



Litchfield Pickers Market—2023 Merchant Contract
Second Sunday of each month, May through October
Downtown Litchfield, Illinois—9 a.m. to 3 p.m.

PLEASE READ THE ENTIRE REGISTRATION FORM PRIOR TO APPLYING!
THESE RULES WILL BE ENFORCED AND VENDORS ARE RESPONSIBLE FOR ADHERING
TO THE INFORMATION ON THIS FORM. VENDORS VIOLATING 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, Illinois Tourism Office has partnered with Prairie Pickers to present the Litchfield Pickers Market. This open-air market is limited to only items manufactured or built prior to 1985 including vintage items, antiques, collectibles and refurbished/upcycled items. Other special attractions will be at each Market including food and entertainment. The City of Litchfield hosts the Market on the second Sunday of each month from May to October in the downtown area beginning on the corner of Union Avenue (Route 16) and State Street. For GPS you may use 400 N. State St., Litchfield. If you are interested in being a merchant, **the items you are selling must be limited to those manufactured or built prior to 1985 including: antiques, collectibles, vintage, artifacts, and refurbished/upcycled. Party line products, crafts and yard sale-style items are prohibited. Be 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 SERVED BASIS:**

MAY DEADLINE MAY 5	AUG. DEADLINE AUG. 4	<u>Deadlines are firm.</u> If you miss a
JUNE DEADLINE JUNE 2	SEPT. DEADLINE SEPT. 1	deadline, you may call the Tourism
JULY DEADLINE JUNE 30	OCT. DEADLINE SEPT. 29	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 have been made prior to 1985. Anything made after 1985 is not allowed. Refurbished/upcycled items must be made from items prior to 1985. **PROHIBITED ITEMS** include: anything made after 1985, firearms (including BB guns), live ammunition, live animals, pornographic material (i.e. vintage playboy magazines), 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 1985 (i.e. beanie babies, restaurant giveaways, figurines, hot wheels cars made after 1985, cards, etc.), and wholesale items. Raffles, soliciting, fundraising and the selling of food items are also prohibited unless permission from the City of Litchfield has been granted. Food vendor spaces are limited to food vendors only, and who must complete a separate application. Litchfield Tourism has the authority 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.

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2. **COVID-19:**
 - a. There will NOT be an empty space between each vendor booth. Annual renewals will be as close to their previous spot as possible. There may be adjustments in booth locations. Vendors must remain in their assigned space at all times.
 - b. Masks will be encouraged.
 - 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. Some tables will be provided but visitors will be encouraged 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 setup, as well as during the entire day of the event. If any items displayed by a vendor do not meet the criteria outlined in this registration form, the vendor will be asked to remove them from the booth and leave them unavailable for sale for the duration of 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 area 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 the space purchased by the vendor.
5. **Booth Locations:** The market takes place on the streets of downtown Litchfield. It is an open-air market. (If looking at a Litchfield map, the market uses State and East Kirkham streets 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 24, 2023**, 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 efforts 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 24, 2023.

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- 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 it is 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 6-6:20 a.m. 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 reserve 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 \$300 (\$50 x 6 markets) for an approximately 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 approximately 20ft. long x 18ft. deep booth space (2 vertical parking spaces), is \$35 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 2023 Litchfield Pickers Market are: May 14, June 11, July 9, August 13, September 10, and October 8.
 8. **Setup Time:** Annual pass vendors must be in their assigned space between 6-6:20 a.m. Monthly pass vendors will be parked starting at 6:30 a.m. **All other vendors must arrive by 7 a.m. and be in their space by 8 a.m.** with the market hours open to the public from 9 a.m. to 3 p.m. **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 the 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 hookups 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 areas 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 streets.

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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—2023 Merchant Contract:

Second Sunday of each month, May through October -- Downtown Litchfield, IL—9 a.m.-3 p.m.

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 24, 2023. 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)
 _____ \$300--2 vertical parking spaces
 (20ft long x 18ft deep) minimum (\$50x6)
 If more space is needed:
 _____ \$390--3 vertical parking spaces (30ft x 18ft) (\$65x6)
 _____ \$480--4 vertical parking spaces (40ft x 18ft) (\$80x6)
 _____ \$570--5 vertical parking spaces (50ft x 18ft) (\$95x6)
 _____ \$660--6 vertical parking spaces (60ft x 18ft) (\$110x6)

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 served basis until the application deadline or the market is full.

_____ MAY 14 (Deadline May 5)
 _____ JUNE 11 (Deadline June 2)
 _____ JULY 9 (Deadline June 30)
 _____ AUGUST 13 (Deadline August 4)
 _____ SEPTEMBER 10 (Deadline September 1)
 _____ OCTOBER 8 (Deadline September 29)

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.

_____ \$35--2 vertical parking spaces
 (20ft long x 18ft deep) minimum
 If more space is needed:
 _____ \$50--3 vertical parking spaces (30ft x 18ft)
 _____ \$65--4 vertical parking spaces (40ft x 18ft)
 _____ \$80--5 vertical parking spaces (50ft x 18ft)
 _____ \$95--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, Ill. 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.

