

INDIAN BOUNDARY YMCA

DOWNTOWN DOWNERS GROVE MARKET VENDOR APPLICATION

BUSINESS INFORMATION

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MARKET REQUIREMENTS

Space: Each Market booth is 10’ x 10’. How many spaces do you plan to contract? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle:On-site vehicle parking is limited, primarily those requiring refrigeration or vendors with large inventory (e.g. fruits and vegetable vendors). If you feel you qualify, please tell us about your requirements.

Van \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Truck \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Size (by feet) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electricity:Yes No If yes, please list how many outlets you require. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please also identify what equipment requires electricity.

Please note, you will need your own extension cord. There is a slight surcharge of $3 per week for electricity.

PRODUCTS & OFFERINGS

Please provide a full description of the product(s) you will sell. (Note, The Market committee reserves the right to limit product to reduce product abundance and vendor competition.)

MARKET DATES

For planning purposes, please share the eight (8) dates you would like to request attendance at The Market. (Note, selecting dates are for planning purposes only and are not guaranteed.)

May 13

May 20

May 27 (Memorial Day Weekend)

June 3

June 10

June 17 (Father’s Day Weekend)

June 24 (Rotary Grove Fest Weekend)

July 1

July 8

July 15

July 22

July 29

August 5

August 12

August 19

August 26

September 2 (Labor Day Weekend)

September 9

September 16

September 23

September 30

October 7

October 14

October 21

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send complete applications via email to [marketintern@ymcachicago.org](mailto:marketintern@ymcachicago.org) or mail to Market Intern (Indian Boundary YMCA, 711 59th St., Downers Grove, IL 60516).

YOUR APPLICATION WILL BE REVIEWED BY THE MARKET COMMITTEE. YOUR APPLICATION ALONE IS NOT A GUARANTEE FOR ACCEPTANCE INTO THE MARKET. THE MARKET COMMITTEE WILL MAKE THE FINAL DETERMINATION OF PRODUCTS TO BE SOLD.

DOWNTOWN DOWNERS GROVE MARKET

Thank you for your interest in our Downtown Downers Grove Market! Since 1991, the Indian Boundary YMCA and Village of Downers Grove have operated The Market, which has been voted the *Best Readers’ Choice Award: for Farmers Market.*  Whether it’s finding tasty food to eat, fun items to purchase, or enjoying the plethora of live music, you’ll find more than 3,500 visitors (during peak weeks) at The Market, earning it a reputation as one of the top farmers markets in DuPage County.

MARKET INFORMATION

Dates: Saturdays, 7a.m. until 12:30 p.m., from May 13 to October 21

Location: Downers Grove train station parking lot (South Lot) off Burlington Avenue. The market will relocate to Main Street, during Rotary Grovefest, the last full weekend in June.

Water, Electricity, Toilets:Electricity, although limited, is available. There is no access to water. Public toilets are available in the train station.

Booth Requirements: Vendors must provide their own tents and display tables. Vendors must furnish signage for their booths, listing at a minimum the Vendor’s name (business), town, and contact information.

Booth Information: A single booth or space is 10 feet wide by 10 feet deep, defined by measured spaces provided by Market Committee. Vendors must keep all goods within the boundaries of such vendor’s booth or designated spaces. No goods or tables will be allowed to extend beyond the boundaries provided and agreed upon. On certain occasions and with pre-approval from the Market Committee, a vendor will be allowed to extend and display goods in front of their designated spaces; however, Emergency vehicle access down the aisles is a must!

Time Commitment:Space is available on a full time (21-24 weeks) or part time (15 to 20 weeks) basis. Full time vendors will be given prime, consistent spaces from week-to-week, as well as incentive pricing. The Market Committee will do their best to provide regular part time vendors with consistent spaces. Infrequent vendors will be allowed space as space is available. You must commit to at least six (8) weeks during the summer to be considered for a spot.

APPLICATION INSTRUCTIONS

Please read the entire application. You will be required to sign the application indicating you agree and understand that you are responsible for the content in the application. Fill out the application completely, and sign and date the application. We encourage all vendors to make a copy of the application and keep for your records.

New vendors (other than food vendors) will need to send photographs of their products. If you have an Etsy site, please let us know the particulars and we will print out misc. photos.

All food vendors must have proper certifications from the *DuPage County Department of Health.* Please contact 630-221-6117 for any and all necessary applications and information. You are responsible for securing the necessary permits and for offering any sampling according to the Health Dept. instructions. Please read the Heath Dept. application carefully, as continually update information and requirements.

All out of state vendors bringing in fruits, vegetables, or plants of any kind must contact The Illinois Department of Agriculture at 815-787-5476.

Please send complete applications by March 13, 2023, via email to [marketintern@ymcachicago.org](mailto:marketintern@ymcachicago.org) or mail to Market Intern (Indian Boundary YMCA, 711 59th St., Downers Grove, IL 60516).

Vendors that are deemed eligible for participation will receive written confirmation and a vendor agreement will be sent to you**.** Proof of liability and auto insurance must be submitted with the final vendor agreement abiding by this language found in the vendor contract/agreement-Vendor agrees throughout the term to procure and maintain, at its expense, in companies reasonably acceptable to YMCA, the following types of insurance: (i) general liability insurance with coverage (a) having limits not less than $1,000,000 per occurrence and $2,000,000 aggregate limits, and (b) extending to premises and operations liability, product liability, personal injury and contractual liabilities, (ii) Workers Compensation and Employers Liability with minimum limits of $1,000,000 (or statutory limit), and (iii) Auto Liability coverage covering any auto with minimum limits of $1,000,000; furthermore, it shall furnish the YMCA of Metropolitan Chicago with a certificate(s) of insurance that (a) evidence the coverages described above, (b) expressly names the YMCA of Metropolitan Chicago as an additional insured to the general liability insurance and provides that such coverage is primary and non-contributory, and (c) states that the Workers Compensation and Employers Liability coverage contains a waiver of subrogation. Vendor shall furnish to YMCA certificates evidencing such coverage and related endorsements. Certificates shall state that such insurance may not be materially reduced or materially changed without thirty (30) days prior written notice to Vendor and YMCA.

Vendor Eligibility: The Indian Boundary YMCA welcomes applicants from all businesses that provide wholesome, unused products that primarily are sold directly to market. Origin of produce must be clearly displayed during all market hours. Vendors who are unable to demonstrate or directly sell their product at market should not apply. The market is not to be used as a business expo, down line recruiting event, or home party lead generator. Applicants will be screened and selected based on product appropriateness, market density, and past participation. Selected applicants must submit all requested information/documentation to be considered for eligibility. Advance payments must be made to keep the vendor eligible throughout the summer. All decisions regarding eligibility of a vendor for participation will be made solely at the discretion of the market committee and are not contestable by the vendor. Eligible vendors are responsible for all payments and confirmed dates as well as for the conduct of all persons working in such vendor’s booth(s) and may not share or sublet such vendor’s booth(s).

VENDOR CLASSIFICATION

Full Time Vendor: A vendor that commits to attending the entire season (at least 21 of the 24 dates). Full time vendors are required to pay either in full or in installments and are eligible for incentive pricing ($31 per week per booth space). Pending anything unforeseen, full time vendors will be designated the same spaces each week. There is a $3 surcharge per week for vendors using electricity.

Part Time Vendor: A vendor that commits to 15 – 20 weeks is considered part time. Although we will do our best to provide consistency in booth location, the location may change from week to week. Part time vendors pay $37 per booth, per week, in advance according the market payment schedule. There is a $3 surcharge per week for vendors using electricity.

Infrequent Vendors: A vendor who commits to less than 14 weeks, but at least eight, is considered infrequent and pays $43 per booth, per week, in advance, according to the market payment schedule. Infrequent vendor booth locations are likely to vary from week to week. There is a $3 surcharge per week for vendors using electricity.

Vendor Restrictions:At its sole discretion, The Market Committee reserves the right to limit the number of booths rented to a vendor or to limit the participation of a vendor. Such decisions shall not be contested by the vendor. Competition is encouraged but is also limited by The Downtown Downers Grove Market Committee, therefore not all applications are selected. Vendors must be ready to sell at the opening time (7 a.m.) of the market and must maintain a presence in their booth until the ending time of the market (12:30 p.m.).For the safety of our customers and community, no vendor may bring a vehicle into the market after 6:45 a.m. nor drive their vehicle into or out of the lot before 12:40 p.m. Vendors may be banned from The Market after the third event of arriving late or leaving early, and will forfeit any payments made for The Market.

Enforcement of Rules:All decisions regarding eligibility of a vendor for participation will be made solely at the discretion of the Indian Boundary YMCA, The Market Committee, or Market Manager. All applicants will receive a written response stating such applicant’s eligibility or ineligibility to participate in The Market and when appropriate, a confirmation for the market dates that the applicant has been booked.

Eligible vendors are responsible for all payments and confirmed dates, as well as for the conduct of all persons working in their booth(s). Please share the market rules with any employees. Vendors may not share or sublet their booth(s). A vendor who feels penalized may appeal the decision to the Executive Director of the Indian Boundary YMCA.

VENDOR GUIDELINES

Below are the policies and requirements for The Downtown Downers Grove Market. Please initial each box and return this page, as well as page 1 and 2. A $15 late fee will be applied for late payments.

Initial Here

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|  | 1. Full time vendors are $31 per week, part time vendors are $37 per week, and infrequent vendors are $43 per week. The cost of electricity remains at $3 per week. |
|  | 1. Attendance: This is a rain or shine market and vendors are expected to attend for all of the dates they contract for. Exceptions are made when weather conditions pose a threat to vendors or shoppers (lightning storms and high winds).Vendors who fail to fulfill their contracted dates and are absent for more than 20% of their contracted dates risks exclusion in future year markets. |
|  | 1. Vendors are responsible for employees and must share market rules with any employee hired to vend in the market. It is critical that all vendors understand the no parking restrictions. |
|  | 1. Vendor tents are tight and close to one another. For the health of fellow vendors and customers, no smoking will be allowed inside The Market. |
|  | 1. Executive Director Stephanie Kuzelis, Market chair Jay Turner, committee member Barb Taylor and our Market Manager will maintain their important roles at the market. The YMCA staff will serve as the day to day contact for dates and paperwork. |
|  | 1. Your acceptance packet will include our fee payment policy. |
|  | 1. All tents must remain up for the duration of the market, even if you have sold out of product. You may not to take items out of the market until 12:30 p.m. Please plan your inventory accordingly. |
|  | 1. For the safety of our customers, we will strictly enforce our policy of no vehicles allowed into the market after 6:45 a.m., and no vehicles may enter/exit the market before 12:40 p.m. |
|  | 1. If you use social media to promote your product, please “like us”/ Follow Us (Downtown Downers Grove Market) and post frequently. |
|  | 1. All market vendors or their employees who drive their vehicles into the market must provide proof of automobile insurance along with proof of liability insurance which is included in the Vendor Agreement. |
|  | 1. Cancellation Policy: Full and part time vendors are responsible for payment for all days the vendor commits to in the application/agreement. This includes rain dates and no-show dates. Any changes in schedules must be received via email [marketintern@ymcachicago.org](mailto:marketintern@ymcachicago.org) by 5 p.m. on Wednesday preceding the Saturday market. The YMCA does not offer refunds for cancelled or missed dates. Exceptions may be made in the event of documented emergencies. As space allows, we will attempt to accommodate a limited number of changes to your pre-determined schedule. |
|  | 1. Parking: At no time may vendors park on Mochel Drive or Burlington Avenue. These spots are reserved for customers. Vendors (or vendor employees) who consistently disregard this rule will be removed from The Market schedule. |
|  | 1. We will be holding an orientation for all new vendors on May 6th at the train station’s east end, outside. This will provide you with an opportunity to better understand how the market works, as well as insights to the customer base they might encounter and “tricks of the trade” that our seasoned vendors would like to share. |
|  | 1. New vendors (other than food vendors) will need to send us photographs of their products. If you have an Etsy site, let us know the particulars and we will print out misc. photos. |
|  | 1. The Illinois State Sales Tax Number must be displayed prominently in any market stall from which goods are being sold. Application for a State of Illinois Sales Tax Number may be obtained by contacting the Illinois Department of Revenue at 800-732-8866. 2. NSF:Any payment by check returned to the YMCA as non-sufficient funds will be assessed a $25. Vendors may be required to pay with a certified check if this continues to be an issue. 3. Cleanliness:Delivery trucks and any other equipment used for transportation or display shall be kept clean at all times. No unwholesome or spoiled articles may be offered for sale. Prior to leaving the market, sellers must remove all waste and refuse from their market space. Garbage bins are scattered around the market grounds |
|  | 1. Vendor Smoking Policy:Vendor tents are tight and close to one another, for the health of fellow vendors and customers, no smoking will be allowed inside the vendor tent. |

Upon confirmation that your application has been accepted, a signed contract, confirmation of dates, proof of insurance and the first payment must be submitted with the Vendor Agreement.