



Litchfield Tourism Office  
217-324-8147  
120 East Ryder, Litchfield, IL 62056  
[tourism@cityoflitchfieldil.com](mailto: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](http://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](mailto:tourism@cityoflitchfieldil.com) or 217-324-8147.

Happy Pickin'!

Sincerely,



Sarah Waggoner  
Tourism Coordinator



## **2021 Litchfield Pickers Market Food Vendor Application**

**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 May 9, June 13, July 11, August 8, September 12, and October 10. There will be no market in April due to the market date falling on Easter Sunday. 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 Thursday, March 11, 2021.** Vendors may register for any and all markets. After February 21, 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 Thursday, March 11, 2021 to renew their menu items and vendor location from the previous year. After March 11 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. **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.

For questions and concerns contact Litchfield Tourism at 217-324-8147 or [tourism@cityoflitchfieldil.com](mailto:tourism@cityoflitchfieldil.com).

1

- 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. **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 allows, 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.
  4. **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.
  5. **Market Dates:** The dates selected for the 2021 Litchfield Pickers Market are: May 9, June 13, July 11, August 8, September 12, and October 10. Vendors are required to attend each market for the duration of the event.
  6. **Annual Fee:** Non-profit rate: \$180 (\$30 x 6 months), For-profit rate: \$270 (\$45 x 6 months).  
**\*\*\*Cost is per market date and payment in full is due with application. \*\*\***
  7. **Set-up Time:** Food vendors must be in their assigned space between 6 AM – 6:30 AM. **All vendors must be set up by 8:00 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's responsibility to designate 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.
  8. **Weather:** This is an outdoor market. The market will occur rain or shine. **No refunds will be given. Food vendors are required to attend each market.**
  9. **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.) Tents must be fastened securely to avoid injury. Spaces will be on asphalt, and vendors may not drill into the asphalt.
  10. **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.
  11. **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.

For questions and concerns contact Litchfield Tourism at 217-324-8147 or [tourism@cityoflitchfieldil.com](mailto:tourism@cityoflitchfieldil.com).

12. **Drugs/Alcohol:** No alcohol or drugs are allowed 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. **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.
18. **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.**
19. **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.
20. **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 after 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 217-324-8147 or [tourism@cityoflitchfieldil.com](mailto:tourism@cityoflitchfieldil.com). Please keep this portion for your records\*\*\*



**2021 Litchfield Pickers Market Food Vendor Application**

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

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

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

**ARE YOU RENEWING AN ANNUAL CONTRACT FROM THE PREVIOUS YEAR?** (Renewal must be received by March 11, 2021)

\_\_\_\_\_ **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)** \_\_\_\_\_

**2021 MARKET DATES:** May 9, June 13, July 11, August 8, September 12, and October 10. Vendors are required to attend each market and remain set up 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 March 11, 2021.

**(Check One)** \_\_\_\_\_ **Non-profit rate: \$180 (\$30 x 6 months)** \_\_\_\_\_ **For-profit rate: \$270 (\$45 x 6 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, certificate of liability insurance, and copy of health certificates:**

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

By signing this contract, I acknowledge that I have read the 2021 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 217-324-8147 or [tourism@cityoflitchfieldil.com](mailto:tourism@cityoflitchfieldil.com).

