

## 2020 Vendor Application

### 2020 Vandalia, Illinois Farmers' Market Vendor Application

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

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Please indicate the weeks of participation in Market:

- June 13       June 20       July 11  
 August 8       September 12       October 10

#### RELEASE AND WAIVER OF LIABILITY

I, the undersigned, acknowledge that I have voluntarily consented to participate in the 2020 Vandalia Illinois Farmers Market on real property owned by the City of Vandalia, Illinois.

I understand that the 2020 Vandalia Illinois Farmers Market and all other hazards and exposures connected with such activity involve risk of harm. I am aware of the risks and dangers inherent with the activity, and I knowingly and willingly assume the risk of injury, including but not limited to injury that might result from other participants. I agree that any bodily injury, death, or loss of personal property and expenses as a result of my participation is my responsibility.

In consideration of and as a part of the right to participate in this activity on or about real property owned by the City of Vandalia and Charters Patio (Willms & Associates), I do hereby take action for myself and forever release, waive, and discharge the City of Vandalia, Illinois and Charters Patio (Willms & Associates), its directors, officers, employees, and agents from any and all liability and/or property damage incurred in association with the use of said property.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



Please cut along dashed line and return with payment

#### Questions:

Contact: Amber Daulbaugh  
Phone: 618-283-1152  
Mobile: 618-335-9510  
Email: vandaliaed@vandaliaillinois.com

Contact: Jessica Hampton  
Phone: 618-283-2728  
Mobile: 618-367-0609  
Email: tourism@vandaliaillinois.com

#### Application & Payment:

*Applications available at City Hall, 431 W Gallatin or for download at Vandalia, Illinois, Farmers' Market Facebook page.*

Please mail application and make payment to:  
City of Vandalia, Illinois  
C/O Vandalia, Illinois Farmer's Market  
431 West Gallatin Street  
Vandalia, Illinois 62471



#### Sponsored by:

The City of Vandalia, Illinois  
Vandalia Tourism Commission

**June 13**

**June 20**

**July 11**

**August 8**

**September 12**

**October 10**

**8 am – 1 pm**

## 2020 General Information

**Dates:** June 13 & 20, July 11, August 8, September 12 and October 10, 2020.

**Time:** 8:00am - 1:00pm (Set-up begins at 7:00am); early teardown is not allowed.

**Location:** 4th Street (asphalt road) in front of Charters Patio, between Gallatin Street & The Copper Penny

**Booth Location:** Booth spaces will be assigned by administrators. Awnings and/or canopies are required for food and sun protection. The food code requires it when selling outdoors.

### Seasonal Booth Rate for 10x10 Space:

Weekly Rate is \$10.00

Season is \$50.00

**Facilities:** Vendor must provide their own tents, awning, canopies, chairs and means of display. No electricity or water will be provided. Restrooms are located near Vandalia Statehouse.

**Maintenance:** Vendors are responsible for clean-up of their own area during and after each event. All tents must be weighted down on asphalt road.

**Signage:** We encourage vendors to display signage to advertise their organization, business or name and location and include pricing of products.

**Parking:** Vendors will be allowed to unload vehicles from 7:00am-7:30am and then required to park their vehicles on Gallatin Street or other nearby City parking lots in close proximity.

## 2020 Market Guidelines

- **No wholesaler vendors re-selling food items will be allowed. This is a “made and/or grown by seller only” market.**
- Vendors must complete, sign/date the application and release waiver and submit payment with all required permits/certifications 2 weeks prior to weekly participation or by May 15, 2020 for seasonal participation.
- Event is rain or shine; rain or inclement weather will not be considered grounds for refunding any fees. Vendors should make every effort to determine weather conditions before choosing to set-up.
- The collection of Illinois State Sales Tax is the responsibility of the vendor. For more information call the Illinois Tax Office at (800)732-8866.
- Contact Jodi Smith at Fayette County Health Department for Cottage Food Industry Registration and/or any food related questions at 618-283-1044 or via email: [jcyr@fayettehealthdept.org](mailto:jcyr@fayettehealthdept.org)
- We reserve the right to refuse any vendor who does not follow Market guidelines and have the right to terminate the participation of any season-long vendor who does not comply with Market guidelines.

## Please complete:

### What do you plan to sell:

- Fresh Fruits and Vegetables
- Plants
- Honey
  - Do you pack or sell less than 500 gallons per year  
( ) yes ( ) no
- Farm Raised Meat
  - Must bear an IDOA or USDA inspection legend and other required labeling (product description, ingredients) on every package
  - Must be held at a temperature of 41° or below for the entire event
- Eggs
  - Please attach copy of egg license issued by the IDOA
  - Must be held at a temperature of 41° or below for the entire event
- Dairy Products
  - All items must be produced in a licensed dairy plant. Please attach copy of licensure.
  - Must be held at a temperature of 41° or below for the entire event
- Cottage Food / Home Baked Items
  - Please attach copy of Cottage Food registration from the Fayette County Health Department
- Other (please list)

---

### Checklist:

- Sign application and release.
- Include your check or money order made payable to the City of Vandalia, Illinois, C/O Vandalia, Illinois Farmers' Market.
- Include copies of permits and certifications from the State of Illinois and/or the Fayette County Health Department (if applicable).