

# **DOWNTOWN ALGONQUIN FARMERS MARKET**

## **2010 RULES OF OPERATION (PAGE 1)**

### **1. Location of Market**

The Downtown Algonquin Farmers Market (herein known as the “Market”) is located in Algonquin’s historic Old Town District at S. Harrison and Washington Streets. Vendors will setup in a municipal parking lot.

### **2. Hours of Market Operation**

The Market will operate every Thursday morning from 1pm to 7pm May 20 - October 7 (20 weeks). The Market will be held rain or shine.

Participants may begin setting up as early as 11:45am and must be ready to begin sales by 12:30am. The site must be cleared by 8pm. When setting up, market participants must limit themselves to their assigned spaces.

### **3. Registration – Spaces and Fees**

The fee to reserve a space is \$25 per day. A full season pass is available for only \$100, which is a 80% discount off the weekly rate! Spaces are limited and preference will be given to full time vendors. The spaces will be 20’x20’ and there will be a limited number of larger spaces for vendors interested in selling directly from their truck or parking their truck behind their booth.

Market staff will assign space on a first come first served basis using the date of receipt of your application and payment. No refunds – application is a commitment to show.

### **4. Booth Setup**

Market staff will arrive at the site at least one hour prior to opening. Check-in is located at a designated table in the lot. Booth setup is to be completed by opening. Participants must furnish their own booths, tables, tents, chairs and display arrangements. In case of rain, participants must provide their own shelter. Booths and/or tables must be erected with concerns for the safety of the public and the Market vendors. All canopies, tents, tarps, and umbrellas, etc. must be securely tied down.

### **5. Parking**

All vendors are asked to park their cars and vehicles in the designated municipal lot on S. Harrison Street. On-street parking should be left available for the public and those shopping at the Market.

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## **2010 RULES OF OPERATION (PAGE 2)**

### **6. Eligible Participants**

The Downtown Algonquin Farmers Market is designed to be a Farmers Market that provides farmers with a location to sell produce, plants, flowers, and other products. An eligible participant is any producer offering for sale items for human consumption, such as fruits, vegetables, grains, nuts, berries, as well as, non-edible items such as cut, dried, or potted flowers or plants. No flea market or garage sale-type items will be permitted.

### **7. All Vendor Obligations**

- The Downtown Algonquin Farmers Market must approve all vendors and their products intended for sale.
- Each vendor is responsible for the reporting of and the payment to the Illinois Department of Revenue of all required taxes resulting from the sales made at the Market.
- Alcoholic beverages or hazardous substances are not allowed on the Market site.
- Vendors and their associates cannot smoke in the sales area during Market hours.
- Children must be supervised at the Market site at all times.
- Vendors are required to wear proper attire, including shoes and shirts, while selling at the Market.
- The Market is not responsible for loss or damage to booth and/or products due to theft, weather conditions, etc.
- The Market does not guarantee vendor sales.
- Hawking is not allowed at the Market.
- Abusive language and hazardous or offensive behavior will not be tolerated.
- Vendors shall avoid playing radios, tape or CD players, etc. at a volume level objectionable to their neighboring vendors or Market staff.
- Vendors cannot run a diesel engine at the Market without approval of Market staff.
- Vendors are responsible for the clean-up and removal of all waste from the site. Vendors must bring their own brooms and waste receptacles for removing trash from the Market area and must take the trash with them.
- If it's not in these rules, you can't do it! The Market staff's decisions are the final word!

### **8. Enforcement of Rules and Regulations**

Participants in the market must conform to Market rules at all times. Market staff has the full authority to enforce all the rules. Any participant failing to comply will lose space at the discretion of the Market staff. Market rules supplement village code provisions.

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## **9. Scales**

If goods are offered for sale by weight, the producer's scales must be in accordance with the local county requirements and with those established standards as set by the State of Illinois.

## **10. Compliance with Local, State, and Federal Laws**

All vendors are responsible for obtaining all necessary county or state health and/or other permits and are responsible for compliance with all state and federal food and drug laws including proper labeling.

## **11. Hold Harmless Agreement**

The participant assumes all responsibility for and shall bear all liabilities and expenses relating to the products offered for sale. The participant shall save the sponsoring groups, Market Manager, and the Village of Algonquin, their successors, agents and assigns harmless from and against and indemnify them for all claims, losses, costs, attorney fees, expenses, damages, or judgments howsoever caused by reason of products sold by participant or any act of omission of participant, including but not limited to any injury (whether to body, property, or personal or business character or reputation) sustained by any person to any person or property, and for any violation of municipal, state, or federal laws or regulations governing the products of their sale, which may result from the sale or distribution of the products by the participant.

The participant shall further indemnify sponsors, market manager, Village of Algonquin, their successors, agents and assigns from all costs incurred in successfully defending any dispute regarding a violation of the rules and regulations set forth under this agreement.

All Market participants are asked to provide a current certificate of liability insurance for the duration of the market. Certificates must be enclosed with the application form and need to be received prior to April 1, 2010. **The Village of Algonquin and Market Manager must be listed as the certificate holder or additional insured.** Following are the minimum coverages:

1. \$1,000,000 General Commercial Liability;
2. \$500,000 Business Auto; and
3. Worker's Compensation coverage as required by statute.

**DOWNTOWN ALGONQUIN FARMERS MARKET  
2010 VENDOR APPLICATION FORM (PAGE 1)**

**1) Contact Information**

Business Name	
First Name	
Last Name	
Mailing Address	
City	
State	
Zip Code	
Email Address	
Phone	
IL Business Tax	

**2) Items for Sale**

*Vendors may only sell IN SEASON plants, farm produce, flowers, and products that were grown or prepared on their premises!*

Please list in detail the items you intend to sell. Specifically, what your product is, i.e., flowers, raspberries, corn, etc. All items are subject to approval. If a vendor wishes to add a new item at the beginning or any time during the season, the addition must be approved by Market staff. (Attach another sheet of paper if necessary and feel free to include any photos)

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3) Put a  next to the Thursdays that you plan to attend the Market:

Full Season \_\_\_\_

May			20 ____	27 ____	
June	3 ____	10 ____	17 ____	24 ____	
July	1 ____	8 ____	15 ____	22 ____	29 ____
August	5 ____	12 ____	19 ____	26 ____	
September	2 ____	9 ____	16 ____	23 ____	30 ____
October	7 ____				

\*Please note that a Fall Harvest Special Event is scheduled to be held at the same location on Saturday, October 10.  
 Would you be interested in participating as a vendor? Yes \_\_\_\_ No \_\_\_\_

**4) Two Ways to Reserve Your Space**

- 1) Full Time Vendors \$100 for the season (save 80%!)
  - a) Do you sell from your truck/vehicle? Yes \_\_\_\_ No \_\_\_\_
  
- 2) Part Time Vendors \$25.00 daily fee
  - a) How many days did you check above? \_\_\_\_\_ x \$25.00=\_\_\_\_\_

Please send your completed application, check, and certificate of liability insurance by **April 1** to:

Downtown Algonquin Partnership  
 c/o Gabriele Reego  
 119 S. Main Street  
 Algonquin, IL 60102

*Market staff will review all applications and will contact you if approved.*

**5) Affidavit**

I agree to sell or offer for sale only those items listed in this application. I acknowledge full responsibility for my activities and conduct and those of anyone working in my space at the Downtown Algonquin Farmers Market and hereby acknowledge receipt of the rules of

operation and agree to comply with them. I acknowledge that I have not been promised exclusivity of my product and agree to the terms of the Hold Harmless Agreement as outlined in the Market Rules of Operation.

\_\_\_\_\_ **(printed name)**

\_\_\_\_\_ **(signature)** \_\_\_\_\_ **(date)**