

# HINSDALE FARMERS MARKET APPLICATION



We are very excited about the **2020 Farmers Market**. The Hinsdale Chamber of Commerce will sponsor the 44<sup>th</sup> Annual Hinsdale Farmers Market beginning on Monday, June 1<sup>st</sup> through Monday, October 12<sup>th</sup>, 2020. This year the market season will be in operation for 20 weeks and held in the same location on Chicago Avenue in front of Burlington Park and Hinsdale Village Hall.

The Farmers Market is held every **Monday** during the hours of 7:00 a.m. - 1:00 p.m. (including the lunch hour) from June through mid-October. Including any holidays that fall on Monday.

1. PLEASE RETURN THE ENCLOSED APPLICATION FORM PROMPTLY TO ASSURE THAT YOU ARE CONSIDERED FOR PARTICIPATION. MARKET SPACE IS LIMITED. ***Participants will be notified by May 1, 2020. Applying to the Market does not guarantee a space.***
2. ***All applicants are reviewed by event management.***
3. **Application fee for consideration: \$25.00. (Non-Refundable)**

## 2020 FARMERS MARKET PERMIT FEES

### SEASONAL RATE (20 WEEKS)

1-Booth Space 20'x10'

\$475.00 (Non-Member rate)

**\$375.00 (Chamber Member rate)**

Double Booth Space 40'x10'

\$950.00 (Non-Member rate)

**\$750.00 (Chamber Member rate)**

*All Vendors must provide a website address showcasing the products they will be selling with the application. If no website is available, photos will be accepted.*

**\*\*\* APPLICATION DEADLINE IS APRIL 3<sup>rd</sup> \*\*\***

If you have any questions, please contact the Hinsdale Chamber of Commerce office, (630) 323-3952 or [claudia@hinsdalechamber.com](mailto:claudia@hinsdalechamber.com).

**Claudia Thornton; Marketing Director**  
Farmers Market Management 2020  
Hinsdale Chamber of Commerce





**Hinsdale Chamber of Commerce  
Full Farmers Market Application  
Monday, June 1 – October 12, 2020  
Consumables or Handcrafted Items ONLY**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Illinois State Sales Tax Number: \_\_\_\_\_

Location of property where crops are grown: \_\_\_\_\_

List all products you anticipate selling *pending* approval: \_\_\_\_\_

**\*\*\*Applying to the Hinsdale Market does not guarantee a space\*\*\***

AFFIDAVIT: I agree to abide by the rules of the Hinsdale Chamber of Commerce Farmers Market and the decisions of its Market Manager. I accept responsibility for all activities conducted by myself and by co-workers and employees. I agree to hold the Hinsdale Chamber of Commerce and the Village of Hinsdale harmless and to indemnify the Hinsdale Chamber of Commerce and the Village of Hinsdale for any and all claims arising from these activities.

**APPLICATION DEADLINE & FEE – APRIL 3, 2020**

\_\_\_\_\_  
Signature Date

**Application Fee: Enclosed \$25.00**

Submit application & payment to: Hinsdale Chamber of Commerce

22 East First Street, Hinsdale, IL 60521

Phone: (630) 323-3952 Fax: (630) 323-3953

Email: [claudia@hinsdalechamber.com](mailto:claudia@hinsdalechamber.com)

Application Approved \_\_\_\_\_



## HINSDALE FARMERS MARKET RULES AND REGULATIONS



### STANDARD OPERATING PROCEDURES

- 1) The Market Manager has full authority to enforce all rules and regulations.
- 2) All spaces renters must have the following upon entering the market.
  - Application accepted and on file with the Chamber of Commerce.
  - Illinois State Sales Tax number proof
  - Signed vendor participation agreement form
  - Provide Proof of Insurance
- 3) **Market Hours: The Market operates from 7:00AM to 1:00PM. Sellers must be set up by 6:45 AM at the latest and remain on site through closing time of market (1:00 pm). A \$25 fine will be assessed per occurrence or expulsion as determined by the Marketing Manager. (Fee must be paid before returning following week).**
- 4) **Notification of Absence: Sellers are expected to be in attendance for ALL Market Days. If Vendor cannot attend due to emergency reasons, ALL Vendors MUST give the Chamber Office a 24 hour notice. A maximum of 3 absences is allowed in a market season (excluding emergencies). Any more missed days may face possible fine, suspension or eviction from the market.**
- 5) Absolutely no pets or animals shall be allowed in the market.
- 6) Your equipment and area must be kept clean at all times.
- 7) All refuse must be removed at the end of a market day and the area “broom clean”.
- 8) Products sold by weight must comply with State Standards of Weights. Scales will be checked on a daily basis.
- 9) All labels must comply with the State Standards for Labeling. **Sales of packaged items must include name, source, weight, and ingredients either on product or a place to view; binder, poster, etc.**
- 10) No unwholesome or spoiled food may be offered for sale.
- 11) No hawking or crying out will be permitted.
- 12) All producers will man their spaces at all times and conduct themselves courteously.
- 13) Each seller is **required** by law to pay IL State Sales Tax, payable to and collected by the Illinois Department of Revenue.
- 14) All vendors must have the signed vendor participation agreement form on file at the chamber office.
- 15) No modification to original product list provided by the vendor to chamber.
- 16) Provide proof of insurance.

- 17) Smoking Ordinance (in accordance with Village regulation) -**No smoking onsite of market.**
- 18) Market management has the right to make necessary booth adjustments as needed and will notify vendors accordingly.

## **TIME AND HOURS OF OPERATION**

The Market will operate 20 Mondays including Fourth of July, Labor Day and Columbus Day. **Hours will be from 7:00 a.m. to 1:00 p.m.** RAIN OR SHINE. Producers may be in place by 6:00 a.m., but are required to have vehicles in place no later than 6:30 a.m. **Remember, it is mandatory that all vendors remain on site through closing time of market (1:00 pm). Also, all vendors must be off the street no later than 1:45 PM (this is strictly enforced by the Village of Hinsdale and the Hinsdale Chamber of Commerce!).**

## **LOCATION OF THE HINSDALE CHAMBER OF COMMERCE FARMERS MARKET**

The Farmers Market will be at Burlington Park on Chicago Avenue & Garfield Street in Hinsdale.

## **DISPLAYING AND SELLING GOODS**

Producers must furnish their own tables, chairs, and other display arrangements. In case of rain, producers must furnish their own protection, as the market is an open parking area. All equipment for transportation and display shall be kept clean at all times, with adequate protection against contamination.

## **ENFORCEMENT OF THE RULES**

Occupants of spaces at this market must at all times conform to the Hinsdale Chamber of Commerce Farmers Market rules. The Market Manager has full authority to enforce all rules and regulations of the Hinsdale Farmers Market.

## **PROCEDURES FOR SPACE RENTAL**

**ALL PARTICIPANTS MUST HAVE AN APPROVED APPLICATION AND MUST HAVE PAID THE APPROPRIATE FEES.**

1. Applications for permits may be obtained from the Hinsdale Chamber of Commerce website at [www.hinsdalechamber.com](http://www.hinsdalechamber.com).
2. Producers must have an Illinois Sales Tax number, (information can be obtained from the Illinois Department of Revenue, 160 North LaSalle Street, Chicago, IL 60601). The Sales Tax number certificate must be shown to the Market Manager on the first day of participation.

Space will be rented upon the receipt of the appropriate fees and Sales Tax number. Spaces will be the width of (10' x 20') No more than (2) two market spaces will be rented to one permit holder.

- Season permits: Season permits are not transferable. A season permit holder is assured of a permanent space on the same site at the Farmers Market for the entire season. **Season permits will be \$475.00 (Non-Member) \$375.00 (Member).**

## **SELLING REGULATIONS**

Products sold by weight must comply with standards for weight of the State of Illinois. All labels must comply with the State standard of labeling. No unwholesome food or spoiled articles may be offered for sale. Producers are expected to man their spaces at all times. Producers must conduct themselves with courtesy and good manners.

**CLEAN UP REGULATIONS-If you do not follow this you will be fined \$25/incident**  
**All producers must supply their own equipment to remove waste and refuse in their area.**  
**This refuse must be taken home.** Each area must be cleaned by the user before departure.