2020 Vandalia, Illinois Farmers’ Market Vendor Application

Business Name:__________________________________
Contact Person: _________________________________
Address: _______________________________________
City: ________________ State: _____ Zip: __________
E-mail: ________________________________________
Phone: _________________________________________

Please indicate the weeks of participation in Market:
- July 11
- August 8
- September 12
- October 10
- Season

RELEASE AND WAIVER OF LIABILITY

I, the undersigned, acknowledge that I have voluntarily consented to participate in the 2020 Vandalia Illinois Farmers Market on real property owned by the City of Vandalia, Illinois.

I understand that the 2020 Vandalia Illinois Farmers Market and all other hazards and exposures connected with such activity involve risk of harm. I am aware of the risks and dangers inherent with the activity, and I knowingly and willingly assume the risk of injury, including but not limited to injury that might result from other participants. I agree that any bodily injury, death, or loss of personal property and expenses as a result of my participation is my responsibility.

In consideration of and as a part of the right to participate in this activity on or about real property owned by the City of Vandalia and Charters Patio (Willms & Associates), I do hereby take action for myself and forever release, waive, and discharge the City of Vandalia, Illinois and Charters Patio (Willms & Associates), its directors, officers, employees, and agents from any and all liability and/or property damage incurred in association with the use of said property.

Name_______________________________________________
Signature ___________________________________________
Date________________________________________________

Questions:
Contact: Amber Daulbaugh
Phone: 618-283-1152
Mobile: 618-335-9510
Email: vandaliaed@vandaliaillinois.com

Contact: Jessica Hampton
Phone: 618-283-2728
Mobile: 618-367-0609
Email: tourism@vandaliaillinois.com

Application & Payment:
Applications available at City Hall, 431 W Gallatin or for download at Vandalia, Illinois, Farmers’ Market Facebook page.

Please mail application and make payment to:
City of Vandalia, Illinois
C/O Vandalia, Illinois Farmer’s Market
431 West Gallatin Street
Vandalia, Illinois 62471

2020 Vendor Application

Sponsored by:
The City of Vandalia, Illinois
Vandalia Tourism Commission
July 11
August 8
September 12
October 10
8 am – 1 pm
2020 General Information

Dates: July 11, August 8, September 12 and October 10, 2020.
Time: 8:00am - 1:00pm (Set-up begins at 7:00am); early teardown is not allowed.
Location: 4th Street (asphalt road) in front of Charters Patio, between Gallatin Street & The Copper Penny
Booth Location: Booth spaces will be assigned by administrators. Awnings and/or canopies are required for food and sun protection. The food code requires it when selling outdoors.

Seasonal Booth Rate for 10x10 Space:
Weekly Rate is $10.00
Season is $30.00

Facilities: Vendor must provide their own tents, awning, canopies, chairs and means of display. No electricity or water will be provided. Restrooms are located near Vandalia Statehouse.

Maintenance: Vendors are responsible for clean-up of their own area during and after each event. All tents must be weighted down on asphalt road.

Signage: We encourage vendors to display signage to advertise their organization, business or name and location and include pricing of products.

Parking: Vendors will be allowed to unload vehicles from 7:00am-7:30am and then required to park their vehicles on Gallatin Street or other nearby City parking lots in close proximity.

2020 Market Guidelines

- No wholesaler vendors re-selling food items will be allowed. This is a “made and/or grown by seller only” market.
- Vendors must complete, sign/date the application and release waiver and submit payment with all required permits/certifications 2 weeks prior to weekly participation or by June 15, 2020 for seasonal participation.
- Event is rain or shine; rain or inclement weather will not be considered grounds for refunding any fees. Vendors should make every effort to determine weather conditions before choosing to set-up.
- The collection of Illinois State Sales Tax is the responsibility of the vendor. For more information call the Illinois Tax Office at (800)732-8866.
- Contact Jodi Smith at Fayette County Health Department for Cottage Food Industry Registration and/or any food related questions at 618-283-1044 or via email: jcyr@fayettehealthdept.org
- We reserve the right to refuse any vendor who does not follow Market guidelines and have the right to terminate the participation of any season-long vendor who does not comply with Market guidelines.

Please complete:

What do you plan to sell:
- Fresh Fruits and Vegetables
- Plants
- Honey
  -Do you pack or sell less than 500 gallons per year (___) yes (___) no
- Farm Raised Meat
  -Must bear an IDOA or USDA inspection legend and other required labeling (product description, ingredients) on every package
  -Must be held at a temperature of 41° or below for the entire event
- Eggs
  -Please attach copy of egg license issued by the IDOA
  -Must be held at a temperature of 41° or below for the entire event
- Dairy Products
  -All items must be produced in a licensed dairy plant.
  -Please attach copy of licensure.
  -Must be held at a temperature of 41° or below for the entire event
- Cottage Food / Home Baked Items
  -Please attach copy of Cottage Food registration from the Fayette County Health Department
- Other (please list)

Checklist:
- Sign application and release.
- Include your check or money order made payable to the City of Vandalia, Illinois, C/O Vandalia, Illinois Farmers’ Market.
- Include copies of permits and certifications from the State of Illinois and/or the Fayette County Health Department (if applicable).