



Litchfield Tourism Office
217-324-8147
120 East Ryder, Litchfield, IL 62056
tourism@cityoflitchfieldil.com

February 2, 2021

Dear Litchfield Pickers Market Vendor:

Happy 2021 from the City of Litchfield Tourism Office! We hope everyone has had a wonderful beginning of 2021. The Litchfield Tourism Office is busy preparing for the 2021 Litchfield Pickers Market. This year, the Litchfield Pickers Market will be from 9 AM to 3 PM every second Sunday of the month from May to October in downtown Litchfield; the exact market dates for 2021 are as follows: May 9, June 13, July 11, August 8, September 12, and October 10. This is a very important letter because it contains COVID 19 updates. Please review the information below and in the attached application. Vendors will be responsible for understanding the information.

As you know, the COVID 19 situation has become very fluid. If 2020 has taught us anything, it has been how to try and adapt to various situations. Market organizers are trying to modify market guidelines to ensure a safe atmosphere for vendors, volunteers, visitors, and employees. Due to the extensive work that is required in the planning of the Litchfield Pickers, the Tourism Office is going to be proceeding with vendor registration for the 2021 season. By registering, vendors understand that rules and regulations are subject to change as State of Illinois and the local health department rules and regulations are modified. We will do our best to communicate these updates with you. The Tourism Office will utilize the same communication methods for announcements as in the past: e-mail, USPS, and automated calls. Please make sure you provide current contact information on the registration form.

The City of Litchfield is eager to welcome all Pickers back. For the City of Litchfield to successfully host the 2021 Litchfield Pickers Market, we need vendor cooperation. Without vendor cooperation the market will not be able to take place. Safety for all participants is the number one priority. Based on current standings, the following COVID policies will be implemented in 2021. All registering will be expected to follow the policies. The COVID situation will continue to be monitored and changes may be made. By registering for the 2021 market, vendors are stating they will comply with the rules and regulations set forth by market organizers in this letter and contract. They also acknowledge these rules and regulations may be adapted as guidelines change. If the rules and regulations cannot be followed, the market may be canceled.

New regulations set forth by the Litchfield Pickers Market in 2021 are as follows:

- There will be one empty space between each vendor booth. This applies to all vendors. Annual renewals will be as close to their current spot as possible. There will be adjustments in booth locations. These spare spaces are to remain unoccupied at all times. Vendors are not to put any vehicles, trailers, merchandise, or any other products in these spaces. Vendors must remain in their assigned space at all times.
- Masks will be required.

(New regulations continued.)

- Vendors are encouraged to bring hand sanitizer and disinfectant for frequently touched surfaces. Remember, the more confident a customer feels about cleanliness and safety the better they will feel about visiting.
- If you are feeling ill, DO NOT ATTEND. We cannot stress this point enough. We trust that vendors are responsible for their own health and wellness and understand the severity of their actions if they arrive at the market with symptoms of any illness. If you have any indication of being ill, you must stay home.
- If you have been exposed to COVID 19 within two weeks of the market date, please stay home. We understand this is difficult, as it is always hard to miss out on something you enjoy, but everyone must make responsible choices for this event to be successful.
- Vendors are welcome to adapt their booth space to protect themselves based on what they feel necessary (for instance, the use of plexiglass shields or gloves). You are always welcome to call the Tourism Office if you have questions.
- Vendors are responsible for all garbage generated from their booth. Vendors may use the dumpster located in the Edwards Street parking lot on the corner of Monroe and Edwards Street for trash disposal at the end of the market.
- Music will still be held in the park. Visitors will be required to bring their own seating to avoid frequently touched surfaces of communal picnic tables.
- Please follow safe social distancing practices of six feet or more for ALL INDIVIDUALS THAT YOU ENCOUNTER. This includes customers, other vendors, volunteers, and employees. Please note volunteers and employees will be given specific instructions for limited outside interactions so they can stay safe and healthy all season. If vendors have questions or concerns on the day of the market they will be able to approach the Tourism booth in front of the flagpole in the park.
- All rules and regulations will be adapted as deemed necessary. We appreciate your understanding and cooperation. We are excited to bring this event back to the public.

These additional rules and regulations are not meant to overwhelm you. The Tourism Office has found that the excellent partnership we have with our vendors is based on communication and cooperation. We are grateful for your past participation, and missed seeing you in 2020. We hope you will consider participating again in 2021.

Enclosed is one registration form. Additional registration forms will be posted online at www.VisitLitchfield.com/events/litchfieldpickersmarket. Once municipal buildings reopen, forms will also be available in person at the Litchfield Tourism Office located at its new location at: 400 N. State Street in Litchfield, IL. The mailing address remains the same as indicated on the form. Please read carefully over the guidelines prior to completing the registration form.

If you have any questions after reading the form, please feel free to contact the Litchfield Tourism Office at tourism@cityoflitchfieldil.com or 217-324-8147.

Happy Pickin'!

Sincerely,



Sarah Waggoner
Tourism Coordinator



Litchfield Pickers Market—2021 Merchant Contract
Every Second Sunday of the Month: May through October
Downtown Litchfield, IL—9 AM to 3 PM

REVISED FOR 2021: PLEASE READ THE ENTIRE REGISTRATION FORM PRIOR TO APPLYING!
VENDORS ARE RESPONSIBLE FOR THE INFORMATION ON THIS FORM. RULES ARE ENFORCED. VENDORS NOT FOLLOWING THE RULES WILL BE ASKED TO REMOVE THEIR PRODUCTS FROM THE MARKET.
PLEASE NOTE, PETS ARE NOT ALLOWED AT THE MARKET.
COVID GUIDELINES ARE SUBJECT TO CHANGE THROUGHOUT THE MARKET SEASON.

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 May to October. The exact dates for the 2021 market are May 9, June 13, July 11, August 8, September 12, and October 12. 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, the **items you are selling must be limited to 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.:**

-MAY DEADLINE APRIL 30	-AUG. DEADLINE JULY 30	-Deadlines are firm. If you miss a
-JUNE DEADLINE JUNE 4	-SEPT. DEADLINE SEPT. 3	deadline you may call the Tourism
-JULY DEADLINE JULY 2	-OCT. DEADLINE OCT. 1	Office and ask to be placed on the
		wait list: 217-324-8147.

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, VHS tapes, 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 made after 1980, 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.

Litchfield Pickers Market 2021 Contract

2. **COVID-19:**
 - a. There will be one empty space between each vendor booth. This applies to all vendors. Annual renewals will be as close to their current spot as possible. There will be adjustments in booth locations. These spare spaces are to remain unoccupied at all times. Vendors are not to put any vehicles, trailers, merchandise, or any other products in these spaces. Vendors must remain in their assigned space at all times.
 - b. Masks will be required.
 - c. Vendors are encouraged to bring hand sanitizer and disinfectant for frequently touched surfaces. Remember, the more confident a customer feels about cleanliness and safety the better they will feel about visiting.
 - d. If you are feeling ill, DO NOT ATTEND. We cannot stress this point enough. We trust that vendors are responsible for their own health and wellness and understand the severity of their actions if they arrive at the market with symptoms of any illness. If you have any indication of being ill, you must stay home.
 - e. If you have been exposed to COVID 19 within two weeks of the market date, please stay home. We understand this is difficult, as it is always hard to miss out on something you enjoy, but everyone must make responsible choices for this event to be successful.
 - f. Vendors are welcome to adapt their booth space to protect themselves based on what they feel necessary (for instance, the use of plexiglass shields or gloves). You are always welcome to call the Tourism Office if you have questions.
 - g. Vendors are responsible for all garbage generated from their booth. Vendors may use the dumpster located in the Edwards Street parking lot on the corner of Monroe and Edwards Street for trash disposal at the end of the market.
 - h. Music will still be held in the park. Visitors will be required to bring their own seating to avoid frequently touched surfaces of communal picnic tables.
 - i. Please follow safe social distancing practices of six feet or more for ALL INDIVIDUALS THAT YOU ENCOUNTER. This includes customers, other vendors, volunteers, and employees. Please note volunteers and employees will be given specific instructions for limited outside interactions so they can stay safe and healthy all season. If vendors have questions or concerns on the day of the market they will be able to approach the Tourism booth in front of the flagpole in the park.
 - j. All rules and regulations will be adapted as deemed necessary. We appreciate your understanding and cooperation. We are excited to bring this event back to the public.
3. **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.
4. **Booth Size and Cost:** The width of two vertical parking spaces is the smallest available booth space. Dimensions are approximately 20 ft. 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 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 is 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.
5. **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, Ryder, Edwards, and Monroe for monthly passes.)
6. **Pass Options:** *Read all guidelines for each type of pass. Guidelines are enforced.*
 - a. **ANNUAL PASS/ASSIGNED SPACE:**
 - i. *Renew an annual pass:* Vendors who held an annual pass the previous year will have until **March 11, 2021** 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 being moved over one or two vertical spaces by the Tourism Office 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 March 11, 2021.

Litchfield Pickers Market 2021 Contract

- iii. Only the purchase of 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 6:00 AM - 6:20 AM or the space will be given away. If annual vendors do not show, they may not be allowed to retain their space.
 - 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 starts at \$270 (\$45 x 6 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 of space you will need, make sure to measure your vehicle with the trailer attached (if applicable), leaving room to unload. This price is applicable all year and only pro-rated if vendors have attended a market during the same market season and purchased a monthly pass. The monthly pass is deducted from the overall total annual pass cost.
 - 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. Space 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.
 - ii. Monthly vendors are parked in the order they arrive at the market. Vendors CANNOT request a specific space or area as a monthly pass. Spaces cannot be reserved or requested prior to the event or during the event. There are no exceptions. If a vendor would like a specific space, they need to purchase an annual space and adhere to the annual space regulations.
7. **Market Dates:** The dates selected for the 2021 Litchfield Pickers Market are: May 9, June 13, July 11, August 8, September 12, and October 12.
 8. **Set-up Time:** Annual pass vendors must be in their assigned space between 6 AM – 6:20 AM. Monthly pass vendors will be parked starting at 6:30 AM. **All other vendors must arrive by 7:00 AM and 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.
 9. **Weather:** This is an outdoor market. The market will occur rain or shine. **No refunds will be given.**
 10. **Supplies:** The vendor must supply his/her own tables, tents, appropriate covers for tents and booths, and weights, along with any other supplies needed. Tents must be securely fastened to avoid injury. Spaces will be on asphalt, and vendors may not drill into the asphalt. Sales from flatbed trailers, inside vehicles or campers are not permitted.
 11. **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.
 12. **Drugs/Alcohol:** No alcohol or drugs are allowed on the premises.
 13. **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. A dumpster can be found in the Edwards Street parking lot on the corner of Monroe and Edwards Street.

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14. **Promotional Materials:** Vendor agrees that there will be no distribution of literature without prior approval of the Litchfield Tourism Office.
15. **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.
16. **Refunds:** There are no refunds or transference of registration fees.
17. **Pets:** Due to safety concerns for the public, animal welfare, and sanitation issues, the City of Litchfield has an ordinance prohibiting pets in any geographic area used for the Litchfield Pickers Market. This ordinance applies to vendors as well as the public.
18. **Announcements:** Announcements are made on the "Litchfield Pickers Market" Facebook page, and online at www.VisitLitchfield.com/events under "Litchfield Pickers Market".
19. **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 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 Office at 217-324-8147 or tourism@cityoflitchfieldil.com. Please keep this portion for your records*****



Litchfield Pickers Market—2021 Merchant Contract:

Every Second Sunday of the Month: May 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: REVIEW COVID-19 INFORMATION
 Annual pass renewal application deadline is March 11, 2021. 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 markets, and are determined based on 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)
 _____ \$270--2 vertical parking spaces
 (20ft long x 18ft deep) minimum (\$45x6)

If more space is needed:
 _____ \$360--3 vertical parking spaces (30ft x 18ft) (\$60x6)
 _____ \$450--4 vertical parking spaces (40ft x 18ft) (\$75x6)
 _____ \$540--5 vertical parking spaces (50ft x 18ft) (\$90x6)
 _____ \$630--6 vertical parking spaces (60ft x 18ft) (\$105x6)

Check or Money Order Number: _____

MONTH TO MONTH: REVIEW COVID-19 INFORMATION
 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.

_____ MAY 9 (Deadline April 30)
 _____ JUNE 13 (Deadline June 4)
 _____ JULY 11 (Deadline July 2)
 _____ AUGUST 8 (Deadline July 30)
 _____ SEPTEMBER 12 (Deadline September 3)
 _____ OCTOBER 12 (Deadline October 1)

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 minimum of a \$25.00 returned check fee.

SIGNATURE _____ DATE _____

For questions and concerns contact Litchfield Tourism at 217-324-8147 or tourism@cityoflitchfieldil.com.

