the standards of the State of Illinois for sales by weight. All scales must be legal and certified prior to participation at the Market. For a list of Illinois Registered Small Scale Service Companies, visit [www.agr.state.il.us](http://www.agr.state.il.us) or call (217) 785-8466.

## **Electricity**

Vendors who would like to use electricity must obtain approval from the Market Manager in advance. Vendors must provide information on how many amps their equipment requires in order to determine availability. Vendors using electricity must secure cords tightly and safely to the ground using 4" wide tunnel tape or plastic cord covers provided by the vendor. Duct tape and/or rubber matting will be allowed ONLY with the Market Manager's approval.

## **Weather**

The market will operate every Tuesday, rain or shine. In the case of extreme weather conditions that threaten the safety of vendors and patrons (tornados, wind, excessive heat, etc.) and necessitate the closing of the market, vendors will be refunded for that week's fee. The Market Manager will make every effort to communicate decisions about market operations; however, the severity of weather conditions can be difficult to predict. The Market Manager will update vendors by email and will also update The Land Connection and the Champaign Urbana Farmers Markets social media pages.

For specific details on decision making for market closures due to weather, please refer to the [Severe Weather Response section](#).

## **Garbage**

Prior to leaving the market area, each vendor must take ALL leftovers or waste, including discarded boxes, with them. These items are not to be left in the market area or disposed of in the city's trash cans. A written warning will be issued the first-time debris is left behind. A fine of \$20 will be levied if the infraction is

repeated a second time. A vendor's spot at the market will be revoked if the infraction happens a third time.

## **Smoking**

Smoking is prohibited inside the market space; this includes e-cigarettes. Any violation of this policy may result in eviction from the market at the discretion of the Market Manager.

## **Growing Practices**

This market is designed to support small family farms with sustainable practices. All farms must be able to answer questions about their growing practices, including listing all fertilizers, soil amendments, and other processes used. Preference will be given to vendors who employ sustainable practices.

Generally, produce sold at the Champaign Farmers Market should:

- Be of the highest and freshest quality possible
- Reflect Midwest seasonality
- Be from a small farm or small-scale artisanal food producer
- Not be labeled "organic" unless it is certified by a USDA approved third party certifying agency and follows USDA's Organic Labeling requirements

Growers may be visited at their farms by the Market Manager and/or The Land Connection staff on a rotating basis throughout the season. These visits are free of charge. Farm visits are done to provide The Land Connection with context regarding farmer operations and to help gather information that will help promote the market to patrons, as well as to reassure the Market Manager that the products sold at the market are grown by the vendor on their designated property. Vendors are not obligated to provide any trade secrets or personal growing methods to the Market Manager or other staff at The Land Connection.

All produce must be grown by the vendor/farm that is selling it at the market. In special cases, vendors may be allowed to sell small quantities for other growers.

To carry other producers' products:

1. Permission must be given by the Market Manager
2. The items must be clearly labeled with producers' name/address (city and state)
3. Products must meet our guidelines for sustainable practices.

For example, Farmer Anna comes to the market every week with a variety of vegetables. Her neighbor, Farmer Betty, has started a permaculture operation but only has enough asparagus and rhubarb to sell for a few weeks each spring and apples in the fall. Farmer Anna CAN bring Farmer Betty's asparagus, if it is labeled that Farmer Betty grew it and if she seeks prior approval from the Market Manager. She must also display a sign with the address (city and state) of Farmer Betty's location. However, Farmer Charlie is having a tough season and wants to supplement his produce with tomatoes being sold at a produce auction. While these tomatoes may have been grown locally, Farmer Charlie cannot buy and resell them at the market.

### **Token & Voucher Programs**

The Land Connection operates several food access programs at the Champaign Farmers Market. These programs distribute wooden tokens and incentive vouchers to eligible customers, including recipients of benefits under the USDA's Supplemental Nutrition Assistance Program (SNAP, known in Illinois as Link) and Women, Infants & Children (WIC) program, among others.

To ensure consistency for customers, the market requires that ALL vendors selling SNAP-eligible products participate in The Land Connection's food access programs. All vendors, including those selling items not SNAP-eligible, must be familiar with these programs and comply with the requirements in this Agreement.

Customers may shop the Market using tokens and incentive vouchers as they would cash. No change is to be given for these currencies. Vendors may accept tokens/vouchers ONLY for eligible items. Please refer to the lists below.

### **Market Currencies & Eligible Products:**

#### Wooden tokens:

- Fresh, unprepared fruits and vegetables, cut herbs, and mushrooms
- Seeds and potted plants intended for growing food
- Meat, fish, poultry, eggs, dairy products, baked goods
- Prepared foods not sold hot
- Sealed beverages intended for off-site consumption

#### Green Link Match paper vouchers:

- Fresh, unprepared fruits and vegetables, cut herbs, and mushrooms
- Seeds and potted plants intended for growing food

**Ineligible Products:**

- Non-food items
- Foods that are hot at the point of sale/intended for immediate on-site consumption

Participating vendors will receive an information packet at their first market which includes a list of eligible currencies and products, an envelope for storing tokens/vouchers during the market, and a “Link Welcome Here” sign, which must be displayed at their booth. At the end of each market day, vendors will count the tokens/vouchers they received and return them to market staff in the provided envelope. *Please return your currencies the week they are received: this ensures the data we report to state and federal grant partners is accurate and helps us maintain relationships with these partners and secure further funding.*

The Land Connection will reimburse vendors for tokens/vouchers redeemed for valid purchases.

Vendors are required to set up direct deposit with The Land Connection for currency reimbursements. Prior to a vendor’s first market, they will receive an ACH Authorization Form sent through DocHub. This must be completed to receive any reimbursement from The Land Connection. Once the ACH Authorization Form has been submitted, The Land Connection will enroll the vendor for payments through Bill, a third-party service used for direct deposit payments. Each time a reimbursement is initiated, Bill sends an email to the vendor indicating a payment was made.

A fee of \$1 will be deducted from each reimbursement to cover processing fees for the transaction. Please do not retain tokens/vouchers for multiple weeks; this will not reduce the \$1 transaction fees and will complicate the reimbursement process for all vendors.

Vendors are responsible for informing The Land Connection if/when their bank account information changes. The Land Connection is not responsible for any payments made to incorrect bank accounts due to a vendor providing incorrect information or not updating their account information.

Please direct all payment questions and/or changes to bank account information to [info@thelandconnection.org](mailto:info@thelandconnection.org).

## Adding or Cancelling Market Dates

If you would like to add or withdraw dates, please request a date change in Manage My Market. The approval of additional dates will be determined by the amount of space available for the date requested. **Additional dates must be approved by the Market Manager before they are final.**

Whether you are paying weekly or paid for the full season, you must cancel in writing through email to [market@thelandconnection.org](mailto:market@thelandconnection.org) BEFORE 3pm on the Monday before the market. If your cancellation is not received at least 24 hours in advance of the market, you will be charged an administrative fee of \$25. If you have paid the full season discounted rate and cancel, you will NOT receive a refund.

## Market Programs

In addition to organizing and facilitating the weekly market, the Market Coordinator and Food Access Manager run community-focused programs to enhance the market and bolster the local food economy.

### Buy One, Give One

Every week, we invite market shoppers to purchase extra portions of food from eligible vendors for donation to a local food pantry. This program aims to bolster farm and food business sales while also feeding food-insecure households.

#### Eligible products:

- Meat and produce vendors
- Value-added foods products made in a commercial kitchen
- Hygiene and body care products
- *Cottage food products are **not** eligible per a ruling by CUPHD*

### Kids Kits

A free monthly program for kids ages 0-18. Each kit contains a kid-friendly recipe plus all the ingredients needed to make a healthy and delicious snack. Kids Kits are available on the last market of the month and feature ingredients from local farm and food businesses.

### Gleaners

The market works with local social service agencies to establish the gleaning of food contributions at the end of each market day. These agencies are a great resource for distributing your unsold product to the local community in need.

Receiving agencies can provide you with a receipt of product donated if requested. Vendors are under no obligation to donate leftover product.

### **Music at the Market**

To enhance the market ambiance, we partner with local buskers and paid musicians to perform. Musicians help bring people into the market area and provide a free source of entertainment, encouraging shoppers to spend more time (and perhaps more dollars) with us.

### **Live Demonstrations**

Throughout the market season, we invite select artisans and makers to provide live demonstrations and workshops at the market in alignment with our mission. Through demonstrations, shoppers can learn new skills or gain new knowledge about how their favorite products are made.

### **Special Events**

Occasionally, we like to bring something extra special to the market. This season, we have two special event programs planned:

- **Agave Fest:** May 5 during regular market hours; a downtown celebration in collaboration with downtown restaurants, spirits vendors, and the City of Champaign.
- **Market After Dark:** A once-monthly event during the summer months, in which we will extend market hours into the evening. Featuring live music and other entertainment.

### **Vendor Loading & Parking**

Due to construction, the 2026 Champaign Farmers Market area will be restricted to the downtown plaza. While construction dates and timelines are subject to change, the market staff, in consultation with the City, have decided to keep the market in one location for the duration of the entire season. In 2025, we moved vendors twice, which caused confusion for both vendors and patrons.

This year, we will not have access to the municipal Neil Street parking lot starting in July, which is scheduled to be closed for construction over the summer and into next year. Vendors will not be able to pull vehicles into the plaza market zone or use vehicles as part of their booth operations. Market staff will designate loading and unloading zones near the plaza for easy transportation of products and supplies to designated stall spaces. We strongly suggest vendors bring rolling carts to make the loading/unloading process easier.

Free vendor parking will be available along Fremont or Walnut Streets north of Main. Market staff will provide vendors with parking vouchers to be displayed on the dashboard of your vehicle. If you need someone to accompany you to/from your vehicle due to safety concerns, please let the market staff know and we will make the necessary arrangements.

### **Mandatory Gross Sales Reporting**

We recognize the sensitivity of sales reporting by vendors, but the compiling of market sales statistics is essential to the support of the market. Sales data is critical in allowing us to monitor the health of the market and determine whether promotional strategies are working to boost sales. They also help us demonstrate the economic impact of the market to secure grant funding and sponsorships, which in turn provide more resources for The Land Connection to promote and improve the market.

Please be advised:

- Gross sales reporting is MANDATORY and must be submitted anonymously through the Google Form sent out with the weekly vendor email.
- Original data is not available publicly and only used to monitor the health of the market and secure funding.

### **Vendor Grievances/Product Challenges/Concerns**

Vendor grievance refers to disputes between customers and producers. Product challenge refers to a reasonable doubt that a product was grown in line with market policies, not grown by the vendor selling it, or is improperly labeled. Please submit any grievance, challenge, or other concern in writing to the Market Manager.

### **Policy Changes**

Any modifications to The Land Connection market policies will be communicated via email.

### **Illness & Infectious Disease**

By submitting your application, you acknowledge and understand that participation includes possible exposure to illness from infectious disease. You release, waive, and forever discharge any and all liability, claims, and demands against The Land Connection and its affiliated partners, sponsors, employees, agents, and directors from exposure to illness from infectious diseases and any

and all bodily injury, illness, death, or medical treatment that may arise from your participation in this event.

### Public Safety Response

The Land Connection and the Champaign Farmers Market are committed to promoting the safety, inclusion, and well-being of all members of the market and its surrounding communities, regardless of race, gender, religion, ability, national origin, or citizenship status. In the event of a public safety event, the Market Manager and/or Food Access Manger will make every effort to monitor and document the incident.

In life-threatening situations, such as a medical emergency or an active-shooter event, market staff will call local first-responder agencies for assistance.

### Severe Weather Response

<b>LEVEL 1: WEATHER ALERT</b>
This means that the National Weather Service has issued a severe weather watch for the area or that we have received information that a weather event is likely to occur and involve the Market grounds.
<ul style="list-style-type: none"><li>• Market management will regularly monitor the weather in our area and ascertain the estimated arrival, duration, and intensity of the predicted weather event.</li><li>• Market management will notify the staff and volunteers of the impending weather situation.</li></ul>
<b><i>NO public announcement will be made if the storm is further than 45 minutes away!</i></b>

<b>LEVEL 2: WEATHER ALERT</b>
The National Weather Service has issued a severe weather warning for the area.
<ul style="list-style-type: none"><li>• Market management will regularly monitor the weather in our area and ascertain the estimated arrival, duration, and intensity of the predicted weather event.</li><li>• Market management will contact the staff and volunteers of the impending weather situation.</li></ul>
<b><i>Market management will determine whether to shut the market down.</i></b>

## **WEATHER EVENT PROTOCOL**

***Approximately 45 minutes before the anticipated arrival of the weather event, the following courses of action must be initiated!***

- Market management will complete the **YELLOW, GREEN, or RED Weather Announcement** with the appropriate information and with or without the closing clause.
- Market management will notify all vendors of the impending weather and suggest how to proceed. Market management will immediately collect and return all monies to a secure location if the market is shut down due to severe weather. Market management will notify all volunteers of the pending weather and issue any additional instructions or actions regarding their particular posts.

***Approximately 30 minutes before the anticipated arrival of the weather event, the following courses of action must be initiated!***

- Market management will notify the staff and volunteers of any updated information and the plans to either shut down the market or remain open.
- Market management will notify all vendors to close and prepare until further notice. All areas will be secured, tents lowered, and any umbrellas, tables, or other items that may cause damage will be secured.

***Approximately 15 minutes before the anticipated arrival of the weather event, the following courses of action must be initiated!***

- Market management will complete and read the **YELLOW, GREEN, or RED Weather Announcement** with the appropriate information.

## **AFTER A WEATHER EVENT**

***After the weather event, the following courses of action should be initiated!***

- Market staff return to their designated areas to assess the conditions for reopening the market and market management will determine and notify whether the market can resume normal operation. Market management will prepare any necessary announcements and media briefings.

## **Extreme Heat/Humidity**

When hot and humid weather is forecast for Champaign, the Market will use the Wet Bulb Globe Temperature:

- (WBGT) Guidelines for outdoor activities. For more information on WBGT please visit <https://ksi.uconn.edu/prevention/wet-bulb-globe-temperature-monitoring/>.
- Please see this website for the WBGT forecast and guidelines: <https://convergence.unc.edu/tools/wbgt/>

When our area is forecasted to be at the **Black Flag level for more than 50% of the setup and market time (1pm-6pm)**, the market will be cancelled.

When our area is forecasted to be at the **Red Flag level for more than 50% of setup and market time (1pm-6pm)**, the market will have a late start.

The decision to cancel the Market will be made 24 hours in advance of the start of the Market and will be communicated through social media, email, and The CUrrant.