



City of East Peoria 2020 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)208-8484

Fees: I will be a seasonal vendor (17 Fridays). The fee is \$150.00 (full season attendance)

I will be a weekly vendor. The fee is \$25.00 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	7	4
5	10	14	11
12	17	21	18
19	24	28	25
26	31		

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 Levee District Farmer's Market 2020 Rules and Regulations

MARKET SCHEDULE: The 2020 Farmer's market season is every Friday, beginning June 5th and ending on September 25th from 4:00 -7:00 p.m. The season is 17 Fridays.

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.
- Crafters - Items must be original works of art created by the seller or family member. The hand-created component must dominate the commercial component.
- 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.

2020 MARKET FEES:

\$150.00 per season, due by May 2, 2020; \$200.00 after May 2nd. Daily fee: \$25.00 per space. Weekly fees from Daily vendors will be accepted at the market. Prior notice of attendance for Daily vendors must be made to the Market Manager by the Monday before Friday's market. Fees are non-refundable.

An application must be completed and submitted to the East Peoria Market Manager each year.

SET-UP and TAKE DOWN:

- Vendor spaces are approximately 10' x 10'.
- Vendors are responsible for providing their own tents, tent weights, tables, chairs, power cords, scales, bags, etc. A tent or canopy is recommended and must be properly anchored with weights (not stakes) each week. Volunteers may be available to assist.
- Vendors may not set up prior to 2:30 p.m. and must be ready to go by 4:00. Take down may begin at 7:00 not before. Exceptions may be made in emergency situations or for drastic weather conditions at the discretion of the Market Manager. 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. Attendance will also determine placement.
- Vendors who complete the registration process with all documentation and fees will be given preferential placement opportunities.

SAMPLES:

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

CODE OF CONDUCT/GENERAL INFORMATION:

Vendor behavior, personal appearance, and maintenance of sales area should reflect positively on the Market's overall appearance, quality and reputation. With this obligation, vendors are expected to:

- Refrain from SMOKING in and around the sales area.
- No alcoholic beverages (without prior approval)
- Maintain a professional, neat personal appearance, shirts and shoes required
- Maintain safe, clean conditions in and around sales area
- 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
- Maintain clear access for pedestrian traffic. Power cords, props, display cartons, tables, etc. must be in good condition and not prohibit safe movement by patrons, vendors and staff.
- No crying out "hawking," or other aggressive sales techniques are allowed
- **Do not start closing your booth before 7pm.**
- **Must attend 70% of the market if paying to be a full season vendor.**

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) 208-8484

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



EAST PEORIA – HOME OF THE FESTIVAL OF LIGHTS

City of East Peoria
401 W. Washington St., East Peoria, IL 61611
Phone: 309.698.4615 Fax: 309.698.4747

**APPLICATION FOR SPECIAL USE PERMIT FOR ALCOHOLIC LIQUOR SOLD ON CITY
DESIGNATED PUBLIC PROPERTY AND BUILDINGS AND PUBLIC EVENTS**

Current Date _____

Name of Applicant: _____

Physical Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Contact Phone Number: _____ - _____ - _____ Alternate Phone Number: _____ - _____ - _____

State Liquor License Number _____ Date of Sale: _____

Proposed Hours of Sale ____ P.M. to ____ P.M. (May not be served before 1 p.m. or later than 11:00 P.M.)

Numbers of Employees who will be present: _____

Type of alcohol to be served:

Type of freshly cooked food to be sold:

ATTACH PROOF OF ADEQUATE DRAM SHOP LIABILITY INSURANCE TO THE MAXIMUM LIMITS.

APPLICANT MUST OBTAIN A SPECIAL USE PERMIT FROM THE ILLINOIS LIQUOR CONTROL
COMMISSION AND PROVIDE PROOF TO THE CITY.

I, the undersigned, hereby declare that I have carefully read the Section of the City Code relating to this business; that I understand it thoroughly and will carry out every provision thereof. I further state that the statements and answers contained in this application are true to the best of my knowledge and belief, knowing that any false statement will be sufficient cause for denial or revocation of said license and/or prosecution.

(Signature of applicant) Date: _____

Fee \$ 50.00 Date Received _____ Accepted by _____

APPROVAL: POLICE _____ MAYOR _____ CITY CLERK _____

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

2020 RELEASE & INDEMNIFICATION

<i>(Please Print)</i>	

First Name	Last Name

LIABILITY WAIVER & RELEASE: In consideration of the above-listed vendor's participation in the 2020 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 2020 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 2020 East Peoria Farmers Market or the vendor's activities or operations associated with the 2020 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