



Historic Downtown Lemont Farmers' Market

TUESDAYS ON TALCOTT RETURNS!

8:00 A.M. - 1:00 P.M.

Every Tuesday: June 11 through October 29, 2019

LOCATION:
Talcott Square Parking Lot
(Stephen Street & Talcott Street)

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Thank you for your interest in Lemont’s 19th Annual Farmers Market.

We are looking forward to our market opening again in June, continuing the tradition of **“Tuesdays on Talcott,”** and the warm weather that’s coming with it!

We will have an ADA compliant port-a-potty available on-site for the season which is cleaned and restocked every week for the market. Vendors must provide their own tents, display tables and chairs.

MARKET RATES

Rate Type	Weeks of Commitment	Rate Per Week
Full Season	16 - 21 Weeks of Commitment	\$10.00
Part Time	8 - 15 Weeks of Commitment	\$15.00
Single Business Day	1 - 7	\$25.00

PLEASE NOTE:

If you use social media to promote your product, please “Like Us” / Follow Us (Village of Lemont, Lemont Farmers Market / Tuesdays on Talcott) and post frequently.

OPERATING RULES OF THE LEMONT MARKET

BOOTH INFORMATION: A typical booth or space for most foods/flowers is roughly 10 feet wide by 10 feet deep. The boundary of the booth will be defined by the tent poles of the adjacent booth. Vendors must furnish signage for their booths, listing at a minimum the Vendor's name (business), town and contact information. Vendors arriving late are not allowed to pull their vehicles past the barricades to unload unless permitted by the market manager. Please be considerate to the other vendors. Do not disrupt the set-up due to tardiness. Vendors must be in place by 8:00 a.m. and no vehicular traffic will be allowed in or out during selling hours, for safety considerations.

TIME COMMITMENT: Space is available on a full time or part time basis. Full time vendors will be given priority with consistent spaces and incentive pricing. We will do our best to provide regular part time vendors with consistent spaces. By the Week vendors will need advance approval, be allocated space as space is available and must be scheduled a minimum of one week in advance of the market date they wish to attend.

CANCELLATION POLICY: Vendors are responsible for payment for all days Vendor commits to. This includes any no-show dates. Please note that the Lemont market is a rain or shine event. Any changes in schedules should be received via email dpecina@lemont.il.us or by phone at least 24 hours in advance of the market. The Village of Lemont does not offer refunds for cancelled or missed dates. Exceptions may be made in the event of documented emergencies. *By providing us sufficient notice, we can assign someone your spot for the day or spread out vendors to prevent a large open space, so it is extremely important to let us know if you're not going to attend as far in advance of the market date as possible.*

VENDOR ELIGIBILITY: The Village of Lemont welcomes applicants from all businesses that provide wholesome unused products that primarily are sold directly to market. Applicants will be screened and selected based on product appropriateness, market density, and past participation. All decisions regarding eligibility of a vendor for participation will be made solely at the discretion of the Village of Lemont and are not contestable by the vendor. All applicants will receive an email response stating such applicant's eligibility or ineligibility to participate in the Lemont Farmers Market and when appropriate, a confirmation for the market dates that the applicant has requested. Eligible vendors are responsible for all payments on confirmed dates as well as for the conduct of all persons working in such vendor's booth(s).

VENDOR PAYMENT(S):

Full Season Rate: A vendor that commits to attending the entire season (or a minimum of 16 weeks) is considered full season. Full season vendors are required to pay either in full or 50% upon application and the balance on the first day of the market. Pending anything unforeseen, full time vendors will be designated the same booth locations each week.

Part Time Season Rate: Booth fees are payable in advance. Part time vendors are required to pay in full or 50% upon application and the balance on the first day of the market. A vendor that commits to a minimum of 8 weeks but less than 15 is considered part time. Although we will do our best to provide consistency in booth location, the location may change from week to week. **There are no refunds for missed market days or substitutions made for missed days.**

Single Business Day Rate: Any "single business day vendor" must be pre-approved, and must register a minimum of one week in advance of the market they wish to participate in. Payment should be made upon registration. **There is no refund for a missed market day or substitutions made for a missed day(s).**

VENDOR RESTRICTIONS:

- (a) The Village of Lemont reserves the right to limit the number of booths rented to a vendor or to limit the participation of a vendor at its sole discretion, and such decision shall not be contested by the vendor.
- (b) **Vendors must be ready to sell at the opening time (8:00 a.m.) of the market and should maintain a presence in their booth until the ending time of the market (1:00 p.m.).** On-site vehicle parking is limited (pre-approval required) to primarily those who need refrigeration, or the fruits and vegetables vendors with a large inventory. If you feel you qualify, please note this on your application. Without pre-approval, a vendor will not be allowed to park on-site. There is ample parking behind the Talcott Square center for market vendors as well as the lot across the street on Talcott and the downtown parking garage off River Street. We encourage vendors to utilize these areas for parking, leaving space in the market lot for market customers.
- (c) Food vendors are subject to all Village of Lemont and Cook County Health Department regulations and must comply with said regulations. It is the responsibility of the Owner/Producer/Manager of the respective seller to produce appropriate permits/health license at the request of a Village of Lemont or State of Illinois official. Failure to produce required documentation upon request will be cause for immediate expulsion from the market until proper documentation is produced.
- (d) Sampling of any item by the Seller to the public is subject to all Village of Lemont and Cook County Health Department regulations and must comply with said regulations.
- (e) Vendors must be courteous to other vendors and to the public at all times.
- (f) All vendors should keep in mind that yours is a customer service business. Vendors and their agents, employees and representatives must wear proper attire and should maintain a neat and clean appearance at all times.
- (g) No vendor shall smoke tobacco, drink alcohol and/or possess or use any controlled substance while at the market.
- (h) Vendors are urged to carry insurance to cover the extent of their own operations and liabilities.
- (i) Vendors are required to comply with all federal, state and/or local laws and regulations.

CLEANLINESS: Delivery trucks and any other equipment used for transportation or display shall be kept clean at all times. No unwholesome or spoiled articles may be offered for sale. Prior to leaving the market, sellers must remove all waste and refuse from their market space. **All tents must remain up for the duration of the market, even if you have sold out of product. You may not take items out of the market until 1:00 p.m. Please plan your inventory accordingly.**

ENFORCEMENT OF RULES: All decisions regarding eligibility of a vendor for participation will be made solely at the discretion of the Village of Lemont. All applicants will receive a written response stating such applicant's eligibility or ineligibility to participate in the Market and when appropriate, a confirmation for the market dates that the applicant has booked. These rules may be changed from time to time by the Village of Lemont. Occupants of space at this market must conform to the market rules at all times. The market manager has full authority to enforce all rules. Any occupant failing to comply with the same will have their space declared vacant at the discretion of the market manager and no refunds will be given. It is the mission of the Lemont Farmers' Market to provide a service in the best interest of the community. The market manager is empowered to enforce the regulations and make discretionary judgments to that end, and in the best interest of the market.

Eligible vendors are responsible for all payments for confirmed dates as well as for the conduct of all persons working in such vendor's booth(s).

BEHAVIOR: All disputes of any nature shall be agreed upon by all parties to be settled at the discretion of the market manager. Any altercation, be it verbal, physical, or otherwise, will not be tolerated and may be cause for immediate expulsion from the market that day and may further result in permanent expulsion from the market. Any further disciplinary action will be determined by the market manager and/or the Village of Lemont.

APPLICATION INFORMATION & INSTRUCTIONS:

In addition to the Lemont Farmers' Market application, any applicable documentation must be submitted to the Village of Lemont with your market application. If you have food items of ANY NATURE WHATSOEVER, this paperwork MUST BE complete in order for you to participate in this season's market. Should you have any questions related to the information provided, please give us a call.

Proof of proper health sanitation certification and a copy of your most recent health inspection, if applicable, must be submitted with your vendor application.

All vendors are required to procure and maintain, at their expense, general liability insurance with coverage having limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate limits. The Village of Lemont must be named as an additional insured. Vendor shall furnish to Village of Lemont a certificate of insurance evidencing such coverage. Certificates shall state that such insurance may not be materially reduced or materially changed without thirty (30) days prior written notice to Vendor and Village of Lemont.

Application Instructions:

1. Read the entire application, information and agreement. You will be required to sign your application indicating you agree, understand and are responsible for the content of this application.
2. Fill out your application completely and provide an inventory list of items to be sold at the Market. The submitted list will be examined at the time of application review and an approved list will be issued. Persons approved to sell at the market may only sell items from their list. In the event a Vendor wishes to modify his/her list, an amended inventory list must be submitted for approval to the Village of Lemont. New items on the amended inventory list may not be sold prior to Village of Lemont's approval.
3. Make a copy of your application and keep it for your records.
4. All food vendors must have proper certifications and be approved by the Village of Lemont.
5. **Mail completed application, Certificate of Insurance, and a copy of food sanitation certificate and most recent health inspection for any vendor selling and/or serving food to Lemont Farmers Market, Village of Lemont, 418 Main Street, Lemont, IL 60439 or email to dpecina@lemont.il.us.**

Vendors that are deemed eligible for participation will receive confirmation of their acceptance. Competition is encouraged and controlled at the discretion of the Village of Lemont. Please email dpecina@lemont.il.us if you have any questions or concerns. If you do not receive a reply from your application within three weeks of mailing please call us at (630) 243-2700.



**Historic Downtown Lemont
Farmers' Market Vendor Application 2019**

Owners Name: _____

Business Name: _____

Street Address: _____

City: _____ State: _____

Zip Code: _____

Daytime Phone: _____ Work: _____

Cell Phone: _____ Fax: _____

E-mail: _____

Website: _____

Sales Tax Identification: (Provide one of the following)

_____ State Tax ID

Application for a State of Illinois Tax Number may be obtained by contacting the Illinois Dept. of Revenue at 800-732-8866.

_____ Fed Tax ID

Full description of the product(s) you will be selling (attach additional sheets if necessary).

****A Certificate of Insurance naming the Village of Lemont as an additional insured for the market season must be provided prior to the first market you will be attending.****

On-site vehicle parking is limited to just a few vendors, primarily those who need refrigeration or the fruits and vegetable vendors with a large inventory. If you feel you qualify, please share your requirements here.

Vehicle: Van _____ Truck _____ Size (by feet) _____

Request for Electricity: _____ Yes _____ No

Electricity is needed for the following equipment: _____

Approximate wattage requirement: _____

You will need your own extension cord. Electric hook-ups are limited and are only available in certain locations.

ANTICIPATED DATES:

For planning purposes, please share with us the dates you are committing to sell at the market.

_____ Tuesday, June 11	_____ Tuesday, September 3
_____ Tuesday, June 18	_____ Tuesday, September 10
_____ Tuesday, June 25	_____ Tuesday, September 17
_____ Tuesday, July 2	_____ Tuesday, September 24
_____ Tuesday, July 9	_____ Tuesday, October 1
_____ Tuesday, July 16	_____ Tuesday, October 8
_____ Tuesday, July 23	_____ Tuesday, October 15
_____ Tuesday, July 30	_____ Tuesday, October 22
_____ Tuesday, August 6	_____ Tuesday, October 29
_____ Tuesday, August 13	
_____ Tuesday, August 20	
_____ Tuesday, August 27	

I wish to be a Market Vendor:

Full Season: No. of Weeks Applying For: _____

Part Time: No. of Weeks Applying For: _____

Single Business Days, No. of Days: _____

I intend to pay as: Full Season Vendor: _____ Full _____ 50% Now, with 50% First Day of Market
Part Time Vendor: _____ Full _____ 50% Now, 50% with 50% First Day of Market
Single Business Day(s): _____ Full

AFFIDAVIT

I, _____ (print name clearly), commit to be present at the market on all dates checked off above, and understand that no refunds or credits will be issued for missed market dates, and that I am responsible for payment for all dates I have committed to above. I also agree to sell or offer for sale at the Lemont Farmers' Market, only items approved by the Village of Lemont and/or the market manager. I hereby affirm that I have read and understand the Operating Rules of the Lemont Market and agree to comply with said terms. I do agree to hold harmless the Village of Lemont, their agents, volunteers, employees or management and do hereby agree to hold harmless and indemnify the Village of Lemont from any claim or suit resulting from the sale or consumption of goods or products sold at the Lemont Farmers' Market including, but not limited to, any claims, charges, judgments, damages for personal injury or property damages, incidental and consequential damages and the cost of defense including reasonable attorney's fees, court costs, and expenses.

The Village of Lemont does our best to limit the amount of competition you encounter at our market. However, if there are excessive "no shows" by a vendor at the market, or your status is part time, we reserve the right to add additional vendors with similar product(s).

Vendor Signature _____ Date _____

Just a reminder . . . Your application(s) will be reviewed by the Village of Lemont and if applicable, Cook County Health Department. Your application alone is not a guarantee of acceptance into the market.