



City of East Peoria 2022 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 ON A REGULARLY-SCHEDULED MARKET DATE, ALL VENDORS WILL GIVE 24 HOURS NOTICE TO THE MARKET COORDINATOR.

Fees: I will be a seasonal vendor (15 Fridays). The fee is \$150.00 (full season attendance). After May 6, 2022 the full season attendance fee is \$200.00.

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.

May	June	July	August
	3	1	5
	10	8	12
	17	15	19
20	24	22	26
27		29	

Vendor has read and agrees to comply with East Peoria Farmers Market Rules & Regulations. Vendor understands that the East Peoria Farmers 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
401 W. Washington St.
East Peoria, IL 61611
Attn: Commissioner Mark Hill

2022 RELEASE & INDEMNIFICATION

East Peoria Farmers Market The Levee District East Peoria, Illinois

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

LIABILITY WAIVER & RELEASE: In consideration of the above-listed vendor's participation in the 2022 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 2022 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 2022 East Peoria Farmers Market or the vendor's activities or operations associated with the 2022 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 Farmers Market Rules & Regulations. Vendor understands that the East Peoria Farmers Market, and City Staff, may deny participation. Vendors agrees that images taken during the East Peoria Farmers Market may be used for future advertising, publication, social media etc.

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

Vendor Signature

Date



East Peoria Farmers Market 2022 Rules and Regulations

MARKET SCHEDULE: The 2022 East Peoria Market season is every Friday, beginning May 20th and ending on August 26th from 4:00 -7:00 p.m. The season is 15 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 Market.
- Persons selling a vendor's products must be members of the vendor's family or paid employee.
- Food concession carts are not allowed.

2022 MARKET FEES:

\$150.00 per season, due by April 29th, 2022; \$200.00 after May 6th. Daily fee: \$30.00 per space. Weekly fees from Daily vendors will be accepted at the market. Prior notice of attendance for Daily vendors must be made to City Staff by the Wednesday before Friday's market. Fees are non-refundable. An application must be completed and submitted to City Staff each year.

SET-UP and TAKE DOWN:

- Vendor spaces are approximately 10' x 10'. Tents and space used should not exceed this space.
- 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 p.m. Take down may begin at 7:00p.m., not before. Exceptions may be made in emergency situations or for drastic weather conditions at the discretion of City Staff. 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 due to the on-site 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. This is 11 of the 15 scheduled Market days.**

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:

City of East Peoria
401 W. Washington
East Peoria, IL 61611
309-360-4581
Email:

markhill@cityofeastpeoria.com



“EAST PEORIA – HOME OF THE FESTIVAL OF LIGHTS”