



February 2025

Dear Farmers Market 2025 Vendor (or 2024 Applicant):

It is time to plan for the 2025 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 2025 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 (Pages 1 and 4 only), 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 2024 with some exceptions. Note that we are planning a 22 week season beginning June 1, 2025, and ending October 26, 2025. We anticipate Mount Prospect Health Department inspections on June 1, 2025 and June 8, 2025. All food and nutritional product vendors must contact the Health Department directly for 2025 approval prior to appearing in the market.

NOTE: All Contracts applications are not valid contracts until approved by the Mount Prospect Lions Club Farmers Market Committee.

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
Vince Dante	(Cell) 847-772-9749
Bill Grossi	(Cell) 847-721-2168
Mike Tortorello	(Cell) 847-337-3801

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

SEASONAL RENTAL:

- \$1,220.00 per season** - Five spaces permanently reserved for the season
- \$ 980.00 per season** – Four spaces permanently reserved for the season
- \$ 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 and Certificate of Insurance 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 10, 2025.

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 7:30AM.**
- 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.**
- 11) **THERE WILL BE NO EXTRA SPACE BETWEEN VENDORS. No use of extra space will be allowed.**

DOCUMENTATION REQUIRED

Vendors must provide the Market managers with the following items with their application:

- 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)
- 5) Certificate of Insurance (after acceptance but prior to the first market Sunday).

NOTE – It is required 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, the Village of Mount Prospect, Illinois and the Union Pacific Rail Road 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 DISCIPLINE/TERMINATION

Vendors are expected to cooperate with the Mount Prospect Lions Club Farmers Market Managers and obey all the rules. If there is a problem, the vendor will be notified verbally, and then in writing. **The third violation of the rules will result in termination of the vendor at the Mount Prospect Lions Club Farmers Market; without any refund of rental fees and payment for all costs related to this termination.**

MISSING A MARKET DAY

If you must cancel for a market day, it is important that you text a market manager and identify yourself and leave a contact number. Fred 847-682-0880, Nick 847-682-1365, Vince 847-847-772-9749, Bill 847-721-2168 or Mike 847-337-3801.

ADDITIONAL VENDOR REQUIREMENTS AND RULES

1. No Duplication of Vendors other than Farmers are allowed.
2. All food items sold must be prepared in Commercial kitchens.
3. A vendor is not allowed to leave the Farmers Market early even if sold out. (Use this time to advertise your business.
4. Products featuring licensed imagery cannot be sold at the market. Improvement services, banks, real estate, media, or travel services are eligible for market participation.

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**

2025 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 2025 season will run for 22 weeks from June 1, 2025 through October 26, 2025.

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
Vince Dante	(Cell) 847-772-9749
Bill Grossi	(Cell) 847-721-2168
Mike Tortorello	(Cell) 847-337-3801

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 southeast corner of Northwest Highway (Route 14) and Emerson Ave.

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.