



## Oak Park Farmers' Market 2024 Bake Sale Guidelines

All organizations must follow the ten (10) guidelines below.

**1. Who Can Participate and what is the Market Date Assignment process?** Local not-for-profit organizations that are located in Oak Park or have the majority of their members or community they serve in Oak Park, and are incorporated as not for profit corporations or are operated solely for educational, religious or charitable purposes.

No more than one not-for-profit bake sale will be allowed at each Farmers' Market. Starting on Saturday, May 18<sup>th</sup>, there will be 24 market dates, stretching through October 26<sup>th</sup>, that will be available for assignment by the Village of Oak Park's ("Village") Market Manager. Up to two (2) market dates can be assigned to each not-for-profit organization. In 2024, the Village will work to assign each applicant their preferred dates, but if multiple organizations apply for the same day and no alternate dates indicated by the applicants are available, the Village will use a traditional lottery system to assign those market dates.

**2. What Items Can and Cannot Be Sold?** All items offered for sale must be a product of which flour or meal is the principal ingredient. Under this definition, sweet fruit pies (not including pumpkin or sweet potato) are allowed. The following items are NOT ALLOWED: homemade candy, trail mixes, jams, jellies, home canned goods, anything containing meat or cheese, foods containing preservatives, other food additives or baked goods filled with custards, creams, meringues or puddings. If an item needs to be refrigerated, it cannot be sold. Beverages cannot be sold. Other non-baked good merchandise (such as t-shirts) cannot be sold.

**3. Record Keeping.** Sponsoring organizations must keep a record of all individuals involved in product preparation. Additionally, individuals preparing baked goods must keep a list of ALL ingredients for EACH item sold at the bake sale. This information is to be kept by the sponsoring organization and supplied to the Village of Oak Park Health Department, upon request. This information is not required to be affixed to bake sale items.

**4. Wrapped/Packaged.** All items offered for sale must be wrapped/packaged for individual sale prior to the market date/time to protect them against contamination, dust, rain, insects and consumer handling.

**5. Labeling.** All items offered for sale must be labeled with the product's common name and price (i.e., oatmeal raisin cookie, \$.50).

**6. Sanitation Guidelines.** All bakers should review the Sanitation Guidelines for Farmers' Markets information available at [Oak Park Farmers' Market | Village of Oak Park \(oak-park.us\)](https://oak-park.us) (right hand column under "technical bulletins"). All individuals must use effective hair restraints when preparing and packaging food items for the bake sale. Bakers must wash hands prior to and during preparation and packaging products. They must have clean nails, hands and outer clothing. They must be in good health. Smoking or other use of tobacco is NOT permitted in the sales area. Tables must be kept clean. The surface must be corrosion resistant, non-absorbent, non-toxic and free of breaks, open seams and chips. Heavy plastic table clothes are permitted.



## 7. Farmers' Market Bake Sale Day Schedule.

- 6:00 am: Vehicles will have access to market grounds for delivery of baked goods and supplies. **Organizations must check in with the Market Manager upon arrival.** The Market Manager will assign space for the day. Organizations may drive delivery vehicles inside the Pilgrim Church parking lot to unload items. Please only bring one vehicle into the lot. You can also unload from Lake Street. Unloading may not occur from alley adjacent to the market area.
- 6:20 am: Cars used for delivery of baked goods must be removed from the parking lot by this time. You may continue to unload and deliver baked goods on Lake Street but for the safety of vendors and proper market set up we ask that organizations participating in the Bake Sale remove their cars by this time.
- 7 am: Organizations must have Bake Sale supplies and baked goods set up and ready for sale by the market start.
- 1 pm: Market ends. If an organization sells out or wishes to leave earlier, they must carry their belongings out by hand, no vehicles are allowed to enter the market until after 1 pm.

**8. Booth & Tent Information.** The market will supply one 10 x 10 tent and one table for the organizations' utilization. Additional tables or chairs must be provided by the organization. All refuse must be cleaned from the area. Bake sale participants cannot travel outside of their 10x10 space soliciting customers and are not allowed to call out to farmer's market customers in order to solicit sales.

Signs or posters identifying the organization are permitted but must be secured to the tent by tape. Floor standing signs or easels are not allowed. Fliers or other promotional materials can be displayed, but not distributed. Political activity and/or solicitation of any kind, including the solicitation of donations, is NOT PERMITTED.

**9. Cancellations.** Organizations needing to cancel or reschedule must notify the Market Manager at least four (4) weeks prior to their scheduled bake sale date. Organizations failing to notify the Market Manager may not be invited to participate in the next market season.

**10. Additional Information.** Bake sale organizations cannot accept government subsidized food coupons (WIC, Senior coupons, LINK coupons) from patrons

Organizations found to have not followed these guidelines shall have their permits revoked. Thank you for your cooperation.