

# HEBRON FARMER'S MARKET APPLICATION

BUSINESS NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ SECOND CONTACT: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ FACEBOOK: \_\_\_\_\_

ILLINOIS TAX ID: \_\_\_\_\_ WISCONSIN TAX ID \_\_\_\_\_

- Do you produce all the products on your own property? \_\_\_\_ Yes \_\_\_\_ No
- Meat Producers: Include Illinois permit to sell meat.
- Egg Producers: Include USDA permit to sell eggs.
- Baked goods: Must be produced in a licensed kitchen and/or adhere to the Policy/procedures of the McHenry County Cottage Laws.
- Organic certification: Vendors selling Organic products attach Certification Documents
- Do you plan to sample? \_\_\_\_ Yes \_\_\_\_ No
- Are you certified in food service sanitation? \_\_\_\_ Yes \_\_\_\_ No
- Please list in detail the items you intend to sell.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and agree to the attached Market Rules outlined for the 2018 season of the Hebron Farmers Market. I further commit to the full operational season beginning May 5th. and ending October 27th. I agree to be fully present and operational during the market hours from 12 pm - 3 pm for the group of dates that I signed up for.

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

Print Full Name: \_\_\_\_\_

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

Application must be accompanied by:

- Attach Illinois or Wisconsin Department of Revenue Sales Tax number certificate if applicable.
- Attach a Certificate of Insurance. While at the Market the Village of Hebron must be listed as the certificate holder, and additional insured.
- All baked or canned goods require proof of current McHenry County Health Department inspection.
- Attach the nonrefundable deposit payable to the Village of Hebron

# HEBRON FARMER'S MARKET DATE REQUEST FORM

MARK THE DATES YOU WOULD LIKE

MINIMUM ALLOWED IS 6 DATES

___ May 5	___ June 2	___ July 7	___ Aug. 4	___ Sept. 1
___ May 12	___ June 9	___ July 14	___ Aug. 11	___ Sept. 8
___ May 19	___ June 16	___ July 21	___ Aug. 18	___ Sept. 15
___ May 26	___ June 23	___ July 28	___ Aug. 25	___ Sept. 22
	___ June 30			___ Sept. 29
		___ Oct. 6		
		___ Oct. 13		
		___ Oct. 20		
		___ Oct. 27		

**\*\*\*HEBRON FARMER'S MARKET KICK OFF SPECIAL\*\*\***

**SPACE/SLOTS ARE \$25.00 EACH**

**\*6 DATE SLOTS\* \$100.00 \*\* \$150.00 VALUE \*\***

**\*13 DATE SLOTS\* \$200.00 \*\* \$350.00 VALUE \*\***

**\*26 DATE SLOTS\* \$400.00 \*\* \$600.00 VALUE \*\***

**50% DEPOSIT WITH APPLICATION / BALANCE DUE APRIL 21<sup>ST</sup>**

**2 WEEKS PRIOR TO MARKET OPENING ON MAY 5<sup>TH</sup>, 2018**

# Form of Indemnification, Hold Harmless and Release Agreement

## Hebron Farmer's Market 2018

In consideration of participation in the Hebron Farmer's Market, Vendor hereby assumes all risk of injury, damage and liability and waives any right of recovery from, or to bring suit against, the Village of Hebron for any personal injury, death, or other consequences arising out of Vendor's participation in the activity, except for the sole negligence of the Village.

Vendor further agrees to indemnify, defend, and hold harmless the Village of Hebron, its officers, officials, employees, and volunteers from and against any and all claims, demands, losses, actions, or liabilities, including costs and all attorney's fees.

This indemnification includes, but is not limited to, the injury or death of any person, or for loss or damage to property, by any and all persons or entities, in connection with, or resulting from, the Vendor's participation in this event. The only exception shall be if the injury or damage shall have been caused by the sole negligence of the Village.

Vendor authorizes any necessary emergency medical treatment that might be required in the event of physical injury and/or accident to me while participating in this event.

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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

# 2018 HEBRON FARMER'S MARKET FACT SHEET

**DAY/TIME:** Saturdays 12:00 pm – 3:00 pm, set-up to be complete by 11:30. No selling allowed prior to 12:00 pm

**LOCATION:** Prairie Ave. from Main St. to St. Albans St.

**DATES:** Saturdays: May 5<sup>th</sup> – October 27<sup>th</sup>, 26 weeks.

**PURPOSE:** To provide an opportunity for local vendors to sell directly to consumers, create awareness and support of local, family farms and farm-to-fork eating. To build downtown foot traffic and awareness of local businesses while providing a service to our residents and surrounding communities.

**FARMER PRODUCTS:** Must be horticultural, plant or food-related and consumable. Farm vendors may sell products raised by other farmers but must be clearly marked.

**ARTISAN PRODUCTS:** Must be made by the exhibitor and/or partner. No copyright, trademark, patent or intellectual property may be infringed upon in any way including but not limited to the design, manufacture, display or sale of any products.

**FULL SEASONAL PROMOTIONAL/ADVERTISING CAMPAIGN:** Includes social media, print and electronic promotion.

**FEE OPTIONS:** See enclosed fee and date request form.

**PLEASE NOTE:** All spaces are 10x10 and are determined by the market manager. All vendors must supply their own tenting, tables and chairs. Market is open rain or shine. Any weather-related cancellations will be determined by the market manager.

Contact Village Clerk, 815-648-2353, ext. 10

Or Trustee Jim Lange, 815-509-9465

**SCALES:** If goods are offered for sale by weight, the farmer/producer must be in accordance with the local county requirements and with those established standards as set by the State of Illinois.

**TASTING AND SAMPLING:** We encourage sampling. All Farmers/Producers will need to follow the guidelines set forth by the McHenry County Health Department.

**SITE OF BOOTHS/SPACE ALLOCATION/TENTS/PARKING/ENGINES AND GENERATOR USAGE:** Space is 10x10 stalls. The location will be determined weekly and communicated by the Market Manager. Ample nearby parking will be available on Saturday mornings. Trucks may be used for storage of additional produce and refrigerated goods. Refrigerated meat trucks, without use of engines or generators for power, will be the exception. Vendors must furnish their own tables, chairs and other display items. Tent poles must be weighted at a minimum of 35 lbs. for safety purposes. In case of rain, you must provide your own protection.

**BOOTH OPERATION/ DISPLAYS/SIGNAGE:** Booths need to be staffed at all times by someone 16 years of age or older, except for bathroom breaks. All children under the age of 8 years old must stay within the boundary of the booth space from arrival to departure unless under direct supervision of an adult. Any activity that is disruptive to the Market will not be permitted. All items MUST be product-specific and clearly priced including place of origin. Various promotional signage (placards, small banners, brochures, posters, business cards) may be displayed.

**MARKET ETIQUETTE/SMOKING:** Vendors are expected to wear attire that maintains a family-friendly environment (shoes/shirts required). We encourage you to be as friendly as possible. No hawking, crying out or music allowed to gain the attention of the Market attendee. In order to create a positive environment, we ask that you refrain from any disparaging words toward another vendor. Please communicate privately with the Market Manager should you have any concerns regarding the Market. The Market is a non-smoking environment. Any and all smokers are required to adhere to the State of Illinois no smoking policy in public areas. Smoking is allowed off-site in designated area at least 50 yards away from the Marker and off publicly owned land.

**CLEAN-UP:** Each vendor is responsible for the removal of all waste, garbage and refuse from booth space at the closing hour of each market day. "Leave no trace behind or better than you found it" is the preferred method of clean-up.

**INCLEMENT WEATHER:** We are a "rain or shine" Market. All closures due to inclement weather will be made during the regularly scheduled market hours.

**SALES TAX/COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS:**

Each vendor is responsible for the reporting of and the payment to the Illinois Department of Revenue all required taxes resulting from the sales at the Hebron Farmer's Market. Each farmer/producer must attach to their application a copy of his/her Illinois Department of Revenue Sales Tax Number Certificate. Failure to do so will result in the rejection of the application and exclusion from the Farmers Market. All Farmers/Producers are responsible for obtaining all necessary county or state health and /or other permits and are responsible for compliance with all state and federal food and drug laws including proper labeling. Food Vendors must have a valid McHenry County seasonal temporary permit and be able to pass inspection on any given Market Day.

**INSURANCE:** A Certificate of Insurance (COI) is required by all vendors. The Village of Hebron must be listed as the certificate holder and additional named insured. All applicants must provide proof of a comprehensive general liability insurance policy for protection against damages in the event an injury occurs at the Farmers Market or an injury is caused by the product(s) they sell at the Farmer's Market. The Village of Hebron, 12007 Prairie Ave., Hebron, Ill 60034, must be named on the Certificate of Insurance as primary, non-contributory additional insured listing the Farmer's Market(s) name, location, dates and times. The Certificate of Insurance must also include the following minimum limits of insurance coverage: \$1,000,000 per occurrence; \$2,000,000 aggregate coverage for general liability.

**ENFORCEMENT OF RULES/INSPECTIONS:** All vendors agree that the operation of the Market is subject to the rules and that the Market Manager has full authority to interpret and enforce the rules to ensure a successful market for all.

**FARMER/PRODUCER CATEGORIES:**

<b>Category A</b>	<b>Category B</b>	<b>Category C</b>	<b>Category D</b>
Raw Vegetables	Bedding Plants	Bakery/Sweets	Dairy
Raw Fruits	Landscape Plants	Bakery/breads	Meat
Herbs	Cut Flowers	Jam/Jellies	Eggs
Gourds	Candles Quilts	Vinegar/Olive Oils	Fish
Sprouts	Artisan Products	Honey	
Nuts/Seeds	Crafts Soaps	Pickles/Relish	
Grains	Hand/Homemade items	Coffee/Tea	