



February 2018

Dear Farmers Market 2017 Vendor (or 2018 Applicant):

It is time to plan for the 2018 Mount Prospect Farmers Market season. We have enclosed the following paperwork for your review and use: **1) Vendor Application/Contract, and 2) Guidelines for Market Operations.** Your payment for either weekly or seasonal rental should accompany your application. We hope that you will be a participant in the 2018 market. The continued success of our market depends on the product offerings of our high quality vendors.

We have set a deadline of **April 15th** for receipt of your signed application (all 3 pages), any additional paperwork where applicable, and rental payment. Please notify us as soon as possible if you **DO NOT** plan to participate in our market.

Terms and conditions remain essentially the same as in 2018. Note that we are planning a 20 week season beginning May 13, 2018 and ending October 7, 2018. We anticipate Mount Prospect Health Department inspections on May 13 2018 and May 20 2018. All food and nutritional product vendors must contact the Health Department directly for 2018 approval prior to appearing in the market.

Please carefully read the Application and Guidelines we have provided. **Space and date assignments will be established by the market managers.** If you have any questions about the terms and conditions of our contract or guidelines, do not hesitate to contact any of the market managers:

Fred Steinmiller	(Cell) 847-682-0880
Nick Acerenza	(Cell) 847-682-1365
Don Geisler	(Cell) 847-494-8264

We look forward to seeing you in June, and to another outstanding market season.

Mount Prospect Lions Club
Farmers Market Managers
P. O. Box 549
Mount Prospect, IL 60056



**MOUNT PROSPECT FARMERS MARKET
2018 VENDOR APPLICATION/CONTRACT**

NOTE – THIS APPLICATION, WHEN SIGNED BY VENDOR AND ACCOMPANIED BY ANY REQUIRED DOCUMENTATION, AND ACCEPTED BY THE MARKET MANAGERS, BECOMES A CONTRACT FOR PARTICIPATION IN THE MOUNT PROSPECT FARMERS MARKET. A SIGNED COPY WILL BE RETURNED TO YOU.

VENDOR OPERATOR _____

BUSINESS NAME _____

MAILING ADDRESS _____

TELEPHONE NUMBER(S) _____

FAX NUMBER _____

E-MAIL ADDRESS _____

CHECK CATEGORY (choose one):

<input type="checkbox"/>	Fruits & Vegetables	<input type="checkbox"/>	Household Items
<input type="checkbox"/>	Flowers & Plants	<input type="checkbox"/>	Service Group
<input type="checkbox"/>	Other Food Products	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Craft Item	<input type="checkbox"/>	

PLEASE RESERVE _____ SPACES

DATES REQUESTED _____

SPACE NUMBER(S) REQUESTED (if known): _____

SAME SPACE AS 2016? ___ Yes ___ No

ELECTRICITY NEEDED? ___ Yes ___ No (\$30 seasonal fee)

WEEKLY RENTAL:

\$50.00 per week – Three Spaces (equivalent to three parking spaces)

\$40.00 per week – Two Spaces (equivalent to two parking spaces)

\$30.00 per week – One Space (equivalent to one parking space)

Note – Vendors requesting weekly rentals must commit to a **minimum of four (4) weeks**. Vendors may request specific dates within the rental period, but the market managers will assign those dates based on market needs. No rental refunds will be given if any date in the period is missed.

SEASONAL RENTAL:

\$750.00 per season – Three spaces permanently reserved for the season

\$475.00 per season – Two spaces permanently reserved for the season

\$280.00 per season – One space permanently reserved for the season

Rental payment must accompany this application unless prior arrangements have been made with the market management team. Based on space needs, certain vendors will be required to rent 3 spaces. Full payment is due by August 5, 2018.

CONTRACT TERMS AND REGULATIONS

- 1) **Market managers reserve the right to assign space and dates based on market requirements.**
- 2) **Additional product categories must be approved by the market managers in order to maintain fair competition among vendors.**
- 3) **A seasonal rental is not transferable from vendor to vendor.**
- 4) **Individual vendors may not share a single seasonal space rental. An exception may be made for vendors with products from the same supplier.**
- 5) **A rental refund will not be given to vendors unable to participate in the market season or unable to participate on specific market dates (including bad weather days).**
- 6) **Vendors may not shift from their assigned space to an alternate space unless the change is approved by market management.**
- 7) **The market location is a railroad commuter parking lot with numbered spaces. A vendor “space” is defined as a single, or multiple, numbered parking spaces.**
- 8) **Market management will determine the priority and applicability for market offerings available during the market season. For example, farm produce will have top priority followed by food and nutrition products, quality crafts, health products and services, etc.**
- 9) **Market hours are Sundays 8:00 am to 1:00 pm. Vendors are required to be in their assigned space by 7:30 am.**
- 10) **If a vendor must be absent on their scheduled market day, the vendor must notify a market manager not later than 7:30 am. Market management reserves the right to rent your space if you are not in attendance.**

DOCUMENTATION REQUIRED

Vendors must provide the Market managers with the following items not later than their first day of participation in the market:

- 1) Vendor’s state sales tax number
- 2) Insecticide license (where applicable)
- 3) Brief description of products to be sold
- 4) Mount Prospect Health Department approval (where applicable)

NOTE – It is highly recommended that vendors obtain a certificate of insurance for general liability coverage with minimum limits of \$100,000 per occurrence, and that the Mount Prospect Lions Club and the Village of Mount Prospect, Illinois be named as additional insured parties.

HOLD HARMLESS AGREEMENT

The Vendor assumes all responsibility for and shall bear all liabilities and expenses relating to their products and participation in the Market. The vendor shall indemnify and hold harmless the Mount Prospect Lions Club, the Market Managers, the Village of Mount Prospect, Illinois, and Union Pacific Railroad, their successors and assigns, against any liability or expense arising out of any losses, claims, damages or injury, including costs and attorneys’ fees, resulting from any intentional acts or negligent acts or omissions of the Vendor or its agents in performance under this contract or resulting from the sale and distribution of the products of the Vendor and for any violation of a municipal, state or federal law or regulation governing the products or their sale.

The Vendor shall further indemnify the Mount Prospect Lions Club, Market Managers, Village of Mount Prospect, Illinois, and the Union Pacific Railroad, their successors, agents, and assigns from any and all claims, including costs and attorneys’ fees incurred in successfully defending or prosecuting any disputes or litigation arising from a violation of the Terms and Regulations set forth under this Agreement, or arising from Vendor’s participation in the Market.

VENDOR ACCEPTANCE OF ALL CONTRACT TERMS & REGULATIONS

Business Name _____

Operator Signature _____

Date _____

MOUNT PROSPECT FARMERS MARKET ACCEPTANCE

Accepted by _____

Date _____

A copy of this contract will be returned to the Vendor after acceptance by the Market.



MOUNT PROSPECT FARMERS MARKET

GUIDELINES FOR MARKET OPERATIONS

2018 MARKET SEASON

The Mount Prospect Lions Club manages the Mount Prospect Farmers Market and uses the rental proceeds to support many local organizations and charities. The primary beneficiary of our efforts is the Mount Prospect Food Pantry. The 2017 season will run for 22 weeks from May 13, 2018 through October 17th 2018.

The Market is a community and family event located in the downtown commuter parking lot, providing high quality farm products, food and nutrition items, unique crafts, health services, and personal products. Special events will also be scheduled throughout the season as time and resources permit. Vendors will be kept informed of the schedule so that they can plan accordingly for any special events.

These Guidelines for Market Operations have been designed to help keep our Market running efficiently and safely for both our Vendors and our Customers.

Market Managers:

Fred Steinmiller	(Cell) 847-682-0880
Nick Acerenza	(Cell) 847-682-1365
Don Geisler	(Cell) 847-494-8264

Market Hours will be Sundays from 8:00 am to 1:00 pm. Vendors must be in their assigned spaces by 7:30 am or their space MAY BE FORFEITED for the day.

LOCATION – The Market will operate in the commuter parking lot at the southwest corner of Northwest Highway (Route 14) and Main Street (Route 83).

HEALTH INSPECTION – Food product vendors must satisfy any and all regulations of the Mount Prospect Health Department. Vendors must apply in person or by mail to the Health Department for a permit approving participation in the Market.

VENDOR SPACE – Defined as one marked parking space which is approximately 9 feet wide and 18 feet deep.

PROHIBITED FOOD ITEMS – Includes, but not limited to, any home canned, heat processed foods (jams, jellies, and relishes are acceptable as these are not heat treated), and dairy products (except cheese).

ORGANICALLY GROWN – Products labeled as such cannot have received any chemically formulated fertilizers or pesticides.

TABLES AND TENTS – Vendors must bring their own tables, racks, tents, umbrellas, etc. Displays shall be designed as to not block the view of nearby spaces or create hazardous conditions to neighboring vendors, customers, or emergency vehicles.

WALKWAY - Displays must not extend into the customer and vehicle roadway.

PARKING – No parking is allowed within the Market unless approved by the Market Managers. Also, vendors must park their vehicles across the street from the Market to allow for onsite parking for our customers.

REFUSE – Each vendor must remove all waste and refuse from their space before leaving the Market, and dispose of it themselves.

SOLICITATION – No solicitation of sales will be allowed in the general pedestrian areas. Solicitation should be limited to designated rental spaces.

PETS – Pets are allowed only on leashes and not in vendor spaces.

BICYCLES – No bicycles or motorized vehicles are allowed in the Market unless authorized by the Market Managers.

WATER AND ELECTRICITY – There is no water provided and electricity is available only to seasonal Vendors for an additional fee.

COMMISSIONS – No commissions will be charged. Vendors are responsible for their own sales tax payments any information required by local authorities and state laws.

SPECIAL GUIDELINES FOR CHARITABLE SERVICE GROUPS AND NON FOR PROFIT ORGANIZATIONS

In the interest of supporting local charitable service groups and non for profit organizations with their fund raising and community activities, the Lions Club will provide space for specific Market dates. However, the following guidelines must be followed:

- 1. The dates must be pre-arranged with the Market Managers.**
- 2. The specific activities (bake sale, handouts, displays, etc.) must be described to the Market Managers and adhered to.**
- 3. All other Contract Terms and Regulations, and Guidelines for Market Operations, must be followed.**
- 4. Vendor space for days beyond the initial allowance will be subject to availability and regular Market rental fees.**

The Mount Prospect Lions Club is proud to manage one of the finest Farmers Markets in the Chicago area and we encourage all of our Vendors to cooperate with our Guidelines for Market Operations. We also encourage your input so that we can maintain the quality and success of our Market.