



**Wilmington Park District
Farmer's Market
VENDOR APPLICATION**

Vendor Application Form – 2023 Season

Name of Booth/Business: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Contact Name _____

Company's Web Site or Social Media(s): _____

Main Product/Product Details: _____

Will you have prepared food for sale:

- Yes
- No

If yes, please provide a copy of proper permits and licenses from the Health Dept. The Health Dept. will be onsite for inspections at 3pm the day of the market.

Full Season Dates:

June 15 July 20 August 17 September 21 4-7PM

Full Season Vendor Fee: \$100.00 (Will be paid in advance to secure spot and be included in all marketing. We try to make sure there is one vendor for each main item that you are selling. This is being offered to our previous vendors first. As of 3/6/23, we will be posting to the public to accept new vendors on a first come basis. We hope to have you back this year so let us know as soon as possible!)

Select Market Dates: \$30/market and circle the dates attending and paying for.

Check or cash included here. Make checks payable to: Wilmington Park District and drop off at the front desk or mail to:

Wilmington Park District
315 N Water St.
Wilmington, IL 60481
Attn: Kirsten Van Duyne



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Credit Card payments may be made in person or online at www.islandparkdistrict.com with 3% surcharge. We will email a link to the payment portal.

Details for Vendors

- Market will be held in the new parking lot, downtown Wilmington, located at 220 N. Water St.
- Items sold at the Market must include food, food products, garden/farming, organic or homemade products.
- Vendor must stay for entire market timeframe. Market time is 4PM-7PM.
- Cancellations do not receive refunds.
- No shows will not be allowed back into the market and will not be refunded.
- All booth fees will be paid prior to the market date. No spot will be reserved without payment.
- Vendor is responsible for tent, tables and chairs. Wilmington Park District will provide vendor space. No electric is available.
- Vehicles will not be allowed in the area. You can pull up and drop off then park vehicle on street/side Street of downtown.
- Vendors are responsible for paying all applicable sales tax.
- Set-up will begin at 1pm and will be taken down at the end of the market. There will be no dumpster onsite to dispose of trash items, garbage must be taken with you.
- If you have prepared foods or samples, submit all proper Will County Health Dept. permits and licenses prior to market and have on display at the market. Be prepared for inspections at 3pm day of the market.
- Vendor is responsible for all required county and state signage.
- The Wilmington Park District is not responsible, under any circumstances, for damage to Vendor property, theft of property or goods.
- The Wilmington Park District reserves the right to deny any application, remove vendors who do not comply with these guidelines, request removal of items not permitted at the market, at its' sole discretion.
- If you have questions, please contact us at:

E-mail: play@islandparkdistrict.com

Phone: (815) 476-2729 – Kirsten or Renee



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Wilmington Park District is excited to bring Farmer's Markets back to Wilmington!

We are conveniently located downtown Wilmington for walkability and visibility. Markets will be held the 3rd Thursday of the month, June-September. There will be a different food truck vendor and entertainment for each market. The goal is to offer high quality, locally grown, harvested, created and sold products to the local residents in a fun and outdoor social setting. This will be our second season and we appreciate all our vendors for helping us to get this started and be able to offer local goods to the area. We hope to see this Market continue to grow and expand for many years to come and are excited as we grow into a larger space!

----- **FACILITY INFORMATION** -----

The Wilmington Park District is a public entity located in Wilmington, Illinois. Our mission is to improve the quality of life of Wilmington's residents through the development of a comprehensive system of parks, recreational facilities, and a diversified portfolio of recreational programs. We expect you to comply with facility policy and property rules while on-site. If we observe any obscene behavior, crude language, or otherwise inappropriate actions (left up to our discretion) we will ask you to leave the facility and no refund will be issued. Please be aware of our expectations from you as a vendor and representative of our facility.

Legal Agreement: By requesting a space at the Wilmington Park District Farmers Market, each vendor agrees not to hold the Wilmington Park District and the City of Wilmington and each of their respective members, directors, officers, staff, volunteers, and agents ("Affiliates") responsible for damage of any kind. Each Vendor assumes all responsibility for the operation of its booth, and any damages or injuries that may occur in the vendor's designated area during normal hours of market operation or from consumption of products or goods obtained at the vendor's booth. This assumption includes responsibility for all lawsuits, demands, and claims including court costs, legal fees, and damages. Vendors are also responsible for any loss or damages that Wilmington Park District Farmers Market or its Affiliates may incur as a result of the vendor's operation of its booth; including but not limited to court costs and attorney fees. All merchandise will be handled and displayed at the vendor's risk, and neither Wilmington Park District Farmers Market nor its Affiliates assumes responsibility for theft, accident, or natural disaster. The undersigned agrees to indemnify, defend, and hold Wilmington Park District Farmers Market and its Affiliates harmless in regard to all liability for any damages to personal property, for any loss of life or personal injury or theft of property, or other claims related to the undersigned's operation its booth or performance under this agreement. I further give approval for Wilmington Park District Farmers Market and its Affiliates to use photographs taken at this event, which might include my work, for publicity purposes.



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*By signing the below, you acknowledge that you have received and read this document fully and comply with the conditions and standards set forth herein.

Applicant signature

Date

Printed Name