



**Litchfield Pickers Market—2019 Merchant Contract**  
**Every Second Sunday of the Month: April through October**  
**Downtown Litchfield, IL—9 AM to 3 PM**

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**REVISED FOR 2019: PLEASE READ THE ENTIRE REGISTRATION FORM PRIOR TO APPLYING!**  
**VENDORS ARE RESPONSIBLE FOR THE INFORMATION ON THIS FORM.**  
**VENDORS NOT FOLLOWING THE RULES WILL BE ASKED TO REMOVE THEIR PRODUCTS FROM THE MARKET.**

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**Overview:** Since 2015, the City of Litchfield, IL Tourism Department has partnered with Prairie Pickers to bring you the Litchfield Pickers Market. This open air market is limited to only items prior to 1980 including the following: vintage, antiques, collectibles, and refurbished/upcycled items. Refurbished/upcycled items must be constructed from items made prior to 1980. There will be additional special attractions during each Market including food and entertainment. The Litchfield Pickers Market will be held the second Sunday of each month from April to October. The exact dates for the 2019 market are April 14, May 12, June 9, July 14, August 11, September 8, and October 13. The Market will take place in Downtown Litchfield, beginning on the corner of Union Avenue (Route 16) and State Street. For GPS you may use 400 North State Street, Litchfield, IL. If you are interested in being a merchant, **items are limited to only those prior to 1980 including: antiques, collectibles, vintage, artifacts, and refurbished/upcycled items (must be made entirely of items prior to 1980).** Party line products, crafts, and yard sale style items are prohibited. Make sure to read the requirements listed below for a full description of what is allowed and what is not allowed at the market.

**\*PRE-REGISTRATION IS REQUIRED. DEADLINES FOR EACH MARKET’S REGISTRATION ARE LISTED BELOW. REGISTRATION CAN FILL UP PRIOR TO DEADLINE. APPLICATIONS ARE ACCEPTED ON A FIRST COME FIRST SERVE BASIS.:**

-APRIL DEADLINE APRIL 5	-AUG. DEADLINE AUG. 2	-If you miss a deadline you may call the Tourism Office and ask to be placed on the wait list. 866-733-5833.
-MAY DEADLINE MAY 3	-SEPT. DEADLINE SEPT. 6	
-JUNE DEADLINE MAY 31	-OCT. DEADLINE OCT. 4	
-JULY DEADLINE JULY 5		

**In order to register for the Litchfield Pickers Market, vendors must adhere to the following requirements:**

- Item Requirements:** ALL items must be prior to 1980. Anything made after 1980 is not allowed. Refurbished/upcycled items must be made from items prior to 1980. PROHIBITED ITEMS include: anything made after 1980, the sale of firearms (including BB guns), live ammunition, live animals, pornographic material (i.e. vintage playboys), party line products (i.e. Pampered Chef, Origami Owl, Mary Kay, etc.), crafts, farmers market goods, yard sale style items, modern clothing, DVDs, CDs, VHSs, modern video equipment, sea shells, taxidermy animals or animal pelts, filled alcoholic beverage containers, collectibles made after 1980 (i.e. beanie babies, restaurant giveaways, figurines, Hot Wheels cars, cards, etc.), and whole sale items. Raffles, soliciting, fundraising, and the selling of food items is also prohibited unless permission from the City of Litchfield has been granted. Food vendor spaces are limited to food vendors only, and must complete a separate application. Litchfield Tourism has the ability to exclude any materials deemed unfit for this event. Exceptions may be made by the Litchfield Tourism Office if the market has a special theme, but must be approved by the Litchfield Tourism Office prior to the day of the event.
- Jurying:** The City of Litchfield Tourism Office, Prairie Pickers, and Jurors will be reviewing each merchant’s materials upon set-up, as well as during the entire day of the event. Any items displayed not meeting the criteria outlined in this registration form will be asked to be removed from the vendor’s booth and not sold at any point during the day.

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3. **Booth Size and Cost:** The width of two vertical parking spaces is the smallest available booth space. Dimensions are approximately 20ft long. x 18 ft. deep. The median of the road is used as an aisle for shoppers to walk the market. Vehicles and trailers are left parallel parked in the vendor's booth space and the vendor booth is set up on the long side of the vehicle toward the interior of the road. To determine the amount of space needed, measure the length of the vehicle with the trailer attached, add enough room to unload. This will determine how long of a space needed. Make sure to purchase enough space to accommodate the length of your vehicle and trailer with the ability to unload. If a vendor does not purchase the appropriate amount of space to accommodate their vehicle, they will have to unload their vehicle and park in the designated vendor parking away from the market. Vendors cannot go over their allotted space. There are no exceptions. There will not be any additional spaces available to purchase on the day of the event. Vendors may choose to not leave their vehicles at their space; if this is the case, the vendor will be instructed to park in the median while unloading and promptly move the vehicle to the dedicated vendor lot. All vendor displays and sales must be contained and conducted within space purchased by the vendor.
4. **Booth Locations:** The market takes place on the streets of downtown Litchfield, IL. It is an open air market. (If looking at a Litchfield map, the market uses State Street and East Kirkham Street for annual passes, and the streets of Kirkham Street, Ryder Street, Edwards Street, and Monroe Street for monthly passes.)
5. **Pass Options:**
  - a. **ANNUAL PASS/ASSIGNED SPACE:**
    - i. *Renew an annual pass:* Vendors who held an annual pass the previous year will have until **February 22, 2019** to renew their annual pass. If their pass is not renewed by the deadline it will be re-allocated by the Tourism Office, and there will not be another chance to obtain the former space. Renewed spaces have the potential of over one or two vertical spaces depending on renewal rate, but all effort will be made for vendors to retain their pre-existing space.
    - ii. *New Annual Pass:* Any prospective vendors may choose to purchase an annual pass, which offers vendors the same assigned space for the duration of the market. These can be applied for at any time and will be allocated after February 13.
    - iii. An annual pass will guarantee a vendor the same assigned spot for the entire Litchfield Pickers Market season. These spaces will begin on State Street and then to other adjacent prime locations. Spaces are determined by renewal rate, application order, and the size of booth the vendor needs. Annual spaces are determined by the Litchfield Tourism Office and cannot be changed. Once the Annual pass is purchased, the space cannot be altered, unless determined a need by the City of Litchfield. Be sure to purchase enough booth space. No exceptions will be made.
    - iv. Vendors who register for an annual pass are required to attend each market. Vendors who do not adhere to this guideline will not be able to renew their annual pass, and may forfeit their space for the remainder of the season.
    - v. Annual pass holders must be in their assigned space between 6:00AM - 6:30 AM or the space will be given away.
    - vi. Please note: The Litchfield Tourism Office and Prairie Pickers reserves the right to move any vendor from their assigned space in the case of unforeseen circumstances, such as building maintenance, new business, road repair, renovation dumpsters, utility trucks, waterline breaks, business relocation, and any other time the City of Litchfield deems it necessary.
    - vii. The fee for an annual pass start at \$315 (\$45 x 7 markets) for an approximate 20ft. long x 18ft. deep booth space (2 vertical parking spaces). Additional booth spaces (vertical parking spaces) can be reserved. See attached rate sheet. To determine the amount space you will need, make sure to measure your vehicle with the trailer attached (if applicable), leaving room to unload.
    - viii. Payment in full is required at the time the vendor registers.
    - ix. The Litchfield Tourism Office and Prairie Pickers reserve the right at any time to cancel annual passes and issue a full refund for the difference of a monthly pass. Spaces allocation would then revert to the month to month format.
  - b. **MONTHLY PASS/UNASSIGNED SPACE:**
    - i. *Pay by the month, unassigned spot:* The cost of an approximate 20ft. long x 18ft. deep booth space (2 vertical parking spaces), is \$30 per each month registered. Additional booth spaces (vertical parking spaces) can be reserved. See attached rate sheet.

For questions and concerns contact Litchfield Tourism at (866)733-5833 or [tourism@cityoflitchfieldil.com](mailto:tourism@cityoflitchfieldil.com).

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- ii. Monthly vendors are parked in the order they arrive at the market. Spaces cannot be reserved or requested prior to the event or during the event. There are no exceptions.
6. **Market Dates:** The dates selected for the 2019 Litchfield Pickers Market are: April 14, May 12, June 9, July 14, August 11, September 8, and October 13.
7. **Set-up Time:** Annual pass vendors must be in their assigned space between 6 AM – 6:30 AM. Monthly pass vendors will be parked starting at 6:30 AM. **All vendors must be in their space by 8:00 AM** with the market hours open to the public from 9 AM to 3 PM. **Vendors must be set up for the duration of the event. For safety purposes, vehicles will not be allowed to enter or exit the event grounds during the market. (Buyers may drive in to pick up a heavy item, but must remove their vehicle as soon as the item is picked up.)**
  - a. Official arrival and set up instructions, along with directions, will be mailed to vendors after completed registration form is received and payment is processed.
8. **Weather:** This is an outdoor market. The market will occur rain or shine. **No refunds will be given.**
9. **Supplies:** The vendor must supply his/her own tables, tents, appropriate covers for tents and booths, and weights, along with any other supplies needed. Spaces will be on asphalt, and vendors may not drill into the asphalt. Sales from flatbed trailers, inside vehicles or campers are not permitted.
10. **Water/Electric:** Electric and water hook-ups are NOT available. Only food vendors are permitted to use generators, unless the temperature is over 85 degrees and they are used for cooling stations, or if permission is given by the Litchfield Tourism Coordinator PRIOR to market day.
11. **Drugs/Alcohol:** No alcohol or drugs are allowed on the premises.
12. **Cleanliness:** Vendor is responsible for maintaining space and area surrounding their display. Vendor area must be kept clear of clutter and hazards. Vendor is responsible for removal of his/her trash from the premises. No bags, boxes, containers, broken setup equipment, or debris of any kind are to be left on the premises.
13. **Promotional Materials:** Vendor agrees that there will be no distribution of literature without prior approval of the Litchfield Tourism Office.
14. **Damages:** The City of Litchfield and event organizers are not responsible for theft, loss, damages, or bodily injury to the vendor, employees of the vendor, or customers of the vendor due to vendor negligence. Injuries must be reported the day of the event and an accident report needs to be completed.
15. **Refunds:** There are no refunds or transference of registration fees.
16. **Announcements:** Announcements are made on the “Litchfield Pickers Market” Facebook page, and online at [www.VisitLitchfield.com/events](http://www.VisitLitchfield.com/events) under “Litchfield Pickers Market”.
17. **Taxes:** It is the responsibility of the vendor to collect and report all State and Federal taxes. State tax forms can be found on [www.VisitLitchfield.com/events](http://www.VisitLitchfield.com/events) under “Litchfield Pickers Market” and must be completed within 10 days of each market. The Tourism Office is required to submit a list of all registered vendors to the State of Illinois. Any questions regarding the tax form should be directed to the number indicated on the tax form. A formal tax ID number is not required to participate in the market.

\*\*\*Interpretation of all rules and assigned vendor locations shall be at the discretion of the City of Litchfield Tourism Department. Questions and concerns can be directed to the Litchfield Tourism at (866)733-5833 or [tourism@cityoflitchfieldil.com](mailto:tourism@cityoflitchfieldil.com). Please keep this portion for your records\*\*\*



**Litchfield Pickers Market—2019 Merchant Contract:**

**Every Second Sunday of the Month: April through October -- Downtown Litchfield, IL—9 AM to 3 PM**

NAME (Please print) \_\_\_\_\_  
 BUSINESS NAME (If applicable) \_\_\_\_\_  
 (Confirmation paperwork will be mailed to the address supplied below.)  
 MAILING ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ CELL \_\_\_\_\_  
 E-MAIL (Used for notifications and future sales leads.) \_\_\_\_\_

**ANNUAL PASS:**

Annual pass renewal application deadline is February 22, 2019. Non-renewals can be purchased at any time. Fees for an annual pass remains the same regardless of when a pass is purchased throughout the year. Fees will be pro-rated if a monthly vendor purchases an annual pass after attending a market, however, fees are not discounted if a vendor does not attend a market prior to registering for an annual pass. Payment in full is due with the registration form. Annual pass holders receive the same assigned space at all seven markets, and are determined based the guidelines listed in the registration information. By registering for an annual pass, vendors confirm they have read and understand the requirements listed on the registration form. Any non-compliance with the instructions listed on the registration materials can result in the termination of the pass holders space. Vendors must purchase enough space to accommodate the length of the vehicle and/or trailer, with room to unload. Annual pass holders may be required to parallel park; be sure to purchase enough space to be comfortable maneuvering.

Is this an Annual Pass Renewal  Yes  No

Past location: \_\_\_\_\_

(Renewals: Must be received by the deadline listed above.)

\_\_\_\_\_ \$315--2 vertical parking spaces  
 (20ft long x 18ft deep) minimum

If more space is needed:

\_\_\_\_\_ \$420--3 vertical parking spaces (30ft x 18ft)

\_\_\_\_\_ \$525--4 vertical parking spaces (40ft x 18ft)

\_\_\_\_\_ \$630--5 vertical parking spaces (50ft x 18ft)

\_\_\_\_\_ \$735--6 vertical parking spaces (60ft x 18ft)

Check or Money Order Number: \_\_\_\_\_

**MONTH TO MONTH:**

CHECK THE MARKET DATE(S) YOU WOULD LIKE TO ATTEND: Merchants may register for multiple markets. Payment in full is due upon registration. By registering, vendors confirm they have read and understand the terms listed on the registration materials. Applications are accepted on a first come first serve basis until the application deadline or the market is full.

\_\_\_\_\_ APRIL 14 (Deadline April 5)

\_\_\_\_\_ MAY 12 (Deadline May 3)

\_\_\_\_\_ JUNE 9 (Deadline May 31)

\_\_\_\_\_ JULY 14 (Deadline July 5)

\_\_\_\_\_ AUGUST 11 (Deadline August 2)

\_\_\_\_\_ SEPTEMBER 8 (Deadline September 6)

\_\_\_\_\_ OCTOBER 13 (Deadline October 4)

REQUESTED BOOTH SIZE PER MARKET: Purchase enough space to accommodate the length of the vehicle and trailer including room to unload. Measure the vehicle(s). Vendors cannot go over their assigned space. Additional space cannot be purchased the day of the market. No exceptions.

\_\_\_\_\_ \$30--2 vertical parking spaces  
 (20ft long x 18ft deep) minimum

If more space is needed:

\_\_\_\_\_ \$45--3 vertical parking spaces (30ft x 18ft)

\_\_\_\_\_ \$55--4 vertical parking spaces (40ft x 18ft)

\_\_\_\_\_ \$70--5 vertical parking spaces (50ft x 18ft)

\_\_\_\_\_ \$80--6 vertical parking spaces (60ft x 18ft)

Booth rental is required per each market registered:

# OF MONTHS \_\_\_\_\_ x BOTH RENTAL \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Check or Money Order Number: \_\_\_\_\_

**Please send completed and signed registration form along with a check or money order paid in full to:**

Litchfield Tourism -- 120 East Ryder Street -- Litchfield, IL 62056

By signing this contract, I acknowledge that I have read the market guidelines and will abide by the aforementioned rules and regulations. I understand that if I do not adhere to the attached rules and regulations I may be asked to leave the market. I also understand that if I do not enclose full payment for my vendor space(s) along with my signed contract, I will NOT be guaranteed vendor space. Any returned checks will incur a \$25.00 returned check fee.

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

For questions and concerns contact Litchfield Tourism at (866)733-5833 or [tourism@cityoflitchfieldil.com](mailto:tourism@cityoflitchfieldil.com).

