

2023 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 10 ☐ July 8 ☐ August 12

☐ September 9 ☐ October 14

RELEASE AND WAIVER OF LIABILITY

I, the undersigned, acknowledge that I have voluntarily consented to participate in the 2023 Vandalia Illinois Farmers Market on real property owned by the City of Vandalia, Illinois.

I understand that the 2023 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: LaTisha Paslay

Phone: 618-283-1152

Mobile: 618-267-7965

Email:

cityadmin@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

2023 Vendor Application



Sponsored by:

The City of Vandalia, Illinois
Vandalia Tourism Commission

June 10

July 8

August 12

September 9

October 14

8 am – 11 am

2023 General Information

Dates: June 10, July 8, August 12, September 9 and October 14, 2022.

Time: 8:00am - 11:00am (Set-up times will be assigned); early teardown is not allowed.

Location: 4th Street (asphalt road) next to Vandalia Statehouse from Gallatin Street to Railroad Bridge

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 \$25.00

Season is \$100.00

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 during set-up and then required to park their vehicles on nearby City parking lots in close proximity.

2023 Market Guidelines

- We are seeking to have more produce and fruit available for purchase. Therefore if you are vendor who has purchased items from a local orchard, you will be allowed to sell said items.
- Vendors must complete, sign/date the application and release waiver and submit payment with all required permits/certifications 1 week prior to weekly participation or by May 31st, 2023 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
- 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).