



Downtown Downers Grove Market and Vendor Application 2012

Owners Name: _____

Business Name: _____

Street Address: _____

City: _____ State: _____

Zip Code: _____

*Daytime Phone: _____ Work: _____

Cell Phone: _____ Fax: _____

*E-mail: _____

Website: _____

*Must be completed

Sales Tax Identification (Provide one of the following)

_____ State Tax ID

_____ Fed Tax ID

_____ Social Security Number **or** letter from the State of Illinois confirming this business is exempt from sales tax.

Full description of the product(s) you will be selling. The market committee reserves the right to limit new product to reduce product abundance and vendor competition.

Space: Each booth is 10 x 10. How many booths would you like to contract for? _____

On-site vehicle parking is limited to just a few vendors, primarily those who need refrigeration or the fruits and vegetable vendors with a large inventory. If you feel you qualify, please share your requirements here.

Vehicle: Van _____ Truck _____ Size (by feet) _____

Request for Electricity _____ **yes** _____ **no** *You will likely need your own extension cord. There is a slight surcharge or \$3.00 per week for electricity.* Electricity is needed for the following equipment:

Anticipated Dates---For planning purposes, please share with us your best guess for when you will sell at the market. This agreement does not lock you in. When you sign the final contract, you will commit to dates.

- _____ Saturday, May 12
- _____ Saturday, May 19
- _____ Saturday, May 26
- _____ Saturday, June 2
- _____ Saturday, June 9
- _____ Saturday, June 16
- _____ Saturday, June 23---Please note due to Rotary Grovest, the market will relocate to Main Street. The
- _____ Saturday, June 30 Rotary Grovest will help us promote this change in location.
- _____ Saturday, July 7
- _____ Saturday, July 14
- _____ Saturday, July 21
- _____ Saturday, July 28
- _____ Saturday, August 4
- _____ Saturday, August 11
- _____ Saturday, August 18
- _____ Saturday, August 25
- _____ Saturday, September 1
- _____ Saturday, September 8
- _____ Saturday, September 15
- _____ Saturday, September 22
- _____ Saturday, September 29
- _____ Saturday, October 6
- _____ Saturday, October 13
- _____ Saturday, October 20

Vendor Signature _____ Date _____

Just a reminder....Your application will be reviewed by the market committee. Your application alone is not a guarantee for acceptance into the market. The market committee will make the final determination of products to be sold.

Please email to marketintern@ymcachicago.org

or mail to

Market Intern

Indian Boundary YMCA

711 59th Street

Downers Grove, IL 60516

Downtown Downers Grove Market

Thank you for your interest in our Downtown Downers Grove Market. The Indian Boundary YMCA has been conducting the Market with the Village of Downers Grove for more than 20 years. In the past few years, we have earned the reputation as one of the top markets in DuPage County with over 3,000 visitors during peak weeks.

What's New?

The Market committee has been busy planning the 2012 season. This is a list of what is new this year.

1. There will be a fee increase this year to help off-set our increased cost to the village for public works staff and to help make the market a viable fund-raiser for the YMCA.
2. We hope to further expand onto the pedestrian walk up area on the south side of the station. Any potential vendors you can refer that might offer new and unique product are appreciated.
3. For the safety of our customers, we will strictly enforce **no vehicles are allowed into the market after 6:45 am., and no vehicles may enter/exit the market before 12:45.**
4. We will work to schedule themed weeks and more activity for market customers.
5. Rotary Downers Grove Fest will be held Saturday, June 23rd. **This event may require that we relocate to Main Street.** We will keep you abreast of any changes.
6. We will decide on a Downtown Downers Grove market directory by March 12th and will contact you regarding advertising space if you want to include an ad in the directory.

Application Instructions

1. Read the entire application. You will be required to sign the application indicating you agree, understand and are responsible for the content in the application.
2. Fill out application completely.
3. Sign and date application.
4. Make a copy of the application and keep for your records.
5. All food vendors must have proper certifications from the *DuPage County Department of Health*. Please contact Giordan Kaplan, 630-221-6113, gkaplan@dupagehealth.org for any/all necessary applications and information. We will require proof of completed forms and payments made before set up is allowed.
6. All out of state vendors bringing in fruits, vegetables or plants of any kind must also contact The Illinois Department of Agriculture at (815)787-5476.
7. E-mail (or send) completed application by March 15, 2012 to Market Intern. Indian Boundary YMCA, 711 E. 59th Street, Downers Grove, IL 60516 or marketintern@ymcachicago.org

Vendors that are deemed eligible for participation will receive written confirmation and a contract will be sent to you. Competition is encouraged and controlled at the discretion of The Downtown Downers Grove Market Committee. Please email marketintern@ymcachicago.org or btaylor@ymcachicago.org, if you have any questions or concerns. If you do not receive a reply from your application by March 30th, of mailing please call the YMCA at (630)929-2408.

Proof of insurance must be submitted with the final vendor agreement--Vendor agrees throughout the term to procure and maintain, at its expense, in companies reasonably acceptable to YMCA, the following types of insurance (i) public liability insurance with \$1,000,000/\$2,000,000 limits of liability, or an umbrella liability with a limit of not less than \$2,000,000; and (ii) workers' compensation insurance (if you have employees) at statutory amounts but in no event less than \$1,000,000 per accident or disease. **The YMCA of Metropolitan Chicago must be named as an additional insured:** Vendor shall furnish to YMCA certificates evidencing such coverage, which certificates shall state that such insurance may not be materially reduced or materially changed without thirty (30) days prior written notice to Vendor and YMCA

Market Information

Dates: Saturdays 7:00 a.m. until 12:30 p.m. May 12 through October 20.

Location: Downers Grove train station parking lot (South Lot) off Burlington Avenue.

Water, Electricity, Toilets: Electricity, although limited, is available. There is no access to water. Public toilets are available in the train station.

Booth Requirements: Vendors must provide their own tents and display tables. Vendors must furnish signage for their booths, listing at a minimum the Vendor's name (business), town and contact information.

Booth Information: A single booth or space is 10 feet wide by 10 feet deep. The boundary of the booth will be defined by the tent poles of the adjacent booth or by measured spaces provided by Market Committee. Vendors must keep all goods within the boundaries of such vendor's booth or designated spaces. **No goods or tables will be allowed to extend beyond the boundaries provided and agreed upon.** On certain occasions and with pre-approval from the Market Committee a vendor will be allowed to extend and display goods in front of their designated spaces, but vehicle access down the aisles is a must!

Time Commitment: Space is available on a full time (19-24 weeks) or part time (individual dates/vendor missing more than six dates during a season) basis, Full time vendors will be given prime booth spaces, consistence spaces from week to week and incentive pricing. We will do our best to provide regular part time vendors with consistent spaces. Irregular vendors will be allowed space as space is available.

Cancellation Policy: Full and part time vendors are responsible for payment for all days Vendor commits to. **This includes rain dates and no-show dates.** Any changes in schedules must be received via email marketintern@ymcachicago.org by 5:00 p.m. Wednesday of the Saturday market. The YMCA does not offer refunds for cancelled or missed dates. Exceptions may be made in the event of documented emergencies.

Vendor Eligibility: The Indian Boundary YMCA welcomes applicants from all businesses that provide wholesome unused products that primarily are sold directly to market. Origin of produce must be clearly displayed during all market hours. Vendors who are unable to demonstrate or directly sell their product at market should not apply. The market is not to be used as a business expo, down line recruiting event, or home party lead generator. Applicants will be screened and selected based on product appropriateness, market density and past participation. Selected applicants must submit all requested information/documentation and payments to be considered for eligibility. All decisions regarding eligibility of a vendor for participation will be made solely at the discretion of the market committee and are not contestable by the vendor. All applicants will receive an email response stating such applicant's eligibility or ineligibility to participate in the Downtown Market and when appropriate, a confirmation for the market dates that the applicant has requested. Eligible vendors are responsible for all payments and confirmed dates as well as for the conduct of all persons working in such vendor's booth(s) and may not share or sublet such vendor's booth(s).

Full Time Vendor: A vendor that commits to attending the entire season (at least 19 of the 24 dates—paid in full). Full time vendors are required to pay either in full or in three installments and are eligible for incentive pricing (**\$24.00 per booth space**). Pending anything unforeseen, full time vendors will be designated the same spaces each week. **There is a \$3.00 surcharge per week for vendors using electricity.**

Part Time Vendor: A vendor that commits to 18 or fewer weeks is considered part time. A minimum of six confirmed markets is required. Although we will do our best to provide consistency in booth location, the location may change from week to week. Part time vendors pay **\$27.00 per booth, per week if paid in full or \$30 per booth at the gate**. An installment option is also provided. There is a **\$3.00 surcharge per week for vendors using electricity.**

Vendor Restrictions: The Downtown Market Committee reserves the right to limit the number of booths rented to a vendor or to limit the participation of a vendor at its sole discretion, and such decision shall not be contested by the vendor. Vendors must be ready to sell at the opening time (7:00 a.m.) of the market and must maintain a presence in their booth until the ending time of the market (12:30 p.m.). **For the safety of our customers, no vendor may bring a vehicle into the market after 6:45 nor drive their vehicle out of the lot before 12:45.** Vendors will be banned from the market after the third event of arriving late or leaving early and will forfeit any payments made for the market.

Parking: There is ample parking north of the railroad tracks, west of Main Street and east of Washington. Parking is free for market vendors. At no time may vendors park on Mochel Drive or Burlington Avenue. These spots are reserved for customers. Vendors (or vendor employees) who consistently disregard this rule may be removed from the 2012 Market Schedule.

The Illinois State Sales Tax Number must be displayed prominently in any market stall from which goods are being sold. **Application for a State of Illinois Sales Tax Number may be obtained by contacting the Illinois Department of Revenue at 1 800-732-8866.**

Cleanliness: Delivery trucks and any other equipment used for transportation or display shall be kept clean at all times. No unwholesome or spoiled articles may be offered for sale. Prior to leaving the market, sellers must remove all waste and refuse from their market space.

Enforcement of Rules: All decisions regarding eligibility of a vendor for participation will be made solely at the discretion of the Indian Boundary YMCA market committee. All applicants will receive a written response stating such applicant's eligibility or ineligibility to participate in the Market and when appropriate, a confirmation for the market dates that the applicant has been booked. Eligible vendors are responsible for all payments and confirmed dates as well as for the conduct of all persons working in such vendor's booth(s) and may not share or sublet such vendor's booth(s). A vendor who feels penalized may appeal the decision to the Executive Director of the Indian Boundary YMCA.

Next Steps: Once the application has been submitted, vendors will be notified regarding eligibility. At that time the YMCA will send a contract. A signed contract, confirmation of dates, **proof of insurance**, which must be submitted at that time. A statement indicating you have checked with the Department of Public Works or the active DPH license.