



# Morton Grove Farmers' Market 2017-2018 Winter Markets

## Vendor Application, Contract and Rules of Operation

The Morton Grove Farmers' Market will be holding two Winter Market events on **Saturday, December 2, 2017 and Saturday, February 3, 2018**. These indoor markets will feature over two dozen vendors selling foods, gifts, and decorations for the winter holidays.

The Morton Grove Farmers' Market is an entity of the Morton Grove Chamber of Commerce and Industry and is managed by a committee of community volunteers. Please contact vendor coordinators **Peggy Leib** and **Rich Block** at [vendor@mgfarmersmarket.com](mailto:vendor@mgfarmersmarket.com) or **847.750.6436** (MGFM) with any questions.

### Winter Market Details

Village of Morton Grove American Legion Memorial Civic Center  
6140 Dempster Street, Morton Grove, IL 60053

- **Saturday, December 2<sup>nd</sup> from 9:00 am – 2:00 pm**
- **Saturday, February 3<sup>rd</sup> from 9:00 am – 2:00 pm**

### Booth Fees:

- **\$40 Non-refundable fee for one Market**
- **\$70 Non-refundable fee for both Markets**  
**\$10 DISCOUNT WHEN APPLYING FOR BOTH MARKETS!**
- **\$10 LATE FEE if application and payment is received AFTER Monday, October 16, 2017.**

### Application Deadline

Applications will be available on our website, via e-mail, and from vendor coordinator Peggy. **Completed application packets should be hand delivered, e-mailed, or postmarked by Monday, October 16, 2017.** Applications will not be considered complete unless payment and required paperwork is received. Please make all checks payable to: Morton Grove Farmers' Market.

*Applications will be considered according to order of applications received, quality of product, space availability, and the general good of the Market. All applicants will be notified of acceptance / denial by Tuesday, October 31, 2017.*

### Please note our NEW Mailing Address:

**Morton Grove Farmers' Market**  
**6101 Capulina Ave.**  
**Morton Grove, IL 60053**

## **Products**

MGFM is committed to making the Winter Markets productive and successful for the vendor. Every effort will be made to promote the Winter Markets and to attract both new and repeat customers. We welcome **foods, food-related products, farm-produced products** (soaps, honeys, etc.) and **other value-added items** (gifts and decorations for the winter holidays, etc.). We expect the quality of the products being sold to be high and to the greatest degree possible grown or made by the vendors themselves. With the acceptance of this application we consider you as a partner in fostering the success of both the Morton Grove Farmers' Market and your own commercial venture.

## **Vendors' Responsibilities and Obligations**

**All vendors are required to follow directives from the Market Manager and the Village of Morton Grove public officials (fire, police, safety, health) at all times.**

### **Booths**

At the Winter Market, a booth is considered one 8 foot wide space. Vendors will be provided with a table and two chairs. Only one booth is available per vendor for each Winter Market.

**Set up and Clean up:** Vendors may set up their booths between 7:30 and 8:30 am. Clean up should not begin until 2:00 pm, to be completed by 3:00 pm. Vendors are responsible for taking out their own refuse from the Civic Center. While unloading vehicles, vendors may park in the loading zone at the Civic Center. To allow for patrons to have easy accessibility to the building, vendors should park on the western edge of the parking lot after unloading.

**Display:** Vendors must display their products as effectively and as attractively as possible. Clearly this benefits the vendor as much as the Market in general. Vendor names, address, product prices and Illinois Sales Tax Number must be clearly displayed throughout the Market day.

### **Electricity Needs**

The Civic Center does not permit any appliances with an open flame due to safety concerns. This includes all propane and butane appliances. Limited electricity is available at the Winter Markets. If you cannot function without electricity, there will be an additional **\$10 electricity fee**. Vendors should be prepared with their own extension cords.

**Smoking:** No smoking or other use of tobacco is permitted in the building. Smoking may only take place outside and at least 15 feet away from the building.

**Tax ID:** Vendors must be registered with the State of Illinois and have a **valid IL Tax ID Number**. Applications will not be considered complete until the Market committee receives this number. If your license has not yet been received, please attach a copy of your application. You may contact the IL Dept of Revenue: 1.800.356.6302 or [www.revenue.state.il.us/businesses/register.htm](http://www.revenue.state.il.us/businesses/register.htm).

**Insurance:** Vendors must provide a certificate of insurance evidencing that the vendor has **public liability insurance** covering market activities in the amount of at least **\$1,000,000** for the dates of the Winter Markets. **The certificate must list the Village of Morton Grove and the Morton Grove Chamber of Commerce and Industry as additionally insured.** Proof of this policy must be sent in with the vendor application in order for the application to be considered complete. If the current policy expires prior to the date of the Winter Market, the vendor must submit a new certificate evidencing renewal of liability insurance.

**Giveaway Donation:** Vendors are encouraged to donate an item to our free drawing giveaway. Customers are invited to enter our free drawing at every market for a chance to win all the vendor donations as well as a Morton Grove Farmers' Market reusable bag. Feel free to include business cards, coupons, or other marketing materials with your donation.

**PR:** If you would like to promote your products, specials, etc. through MGFM, please e-mail your product descriptions, photos, logos, etc. to [connect@mgfarmersmarket.com](mailto:connect@mgfarmersmarket.com) by the Tuesday before your market appearance. Information will be included in our newsletter and other public relations efforts as space allows.

# Vendor Application



**Contact Information**

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

Street Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email(s): \_\_\_\_\_

Website Address: \_\_\_\_\_ Is your business on Facebook? Yes No

Is your business on Instagram? Yes No If yes, username: \_\_\_\_\_

Name of person(s) coming to the market, if different from above: \_\_\_\_\_

Cell phone number & e-mail address of person(s) coming to the market, if different from above:

\_\_\_\_\_

Other phone numbers in case of emergency: \_\_\_\_\_

**Product Information**

**Processors:** Please list all products and prepared foods you plan to sell at the Market. If more space is required, please continue the list on the back of this document or attach additional pages.

Products/Prepared Foods	Major Ingredients

**Processing Facility Inspection:** All processed foods must be prepared in a kitchen that has been inspected and approved by the appropriate governmental agency. If you plan to sell this type of product, please provide the following information.

Location of Kitchen \_\_\_\_\_

Inspection Agency \_\_\_\_\_

Phone \_\_\_\_\_

Inspecting Agent \_\_\_\_\_

Inspection Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

**Please list all produce or other items you plan to sell at the Morton Grove Farmers' Market:**

Attach additional sheets if necessary.

**Required Documents and Information**

1. **Illinois Sales Tax Number:** \_\_\_\_\_

2. **General Liability Insurance:**

Vendors must provide a certificate of insurance evidencing that the vendor has **public liability insurance** covering market activities in the amount of at least **\$1,000,000** for the dates of the Winter Markets. **The certificate must list the Village of Morton Grove and the Morton Grove Chamber of Commerce and Industry as additionally insured.** Proof of this policy must be sent in with the vendor application in order for the application to be considered complete. If the current policy expires prior to the date of the Winter Market, the vendor must submit a new certificate evidencing renewal of liability insurance.

*Please attach a copy of your certificate of insurance.*

3. **Vendor Fees:** (If application is not accepted by the Market committee, all fees will be returned to the vendor)

**Please circle the items that apply below:**

- |   |                               |
|---|-------------------------------|
| ● SINGLE MARKETS                                    | December \$40 / February \$40 |
| ● BOTH MARKETS                                      | \$70                          |
| ● Late Fee if received AFTER October 16.            | \$10                          |
| ● Electricity for 1 or 2 Markets                    | \$10                          |
| ● Total Vendor Fees Enclosed with this application: | _____                         |

**Please include payment for all fees with vendor application.** No application will be considered without full payment. Because space at the Winter Market is strictly limited, we will not be able to refund your fees once you have been notified that your application has been accepted.

**Applications not accepted will be kept on file and original checks will be returned.**

**If you require electricity, please indicate what you will be plugging in and the approximate amps needed.**

\_\_\_\_\_

# Affidavit



I, \_\_\_\_\_, am the authorized representative on behalf of

\_\_\_\_\_ (Vendor) and have authority to execute this application/contract on its behalf. If accepted as a Vendor, I and all persons associated with the Vendor hereby agree to abide by the Morton Grove Winter Market rules and regulations (on all pages of this contract and application and those conveyed at/during the Market), and agree to be fully responsible for all my and \_\_\_\_\_ actions and omissions relating to the Winter Market. The vendor agrees to sell or offer for sale only items that are listed within the application and are allowed to be sold pursuant to the rules set forth in this application. The vendor additionally agrees to hold the Morton Grove Farmers' Market Committee, the Village of Morton Grove, and the Morton Grove Chamber of Commerce and Industry and its officers and directors harmless, and to indemnify them for any and all claims arising under this contract, and or resulting or arising from my/its participation in the Morton Grove Winter Market. I and the Vendor agree to all terms and conditions set forth in this application and contract.

Signature of Applicant (s): \_\_\_\_\_ Date \_\_\_\_\_

Title/Affiliation with Vendor \_\_\_\_\_

Please make your **check payable to Morton Grove Farmers' Market.**

Send all application materials to:

**Morton Grove Farmers' Market  
6101 Capulina Ave.  
Morton Grove, IL 60053**

Your application packet must be postmarked by **Monday, October 16, 2017.**

You will receive acceptance/denial confirmation by no later than **Tuesday, October 31, 2017.**

*Please keep a copy of this application for your records.*

## Office Use Only

**Date Application Rec'd** \_\_\_\_\_ **Approved / Declined** **Date Notified** \_\_\_\_\_

**Tax ID # YES / NO**    **Health Inspection YES / NO**    **Insurance Docs Rec'd YES / NO**

**Check #** \_\_\_\_\_ **Amount** \_\_\_\_\_ **Electricity YES / NO**