



City of East Peoria 2016 Vendor Application

Business Name: _____

Vendor Name: _____

Mailing Address: _____ IL _____

Street Address City State Zip

City, State, Zip _____

Home Phone: _____ Cell Phone: _____

Email: _____

Products to be sold: _____

Vendor Profile: _____

IF UNABLE TO PARTICIPATE IN PREARRANGED MARKET, ALL VENDORS WILL GIVE 24 HOURS NOTICE TO MARKET MANAGER (309)698-5437

Fees: I will be a seasonal vendor (18 Fridays) The fee is \$150 before May 2, 2016; \$200.00 after May 2, all due before May 30, 2016
 I will be a weekly vendor. The fee is \$30.00 per week and is due on or before noon the day of the Market. I have indicated the dates I plan to attend.

June	July	August	September
3	1	5	2
10	8	12	9
17	15	19	16
24	22	26	23
	29		30

*Vendor has read and agrees to comply with East Peoria Farmer’s Market Rules & Regulations. Vendor understands that the East Peoria Farmer’s Market may deny participation. Vendor has read, agreed and signed the **Release and Indemnification Form.***

Vendor Signature

Date

Please mail completed Application, Release and Indemnification form, proof of liability and vehicle insurance, all required state/county/local license or permits and check payable to City of East Peoria to:

**City of East Peoria
Attn: Theresa Unzicker
One Eastside Dr.
East Peoria, IL 61611**

East Peoria Farmer's Market
The Levee District, East Peoria, Illinois

2016 RELEASE & INDEMNIFICATION

<i>(Please Print)</i>	
_____	_____
First Name	Last Name

LIABILITY WAIVER & RELEASE: In consideration of the above-listed vendor's participation in the 2016 East Peoria Farmers Market, the vendor *HEREBY EXPRESSLY WAIVES AND RELEASES* any and all actions, causes of action, suits, demands, and claims of any nature, whether in law or equity, that arise or may arise in any manner against the City of East Peoria, its agents, public officers, officials or employees and authorized volunteers from or by the vendor and any of its employees, agents, or volunteers, related to, resulting from, or associated with the vendor's participation in the 2016 East Peoria Farmers Market.

INDEMNIFICATION / HOLD HARMLESS: The vendor *HEREBY FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS* the City of East Peoria, its agents, public officials, officers, employees and authorized volunteers, from and against any and all actions, claims, damages, losses or expenses, including any attorney fees, legal expenses, and court costs, that directly or indirectly arise out of the vendor's participation in the 2016 East Peoria Farmers Market or the vendor's activities or operations associated with the 2016 East Peoria Farmers Market, including but not limited to claims for personal injury, disease or death, or damage to or destruction of property.

Vendor has read and agrees to comply with East Peoria Farmer's Market Rules & Regulations. Vendor understands that the East Peoria Farmer's Market may deny participation. Vendors agrees that images taken during the East Peoria Farmer's Market may be used for future advertising, publication, social media etc.

I hereby acknowledge that I have read, understand, and agree to the above paragraphs.

Vendor Signature

Date



East Peoria Levee District Farmer's Market 2016 Rules and Regulations

MARKET SCHEDULE: The 2016 Farmer's market season is every Friday, beginning June 3rd and ending on September 30th from 3:00 -6:00 p.m. The season is 18 Fridays.

FEES: \$150.00 per season, due by May 2, 2015; \$200.00 after May 2nd. Seasonal fees are due no later than 5:00 p.m. on Friday, May 27, 2016. Weekly fees: \$30.00. Weekly fees are due in the office of Planning & Community Development by noon on or before the Friday Market the vendor plans to attend. Fees are non-refundable. Payment will not be accepted on site.

WHO MAY SELL:

- Vendors who sell fruits, vegetables, herbs, flowers, plants, eggs, poultry, baked goods, approved jellies and jams produced by them within the State of Illinois.
- All vendors will submit an application, Release and Indemnification, proof of liability and vehicle insurance, all required state/county/local license or permits and appropriate payments. Applications without required documentation and fees will not be accepted.
- Cottage food operations will meet all requirements of Cottage Food Act and submit appropriate licenses/permits.
- **Re-selling** is NOT permitted at the East Peoria Farmer's Market.
- Persons selling a vendor's products must be members of the vendor's family or paid employee.
- Food concession carts are not allowed.

SET-UP and TAKE DOWN:

- Vendors spaces are approximately 10' x 10'.
- Vendors are responsible for providing their own tents, tie downs, tables, chairs, power cords, scales, bags, etc. Volunteers may be available to assist.
- Vendors may not set up prior to 2:00 p.m. and must be ready to go by 3:00. Take down may begin at 6:00. Items brought to the market must all be removed including trash that is generated.
- Vendors will stay for the duration of the market, unless products are completely sold out.
- Displays must be neat and orderly and required signage visible.
- No tent spikes allowed (sprinkler system)
- Products may not be sold out of the back/trunk of a vehicle

ASSIGNED PLACEMENT:

- Placement may vary from previous years.
- Vendors who complete the registration process with all documentation and fees will be given preferential placement opportunities.
- Prior to the first market, vendors will receive a notice of placement and map of the promenade. Vendors will be given a number or letter that will correspond to a designated cone placed on assigned area.

SAMPLES:

- Samples may not be provided unless strict compliance with local health department requirements are met

CODE OF CONDUCT/GENERAL INFORMATION:

- ***NO SMOKING***
- No alcoholic beverages (without prior approval)
- Vendors will maintain a professional, neat appearance
- No abusive/foul language
- Television and stereo use prohibited
- Practice courteous interaction with customers, other vendors, market staff, local business personnel, entertainers
- Vendors will be informed of promotions and required to participate
- All products to be sold must be listed on the application
- It is the responsibility of the vendor to determine forms of payment. The City of East Peoria is not responsible for EBT or receipt of payment offered by the State of Illinois Department of Human Services/Food & Nutrition Programs
- Power cords, props, display cartons, tables, etc must be in good condition and not prohibit safe movement by patrons, vendors, staff.

RESOURCES

- Please refer to the following websites regarding rules, licensing, state aid programs
- <http://www.tazewellhealth.org>
- <http://ilfarmersmarkets.org/updated-snap-ebtinformation/>
- <http://www.dhs.state.il.us/page>
- <http://www.idph.state.il.us>

CONTACT INFORMATION:

Theresa Unzicker
City of East Peoria
One EastSide Dr.
East Peoria, IL 61611
(309) 698-5437

Email: TheresaUnzicker@cityofeastpeoria.com
www.cityofeastpeoria.com



“EAST PEORIA – HOME OF THE FESTIVAL OF LIGHTS”