

2008 DeKalb Farmers' Market Guidelines

- 1) This application covers all products sold at the DeKalb Farmers' Market. Please read the application carefully. Complete only those sections of the application that apply to your products. When the application is complete, make a copy for yourself and send one copy back with payment.
- 2) The DeKalb Farmer's market is held in Palmer Court, located one block north of Lincoln Highway between 2nd and 3rd Street in downtown DeKalb. **Starting on June 7, the market will be held each Thursday from Noon to 6p.m. June through September.** Please note that we are officially changing the markets opening time to Noon to accommodate the increasing amount of market customers who wish to shop on their lunch hour. We will no longer be holding any market days in October
- 3) When an application is approved, only the items listed on that application are approved for sale. Changing or adding to your products requires an amendment to your application and approval of the amendment by ReNew DeKalb prior to any sale.
- 4) To reserve a space, full payment must accompany this application. Season permit holders will have priority in space assignments. The DeKalb Farmers' Market reserves the right to approve all applications and assign all spaces. A map showing location will be sent to vendor following Committee approval.
- 5) There are two space sizes available. You may purchase more than one space if needed. (i.e. one large and one small, or two small or two large). The small space is 10'x10' and the large space is 10'x20'. The Market Manager will assign spaces on a first-come-first-served basis.

6) The Fees are:

Small Space (1 parking space)	Large Space (2 parking spaces)
Full--\$130	Full--\$210
Half--\$100	Half \$135
Month--\$70	Month--\$95

When you choose the size space you wish to purchase please remember that you must also purchase a small space for any separate vehicle that you bring into the market as well. For example, if you pull a trailer with a truck and park the truck in the market area then you must purchase a small space for the truck

- 7) Fees may be paid in one of two ways.
 - a) You may pay in advance for the full season or one half the season.
 - b) You may pay for a one month space (4 consecutive weeks).
- 8) Vendors are responsible for collecting and paying all state and local sales tax.
- 9) Vendors participating in the WIC voucher program must display their "WIC approved" vendor sign and abide by all State of Illinois WIC vendor regulations.
- 10) The City of DeKalb as well as our own insurance company requires all produce, wine and processed food vendors to provide documentation indicating that you are insured for public liability coverage. Craft vendors are not required to provide insurance. We need a copy of your certificate of liability coverage. This certificate can be obtained from your insurance agent.

Please make sure it lists the following:

1. Minimum liability of \$100,000 for bodily injury.
2. The name ReNew DeKalb, Inc. AND the City of DeKalb as additional insured. (This may cost a nominal fee but many companies will not charge you.)

The certificate should be sent directly to us at our address or faxed to our office. The term of your insurance needs to cover the time periods that you will be participating Farmers' Market. We must receive the paperwork **before** Farmers' Market begins.

Due to the location of our market and the occasional unpredictable high wind gusts, a total of 100 pounds in weights will be required to be secured to any tent or umbrella of any-kind set-up during the market. No weights = no tent/umbrella.

- 11) The official market times are from Noon to 6p.m. Vendors may choose to begin set-up as early as 10:30a.m., but vendors must leave clearance for other vendors to get through. **All vendors should be set-up and ready by Noon (unless you have made special arrangements with us).** Set-up will not be allowed before 10:30 a.m. Please be prepared to stay the entire time even if the weather is not optimal.
- 12) Vendors should notify ReNew DeKalb if they cannot attend a market before 10am on the market day. Repeat absences could result in a loss of your assigned location.
- 13) All vendor vehicles that are not used in the market should be parked in the city lot adjacent to the market. Do not park vehicles on Second or Third Street as you will be ticketed.
- 14) Upon approval of your application, vendors will receive a DeKalb Farmers' Market vendor's license letter which will indicate payment status (i.e., full season, half season, monthly), items for sale, the vendor name, address and space number(s).
- 15) Vendors are not permitted to yell, taunt, or aggressively pursue sales with customers, vendors or market staff.
- 16) Vendors can be removed from the market without reimbursement for failing to follow market guidelines.
- 17) Make checks payable to: **ReNew DeKalb, Inc.**
- 18) Mail application and fee payment to:
DeKalb Farmers' Market
ReNew DeKalb, Inc.
111 S. Second Street, Suite #201
DeKalb, IL 60115
- 19) Questions? Call ReNew DeKalb, Inc. at (815) 748-7788.

2008 DeKalb Farmers' Market Application

Business/Farm Name: _____

Name of primary seller: _____

Names of Additional Sellers: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Home Phone: _____ Fax: _____

*EMAIL _____

Please provide us with an email so we can communicate with you throughout the season on updates!

Please indicate type of products you are applying to sell as a vendor. If more than one please check all applicable categories.

_____ Produce _____ Plants/Herbs/Flowers _____ Wine _____ Crafts

_____ Processed Foods (*baked good, beverages, candy, pickles, etc*)

Insurance Liability Company: YOU MUST INCLUDE COPY OF CERTIFICATE
(*Craft vendors are NOT required to produce insurance*)

Policy Number: _____

Number of Spaces Requested and Size (Small/Large): _____

Monthly/Half Season/Season: _____

Name and Telephone Number of Emergency Contact: _____

I have read and understand all rules, regulations and guidelines of the DeKalb Farmers' Market and agree to abide by these rules.

Signature of primary seller: _____ Date: _____

Items for Sale

All items sold at the market must be listed and approved.

Fresh Produce

Produce labeled as organic must be certified organic. Certification must be provided to the DeKalb Farmer’s Market Committee. Purchased produce is allowed, but only when the produce is NOT in season in Illinois.

ITEM	VARIETY-ORGANIC/ NON-ORGANIC	HOMEGROWN/ PURCHASED
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Greenhouse/Potted Plants/Dried Flowers/Herbs

ITEM	VARIETY
1	
2	
3	
4	

Crafts

Give a detailed description of the items you would like to sell. All items must be hand made by the vendor.

The following is **not** acceptable:

- Any commercially purchased item with small embellishment tied or glued on (bears, pre-made ornaments, pre-painted items etc.).
- Screen printed, computer embroidered or iron on decals on clothing
- No beanie babies or similar items in any form.

1	
2	
3	
4	
5	
6	

Craft Item

Description

Processed Foods

Give a detailed listing of all items you plan to produce for sale at the DeKalb Farmers’ Market. Processed foods includes baked goods, beverages, candy, spices, seasonings, pickles, etc. All foods sold at the DeKalb Farmers Market must be prepared in an inspected and licensed kitchens. All processed food vendors must obtain a license from the DeKalb County Health Department. Processed foods must be produced by the applicant. Please contact the DeKalb County Health Department Environmental Health Division at 815-748-6673 with questions and/or to obtain a license.

1	7
2	8
3	9
4	10
5	11
6	12

Item

Item

Wine

Wine vendors are required to have the necessary insurance, licenses and/or permits in accordance with the State of Illinois and the City of DeKalb. Please contact the DeKalb City Clerks office at 815-748-2000 for detailed information.

Type of Wine

Grapes grown or purchased by vendor

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

ATTACH ADDITIONAL PAGES IF NECESSARY TO DESCRIBE ITEMS FOR SALE