



## **2019 Litchfield Pickers Market Food Vendor Application**

**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 NOT FOLLOWING THE RULES WILL BE SUBJECT TO HAVING THEIR CONTRACT TERMINATED AT THE DISCRETION OF THE LITCHFIELD TOURISM OFFICE WITHOUT REFUND.**

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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.

\*\*\*Priority booth registration will be given to past participants to renew their vendor space until Friday, February 22. Vendors may register for any and all markets. After February 22, the remaining food vendor spaces will become available to any entity satisfying the requirements listed below. There will be no exceptions to this policy.

1. **Menu Selection:** Past food vendors have until Friday, February 22 to renew their menu items and vendor location from the previous year. After February 22 the remaining food vendor spaces and un-renewed food items will become available, and assigned based on the needs of the market, which will be determined by the Tourism Office. Each participant is entitled to offer **two (2) exclusive food options**, but may apply for more non-exclusive options. Vendors are also encouraged to provide a breakfast option since vendors and public arrive early in the morning. Menus and vendor spaces can be found on [www.VisitLitchfield.com/events](http://www.VisitLitchfield.com/events) under the "Litchfield Pickers Market" title.
2. **Booth Size:** Dimensions are approximately 20 ft. long x 18 ft. deep (the width of two vertical parking spaces.). The median of the road is used as an aisle for shoppers to walk the market. If space allots, vehicles or trailers can be 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. Vehicles that are not left in vendor space will need to be moved to the allocated vendor parking space.
3. **Booth Locations:** The market takes place on the streets of downtown Litchfield, IL. Food vendors are stationed throughout the market. Most food booths are located on every intersection of State Street and the crossing side streets.
4. **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. Vendors are required to attend each market for the duration of the event.
5. **Annual Fee:** Non-profit rate: \$210 (\$30 x 7 months), For-profit rate: \$315 (\$45 x 7 months).

**\*\*\*Cost is per market date and payment in full is due with application. \*\*\***



6. **Set-up Time:** Food vendors must be in their assigned space between 6 AM – 6:30 AM. **All vendors must be set up by 8:30 AM** with the market hours open to the public from 9 AM to 3 PM. **For safety purposes, vehicles will not be allowed to enter or exit the event grounds during the market. Vendors must be set up for the duration of the event.**
  - a. If food vendors run out of food prior to 2:00 PM, it is the vendor responsibility to dedicate someone to go to the grocery store and purchase more supplies. If food shortages become an issue, additional food vendors will be added to the market.
  - b. Official arrival and set up instructions, along with directions, will be mailed to vendors after completed registration form is received and payment is processed.
7. **Weather:** This is an outdoor market. The market will occur rain or shine. **No refunds will be given.**
8. **Supplies:** Vendors need to provide all their own equipment and adequate protection from inclement weather and the sun (for example: tables, tent, trash cans, grills, grease remover, etc.). Vendors need to provide his/her own tables, tents, trash cans, grills, grease remover, 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.
9. **Facilities/Water/Electric:** Sites do not have electricity or water. Quiet generators are allowed. Vendors may set up tables and chairs to encourage the public to sit near the vendor’s space as long as it does not interfere with other booths or foot traffic. The vendor space must be kept clean.
10. **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.
11. **Drugs/Alcohol:** No alcohol or drugs are allowed on the premises.
12. **Promotional Materials:** Vendor agrees that there will be no distribution of literature without prior approval of the Litchfield Tourism Office.
13. **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.
14. **Refunds:** There are no refunds or transference of registration fees.
15. **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”.
16. **Insurance:** Each vendor is responsible for supplying the City of Litchfield Tourism Office with a \$1,000,000 certificate of general liability insurance naming the City of Litchfield as additional insured. A copy of the certificate of liability must be submitted along with this application.
17. **Health Certification:** Food vendors must obtain a health certificate from the Montgomery County Health Department at least one week prior to the event (217)532-2001. **A copy of the health certificate from Montgomery County must be submitted to the Litchfield Tourism Office one week prior to the event. The certificate must also be on display on the day of the market.**
18. **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.

**\*\*\*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 Office at (866)733-5833 or [tourism@cityoflitchfieldil.com](mailto:tourism@cityoflitchfieldil.com). Please keep this portion for your records\*\*\***



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**ORGANIZATION/BUSINESS NAME** \_\_\_\_\_

**CONTACT PERSON (Please print)** \_\_\_\_\_

**ARE YOU RENEWING AN ANNUAL CONTRACT FROM THE PREVIOUS YEAR?** (Renewal must be received by February 22, 2019)

\_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

Confirmation paperwork will be mailed after vendor application and payment is processed)

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **CELL** \_\_\_\_\_

**E-MAIL** (Used for notifications and leads) \_\_\_\_\_

**2019 MARKET DATES:** April 14, May 12, June 9, July 14, August 11, September 8, October 13. Vendors are required to attend each market for the duration of the event.

**BOOTH FEE :** (Booth size: 20 ft. x 18 ft. Spaces do not have electric or water)

\*\*A one-time annual fee is required to participate in all markets. Payment in full is due with application. Renewals must be received by February 22, 2019.

**(Check One)** \_\_\_\_\_ **Non-profit rate: \$210 (\$30 x 7 months)** \_\_\_\_\_ **For-profit rate: \$315 (\$45 x 7 months)**

**MENU:** On the back of this application or on a separate piece of paper, please write a comprehensive menu, including prices. Vendors are permitted 2 exclusive menu items for lunch and one exclusive menu item for breakfast. (All items can be served all day). Please specify. All items must be approved by the City of Litchfield Tourism Office. Vendors cannot deviate from this list without contacting the Litchfield Tourism Office.

**Please sign and mail completed application, check or money order, and certificate of liability insurance:**

City of Litchfield Tourism - 120 E Ryder St. - Litchfield IL 62056

By signing this contract, I acknowledge that I have read the 2019 guidelines and will abide by the aforementioned rules and regulations. By signing and submitting this application, I acknowledge that I understand the menu selection procedures and agree to sell only the items for which I receive confirmation. I understand that if I do not adhere to the attached rules and regulations my contract may be terminated without refund. I understand that the City of Litchfield, the Tourism Office, and all their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during, or after the Litchfield Pickers Market. I understand that there are no refunds due to inclement weather or other circumstances. I also understand that if I do not enclose full payment for my vendor space(s), certificate of liability listing the City of Litchfield as additionally insured, along with my signed contract and a Health Certificate from Montgomery County Health Department at least one week before the market, I will NOT be guaranteed vendor space.

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

**\*\*\*To finalize the application process, prospective vendors will need to provide proof of insurance and a certificate from the Montgomery County Health Department to the Litchfield Tourism Office based on the guidelines listed above. Vendors will receive confirmation notification from the Litchfield Tourism Department as notice that their application has been approved.\*\*\***

**\*Office Use Only-Approval Signature\***

**\*Office Use Only-Approval Date\***

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

