

HINSDALE FARMERS MARKET



Dear Market Vendor,

We are pleased to invite you back as a vendor in the 46th Annual Hinsdale Farmers Market. The 2022 season begins on Monday, June 6th and will run through Monday, October 24th.

2022 seasonal permit fees (21 weeks):

1-Booth Space 20'x10'

\$500.00 (Non-Member rate)

\$400.00 (Chamber Member rate)

Double Booth Space 40'x10'

\$1000.00 (Non-Member rate)

\$800.00 (Chamber Member rate)

Your commitment to the market and seasonal permit fee must be paid by **March 11, 2022**

(Please note there is NO \$25 application fee for Returning Vendors).

Please make your check payable to the Hinsdale Chamber of Commerce, and return to the address indicated below.

*****YOU WILL NOT BE ASSIGNED A BOOTH SPACE UNTIL FULL PAYMENT IS RECEIVED****

Booth space locations will be assigned to you by Market Management. A layout map will also be provided to you prior to the season opening June 6th. A copy of Market rules and regulations are included with this letter along with the participation agreement form to be signed and returned. Please review, fill out and return the signed document along with your payment.

Please contact the DuPage County Health Dept. directly for a market permit (On-site food permit may be pending, due to COVID-19 restrictions)

Phone: 630-221-7299 or [Temporary Food Services | DuPage County Health, IL \(dupagehealth.org\)](https://www.dupagehealth.org/)

We look forward to your participation in the Hinsdale Farmers Market and wish you great success in 2022!

Hinsdale Farmers Market Management 2021

Amanda Wagner; Marketing Director

Hinsdale Chamber of Commerce

22 East First Street, Hinsdale, IL 60521

amanda@hinsdalechamber.com

630-323-3952





Hinsdale Chamber of Commerce Farmers Market Registration– 2022 Consumables ONLY

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Email - _____

Website: _____

Illinois State Sales Tax Number: _____

Location of property where crops are grown: _____

List all products you anticipate selling: _____

VISA/MASTERCARD/AMEX ACCEPTED (Please circle one)

Business: _____ **Name on Card:** _____

Credit Card # _____ **Exp. Date:** _____

Security Code (3 digits): _____ **Amount Charged:** _____
(AMEX 4 digits): _____

Credit Card Address (billing address of cardholder): _____

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.

**REGISTRATION DEADLINE & BOOTH FEE -
MARCH 1st, 2022**

Signature _____ Date _____

Please Enclose Booth Fee Payment With Registration and Agreement Form

Submit registration & payment to:
Hinsdale Chamber of Commerce
22 E First Street , Hinsdale, IL 60521



HINSDALE FARMERS MARKET RULES AND REGULATIONS

STANDARD OPERATING PROCEDURES

- 1) The Market Manager has full authority to enforce all rules and regulations.
- 2) All space 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 Market 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 taken with the vendor at the end of a market day and the area “broom clean”. DO NOT USE Park Containers for any refuse.
- 8) 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.**
- 9) No unwholesome or spoiled food may be offered for sale.
- 10) Must stay in booth at all times with no hawking (approaching customers) will be permitted. Marketing signage must be within the 10' x 20' space.
- 11) All producers will man their spaces at all times and conduct themselves courteously.
- 12) Each seller is **required** by law to pay IL State Sales Tax, payable to and collected by the Illinois Department of Revenue.
- 13) All vendors must have the signed vendor participation agreement form on file at the chamber office.
- 14) No modification to original product list provided by the vendor to chamber.
- 15) Provide proof of insurance.
- 16) Smoking Ordinance (in accordance with Village regulation) - **No smoking onsite of market.**
- 17) Market management has the right to make necessary booth adjustments as needed and will notify vendors accordingly.

HINSDALE FARMERS MARKET RULES AND REGULATIONS

TIME AND HOURS OF OPERATION

The Market will operate 21 Mondays including 4th 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 within their booth space. 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.
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 \$500.00 (Non-Member, \$400.00 (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.

Email: amanda@hinsdalechamber.com

Hinsdale



Farmers Market

Hinsdale Chamber of Commerce Participation Agreement Form Farmers Market Vendor

I have read the rules and regulations and I agree to abide by the rules of the Hinsdale Chamber of Commerce Farmers Market and the decisions of its Market Manager and Committee. I declare that my products are fit for human consumption and use. 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.

I agree not to modify my original product list and understand that the chamber has final approval.

Name Business Name

Signature Date

*****Form must be signed and dated for event participation*****

Please return this form with registration and payment to:

Hinsdale Chamber of Commerce

22 East First Street

Hinsdale, IL 60521

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

Email: amanda@hinsdalechamber.com

