



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

Vendor Application Form – 2024 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 20 July 18 August 15 September 19 5-8PM

Full Season Vendor Fee: \$125.00 (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.

Select Market Dates: \$40/market and circle the dates attending and paying for.

BONUS If you sign up and pay now, you can also join our Christkindlmarket on 11/30/24 for a discounted rate of \$40 before it is opened up to other vendors.

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

Vendors who fail to comply with the policies listed below will be put on probation, jeopardizing their present and future participation in markets.

- 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 5PM-8PM.
- 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.
- Limited electricity will be available. If you need electricity, you must reserve in advance and bring your own cords. Electricity will be provided on a first come first serve basis.
- Tents must be weighted down.
- Vehicles will not be allowed in the area. You may pull up and drop off items quickly as possible then park your vehicle on side streets, at the park district (315 N Water St.) or across the footbridge at 120 Bridge St.
- Vendors are responsible for paying all applicable sales tax.
- Set-up will begin at 3pm 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 4pm 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 market will happen rain or shine!
- The market will happen rain or shine! In case of adverse weather, the market will be shut down and no refunds will be issued. Market may be shut down for the following reasons but not limited to:
 - lighting within a 3 mile radius



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- Heat index of 105 degrees or higher
- High wind warning
- Tornado warning
- 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.
- We will be sending out surveys about your experience at the market to collect data for marketing and grant purposes. Please fill out and return in a timely manner. Your feedback is really important to us.
- If you have questions, please contact us at:

E-mail: play@islandparkdistrict.com

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

You must join our Groupme chat for all updates and alerts. Please scan the QR code below to join our Farmer's Market Groupme chat. Updates and alerts will **only** be posted here.



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! **New this season:** we are in the process of accepting Link cards. More details will be forthcoming as we work through the process.

----- 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



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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.

Vendors who fail to comply with the policies will be put on probation, jeopardizing their present and future participation in markets.

*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

Amt Paid