



Downtown Downers Grove Market and Vendor Application 2018

Owners Name: _____

Business Name: _____

Street Address: _____

City: _____ State: _____

Zip Code: _____

*Daytime Phone: _____ Work: _____

Cell Phone: _____

*E-mail: _____

Website: _____

*Must be completed

References may be requested.

Sales Tax Identification (Provide one of the following)

_____ State Tax ID

_____ Fed Tax ID

Space: Each booth is 10 x 10. How many booths would you like to contract for? _____

On-site vehicle parking is limited to just a few vendors, primarily those who need refrigeration or the fruits and vegetable vendors with a large inventory. If you feel you qualify, please share your requirements here.

Vehicle: Van _____ Truck _____ Size (by feet) _____

Request for Electricity ____yes ____no *You will likely need your own extension cord. **There is a slight surcharge of \$3.00 per week for electricity.*** Electricity is needed for the following equipment:

Full description of the products(s) you will be selling. The market committee reserves the right to limit product to reduce product abundance and vendor competition.

Anticipated Dates---For planning purposes, please share with us your best guess for when you will sell at the market. This agreement does not lock you in. When you sign the final contract, you will commit to dates, (minimum 6 weeks).

- _____ Saturday, May 12 **(Mother's Day Weekend)**
- _____ Saturday, May 19
- _____ Saturday, May 26 **(Memorial Day weekend)**
- _____ Saturday, June 2
- _____ Saturday, June 9
- _____ Saturday, June 16 **(Father's Day Weekend)**
- _____ Saturday, June 23 **(due to Rotary Grovofest, the market will relocate to Main Street)**
- _____ Saturday, June 30
- _____ Saturday, July 7
- _____ Saturday, July 14
- _____ Saturday, July 21
- _____ Saturday, July 28 **(Downtown Sidewalk Sale)**
- _____ Saturday, August 4
- _____ Saturday, August 11
- _____ Saturday, August 18
- _____ Saturday, August 25
- _____ Saturday, September 1 **(Labor Day weekend)**
- _____ Saturday, September 8 **(Downtown Downers Grove Fine Art Festival)**
- _____ Saturday, September 15
- _____ Saturday, September 22
- _____ Saturday, September 29
- _____ Saturday, October 6
- _____ Saturday, October 13
- _____ Saturday, October 20

Business Name _____

Vendor Signature _____ Date _____

Just a reminder....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.

Please email to: marketintern@ymcachicago.org

or mail to

Market Intern

Indian Boundary YMCA

711 59th Street

Downers Grove, IL 60516

Downtown Downers Grove Market

Thank you for your interest in our Downtown Downers Grove Market. The Indian Boundary YMCA has been conducting the Market with the Village of Downers Grove since 1991 and has been voted the **Best Readers' Choice Award: for Farmers Market**. In the past few years, we have earned the reputation as one of the top markets in DuPage County with over 3,500 visitors during peak weeks.

What's New?

The Market committee has been busy planning the 2018 season. This is a list of what is new this year and a reminder of just a few of the critical policies that are sometimes overlooked. **Please initial each box and return this page** as well as the first and second one pages.

Please Initial

	1. Once again, there will be NO Fee Increase for the 2018 season. Full time vendors will remain at \$27 per week, part time vendors - \$33 per week and infrequent vendors are \$39 per week. The cost of electricity remains at \$3 per week.
	2. Market chair Jay Turner and our Market Manager will maintain their important roles at the market and Roberta Flanders will serve as the day to day contact for dates and paperwork.
	3. For the safety of our customers, we will strictly enforce our policy of no vehicles allowed into the market after 6:45 am, and no vehicles may enter/exit the market before 12:45.
	4. We will continue to post to the Downtown Downers Grove Market Facebook page to communicate with market customers. We encourage you to post your own updates on this page. If you use social media to promote your product, please "like us"/ Follow Us and post frequently. We increased the number of "likes" from 94 at the 2013 season end, 687 for the 2015 season to 997 in 2016 with 994 and 1,311 in 2018 people following our Facebook page.
	5. 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. If you do not have proof of auto insurance on file with us or don't have proof on hand, no entrance will be allowed into the parking lot. You will have to park on the street and bring in your items on foot.
	6. 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 by 5pm 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. There will be a \$5 fee for each time you ask to switch dates. Special accommodations will be made at the administrator's discretion.
	7. Parking: There is ample parking north of the railroad tracks, west of Main Street and east of Washington. Parking is free for market vendors. 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 may be removed from the 2018 Market Schedule
	8. We will be holding an orientation for all new vendors on May 5 th meeting at the train station's east end outside. This will give them the opportunity to understand how the market works and give them better insight as to the customer base they might encounter as well as any "tricks of the trade" that our seasoned vendors would like to share.
	9. Both returning as well as new vendors (other than food vendors) will need to send us photographs of their products. If you have an esty site, let us know the particulars and we will print out misc. photos.
	10. All tents must remain up for the duration of the market, even if you have sold out of product. Please plan your inventory accordingly.

Application Instructions

1. 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.
2. Fill out the application completely.
3. Sign and date the application.
4. Make a copy of the application and keep for your records.
5. All food vendors must have proper certifications from the *DuPage County Department of Health*. Please contact Jennifer Steele, (630) 221-6110, jsteele@dupagehealth.org for any/all necessary applications and information. Jen is a new rep this year for the Health Dept. You are responsible for securing the necessary permits and for offering any sampling according to the Health Dept. instructions. Please read the Health Dept. application carefully, they have made significant changes to it from previous years.
6. All out of state vendors bringing in fruits, vegetables or plants of any kind must also contact The Illinois Department of Agriculture at (815) 787-5476.
7. E-mail (or send) the completed application by March 15, 2018 to Market Intern. Indian Boundary YMCA, 711 E. 59th Street, Downers Grove, IL 60516 or marketintern@ymcachicago.org

Vendors that are deemed eligible for participation will receive written confirmation and a contract will be sent to you by **March 31st**. Please email marketintern@ymcachicago.org, if you have any questions or concerns. **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) public liability insurance with \$1,000,000/\$2,000,000 limits of liability, or an umbrella liability with a limit of not less than \$2,000,000; and (ii) workers' compensation insurance (if you have employees) at statutory amounts but in no event less than \$1,000,000 per accident or disease. **The YMCA of Metropolitan Chicago must be named as an additional insured.** Vendor shall furnish to YMCA certificates evidencing such coverage. 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.

Market Information

Dates: Saturdays 7:00 a.m. until 12:30 p.m. May 12th through October 20th.

Location: Downers Grove train station parking lot (South Lot) off Burlington Avenue. The market will relocate to Main Street, during Rotary Grovesfest, 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. **We will be around to check on this.**

Booth Information: A single booth or space is 10 feet wide by 10 feet deep. The boundary of the booth will be 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, but vehicle access down the aisles is a must!

Time Commitment: Space is available on a full time (19-24 weeks) or part time (12 to 18 weeks) basis. Full time vendors will be given prime booth spaces, consistency spaces from week to week and incentive pricing. We will do our 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 (6) weeks during the summer to be considered for a spot.

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).

Full Time Vendor: A vendor that commits to attending the entire season (at least 19 of the 24 dates). Full time vendors are required to pay either in full or in three installments and are eligible for incentive pricing (\$27 per week per booth space). Pending anything unforeseen, full time vendors will be designated the same spaces each week. **There is a \$3.00 surcharge per week for vendors using electricity.**

Part Time Vendor: A vendor that commits to 12 - 18 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 **\$33 per booth, per week**, in advance according to the market payment schedule. There is a **\$3.00 surcharge per week for vendors using electricity.**

Infrequent Vendors: A vendor who commits to less than 11 weeks, but at least six, is considered infrequent and pays \$39 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 \$3.00 surcharge per week for vendors using electricity.**

No one can pay on site a week at a time.

NSF: Any payment by check returned to the YMCA as non-sufficient funds will **be assessed a \$25 fee.** **Vendors may be required to pay with a certified check if this continues to be an issue.**

Vendor Restrictions: At its sole discretion, the Downtown 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 (7:00 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, no vendor may bring a vehicle into the market after 6:45 nor drive their vehicle out of the lot before 12:45. 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.

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.**

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.

Enforcement of Rules: All decisions regarding eligibility of a vendor for participation will be made solely at the discretion of the Indian Boundary YMCA market committee or 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). 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.

The committee will assume a more active role in marketing and promoting the market this year, including an onsite survey allowing our customers to weight in and make suggestions. We hope to plus the market with events and activities and to do our best to regain the title “Best Market in the Western Suburbs”.

Next Steps: Once the application has been submitted, vendors will be notified regarding eligibility. At that time the YMCA will send a vendor agreement/contract. A signed contract, confirmation of dates, proof of insurance and first payment must be submitted at that time