



***Registration Opens March 1, 2009**

2009 Warrenville Farmers' Market Vendor Application

Name _____

Business Name _____ Email _____

Address _____

City _____ State _____ Zip _____

Phone _____ Illinois Sales Tax No. _____

Liability Insurance Company* _____

Agent _____ Policy Number _____

Vendor Fees: **\$99.00 for 10 x 10 season space (includes table & chairs)**
 \$149.00 for 16 x 22 season truck space
 \$15.00 for individual dates
 \$10.00 for Tent Rental/Date (10 available and includes table & chairs)

Payment: **Due upon completion of application! 1st Come, 1st Serve**
 Make check payable to: Warrenville Park District.
 Send to: Warrenville Park District Attn: Farmers Market
 3 S 260 Warren Ave, Warrenville, IL 60555

Dates & Location: **Every Wednesday, June 3rd – August 26th , 3:00-7:00pm, Rain or Shine!**
 Warrenville Park District Rec Center Parking Lot
 Intersection of Curtis, Tracy & Warren Ave in Downtown Warrenville

Vendor Category:

Grower/Producers

Naturally produced items such as: fruits and vegetables, plants and herbs, flowers and shrubs, honey, cheese, Cider, breads and bakery products, syrups and jellies, & wine (Village liquor license required). List the items you plan to sell:
All products are subject to approval by the Warrenville Park District and DuPage County Health Department

Craftsperson/artist

Handmade items only and must be produced in craftsperson/artist's home or workshop.
Items must be approved by the Warrenville Park District

Local organizations

Local, non-profit organizations which are located in Warrenville and are incorporated as not-for-profit corporations or are operated solely for educational, religious, or charitable purposes, will be allowed one free space. Fundraising purposes for these groups will be limited to bake sales or market related goods. Fliers describing the organization must be displayed and given out upon request.

Please indicate your vendor category and the items you wish to sell. Also indicate the dates you will be attending the Farmers' Market
All products are subject to approval by the Warrenville Park District Farmer's Market Committee.

Market Contact: Tom Rowe, (630) 393-7279 x 308, E-mail: tomr@warrenvilleparks.org

***All Vendors must provide a Certificate of Insurance naming the Warrenville Park District as additional insured and holding them harmless.**

Rules of Operation for Warrenville Farmers Market

All vendors are responsible for complying with all rules applicable to their operation. The Warrenville Park District reserves the right to revoke selling privileges at anytime.

Attendance **

- If registering for full season we ask that there be **no more than two absences** for the season and those must be approved by the Farmers' Market Committee.
- Space assignments will be made on a first come first serve basis with the Farmer's Market Committee's authorization.
- Individual date attendees, we ask that you prepay for those dates to the address listed on the application.
- All vendors must be set up 15 minutes before start of market and all vehicles cleared from market area.
- **All vendors required to stay until 7pm closing time.**

Selling Regulations

- Vendors are required to post a copy of their Health Department permit.
- Scales must conform to State of Illinois regulations.
- Prices must be displayed on each item or a list of all prices must be posted.
- Prices must be visible at all times.
- Price fixing among growers is not permitted.

Health Department Regulations

DuPage County Health Inspection Requirements must be met.

- FDA approved food preservatives and additives must be clearly identified.
- Organic grown items must be labeled as organically grown and shall display grower's definition of organic or organically grown.
- Prepared food products must list all ingredients in the order of volume
- Processed foods must be prepared in a commercial kitchen.
- Proof of an approved kitchen inspected by an appropriate governmental agency shall be submitted with application.
- Packaged food products must meet Health Department Requirements
- Department of Agriculture license is required for anyone who sells eggs anywhere except on the farm where the eggs are produced. Eggs must also be refrigerated below 41 degrees Fahrenheit.

Display of Products

- Vendors may provide their own tables, tents, chairs, and display necessities or rented from Warrenville Park District
- 10 x 10 Tents are mandatory for market operation.
- All trucks must be clean as to avoid contamination.
- All produce must be clean and free of dirt.
- Products must be attractively displayed.
- Appropriate and attractive signage must be used.
- Custom signs available for purchase through **The Aubrey Sign Company @ 630.482.9901**

Organic Products

- Any items identified as "organic" or "organically grown" shall be displayed as such with the definition of "organic" as it applies to the product.

Product Origin

- The **origin of all produce must be clearly displayed** on signage provided by vendor.

Clean Up

- All vendors must remove all refuse from the event & take with them before leaving the market. Failure to do so could result in loss of permit to sell at the market.

Bake Sale Requirements

- Not-for-profit organizations must keep an itemized record of the names and addresses of those individuals who prepare the baked goods. This record must be available to the DuPage County Health Department upon request.
- Baked goods must be covered at all times to protect against contamination.

Personal Hygiene

- No smoking is permitted in the sales area.
- Persons with boils, cuts, respiratory infections and communicable diseases shall not be permitted to work in a food stand.
- Overall good hygiene is to be used.

If you leave early, come late or if you are not consistent with your attendance it hurts your business and the Market! Most of all, it hurts market attendance!

Weekly Market Contact: Tom Rowe, Phone: (630) 393-7279

E-mail: tomr@warrenvilleparks.org

Warrenville Farmers' Market

I have read all of the rules and regulations pertaining to market operation. I agree to abide by these rules knowing that any infraction could result in dismissal from the market with forfeiture of any fees.

Vendor Name (please print)

Vendor Signature

Date

Received by (Market Manager/
Warrenville Park District)

Date Received

Amount remitted

Date Received

2009 Warrenville Farmers' Market Registration

	<p>Warrenville Park District 3S260 Warren Avenue Warrenville, IL 60555 Phone: (630) 393-7279 Fax: (630) 393-7282 www.warrenvilleparks.org</p>	<p>Did You...? Provide at least two different phone numbers. your registration form. Make your check/money order payable to Warrenville Park District. Provide your credit card information.</p>
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Vendor Name _____
 Address _____
 City _____ Zip _____
 Phone (home) _____ (work) _____
 Emergency Name & Phone: _____ E-mail: _____

OFFICE USE ONLY
Date _____
Initial _____

Payment:

Cash Check Visa MasterCard
 Insert Credit Card Number Above

Check Number: _____ Cardholder Name _____ Expiration Date: _____

Authorized Signature _____ Charge Amount: \$ _____

First Name	Last Name	Birthdate M/D/Y	Program Code	Program Name	Fee
			#179270-1A	Farmers Market	
Total					

Are there any medical problems or special needs that the Park District should be aware of: (i.e. food allergies, insects, plants, medicine, etc.)?

Yes No Explain: _____

If registrant requires any special accommodation or assistance for enjoyment of this program, please describe: _____

WAIVER AND RELEASE Please read this form carefully and be aware that in signing up for and participating in programs/activities, you will be expressly assuming the risk waiving and releasing all claims for injuries you or your children might sustain arising out of these programs. As a participant in these Warrenville Park District programs, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which I may sustain as a result of participating in any and all activities connected with or associated with such programs. I agree to waive and relinquish all claims I may have as a result of participating in the programs against the Warrenville Park District and its officers, agents, servants and employees. I do hereby fully release and discharge the Warrenville Park District and its officers, agents, servants and employees from any and all claims from injuries, including death, damages and losses which I may have or which may occur to me on account of participation in these programs. I further agree to indemnify and hold harmless and defend the Warrenville Park District and its officers, agents, servants and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me or arising out of, connected with, or in any way associated with the activities of these programs. In the event of an emergency, I authorize the Warrenville Park District officials to secure from any licensed hospital, physician and/or medical personnel, any treatment deemed necessary for any immediate care and agree that I will be responsible for payment of any and all medical services rendered.

The Warrenville Park District does not carry medical or accident insurance for program participants. Please review your own health insurance to be certain that you and your family have adequate coverage.

 Parent/Guardian, Adult Participant Signature

 Parent/Guardian, Adult Participant (please print)