

The Oswegoland Park District and its representatives have full authority to enforce these guidelines. In addition, the Park District reserves the right to relocate any and all vendors as deemed necessary, as well as the right to deny or revoke a vendor's application. Contact Cori Veverka at oswegocountrymarket@oswegolandpd.org or call 630.554.4433 with any questions.

DATE & LOCATION OF THE MARKET

The Oswegoland Park District will host the 2019 Oswego Country Market on Sundays, June 2 through September 29. It is located in downtown Oswego on Main Street (15 N. Main Street) and in the parking lot of two privately owned businesses.

HOURS OF OPERATION

The Oswego Country Market will open at 9:00am and close at 1:00pm every Sunday. Vendors must arrive in time to be ready to sell at the official opening time. *All vehicles must be unloaded and out of the market area by 8:30am. Vendors must remain set up until the market closes at 1:00pm even if you sell out of product.*

ALLOWABLE PRODUCTS/SERVICES

The following vendors and services are permitted at the Oswego Country Market:

- Food vendors offering items such as vegetables, fruits, grains, nuts, berries, cheese, meats, cider, honey, baked goods, ready to eat products and meals
- Vendors selling herbs, plants, cut flowers
- Craftsmen & artists selling items produced within their own home or workshop, such as soap, candles, wood items, textiles, jewelry, garden art
- Other (check with Market Manager)

The following vendors and services are NOT permitted at the Oswego Country Market:

- Trademark vendors or Direct Sales vendors
- Resale vendors who have not transformed existing items or created new products
- Businesses who have no product or service to offer on site.

Vendors shall submit a detailed list of all products to be sold with their application at the beginning of each season, indicating the crops/products they plan to grow or produce for sale at the market. This itemized list is important for us to help monitor product availability and market saturation.

ADDING ADDITIONAL PRODUCTS

If you would like to add additional products to your booth, you need to get the addition approved by the Market Manager at least 5 days prior to bringing to market.

In the case of vendors selling the same product, the Market Manager will make the decision regarding how many vendors of the same product will participate in the market. Selection of vendors will be based on the quality of the product offered, the vendor's history with the market, the perceived customer demand, and the locale of the vendor's business. No vendor should expect to be exclusive, as our customers expect diversity and choices as the market grows. All vendor applications are subject to approval by a representative of the Oswegoland Park District.

IMPORTANT DATES AT THE MARKET

Opening Day
JUNE 2

PrairieFest Parade
JUNE 16
(All vendors set-up in parking lots)

Last Day of the Market
SEPT 29



SPECIAL NOTE FOR ARTS, CRAFTS, HOME-BASED BUSINESSES, AND ARTISANS

New vendors with arts, crafts, and home-based businesses will need to submit a picture of their work and/or product (or a link to a website or digital presence) to the Market Manager for review. Representatives of the Oswegoland Park District will evaluate and assess non-produce items/services. Items/services deemed not to be in keeping with and/or appropriate for the Oswego Country Market will be turned down. The Oswegoland Park District shall be responsible for and have the authority to make a final determination.

Space is limited, therefore the number of arts and crafts vendors, as well as at home businesses and artisans permitted will be limited. Selections are made in accordance with Oswego Village Ordinances and the market vision and goals. Only those vendors who add the greatest value to the Oswego Country Market will be admitted.

CERTIFICATE OF INSURANCE

- All market vendors must provide binding proof of comprehensive public liability insurance. The policy must include coverage against personal injury or death, property damage occasioned by reason of the operations conducted by vendor, and products liability. Your policy must include minimum policy limits of one million dollars (\$1,000,000) for bodily injury or death, and products liability to one or more persons in any one accident or event, and fifty thousand dollars (\$50,000) for damage to property resulting from any one accident or event. The Park District reserves the right to increase minimum policy limits.
- Upon acceptance into the market, the vendor must name the Oswegoland Park District, as additional insured, and provide the Oswegoland Park District with an insurance certificate as proof of such coverage. The Park District reserves the right to demand more additional insured's as necessary.
- To protect the interests of the businesses that generously provide a location for our market, there are no exceptions to the required proof of insurance.
- Vendors will not be allowed to setup until the certificate of insurance is provided.
- Send to your certificate Oswegoland Park District, Attn: Oswego Country Market, 313 E. Washington Street, Oswego, IL 60543 or fax to Oswego Country Market at 630.554.1577.
- Additional questions regarding insurance requirements or obtaining coverage can be directed to N.M. Tripp Insurance at 630.554.8831.

HEALTH DEPARTMENT REQUIREMENTS

All applicable vendors are required to comply with Kendall County Health Department regulations. Vendors are responsible for contacting the health department and obtaining any required permits. Applications can be completed and paid for online at www.kendallhealth.org. If you prefer, you can still download an application and mail it with your check to the KCHD. Vendors must provide a copy of the Kendall County Health Department permit to the Market Manager prior to selling at the market. The Kendall County Health Department may be reached at 630.553.8096 or environmental_health@co.kendall.il.us.

SET UP/TEAR DOWN

LOADING AND UNLOADING

- Streets will be closed and barricades will be set up by 7:00am
- Vendors may set up between 7:00am - 8:30am. Vendors are permitted to drive into the market area to unload their vehicles.
 - All vehicles must be unloaded and out of the market area by 8:30am. Vehicles may not drive through the market area between 8:30am-1:00pm.
 - A vendor who fails to arrive by 8:30am may forfeit vendor space for that day.



END OF DAY

- Streets will be closed and barricades will remain up until all vendors are out of the street or until 1:55pm (whichever comes first). The street needs to be open to through traffic by 2:00pm. All vendors must be out of the street by that time (even if they are still packing up in a parking space).

VENDOR PARKING

Vendors are expected to leave the most convenient, accessible parking for customers of the market. The Oswegoland Park District will provide a map of appropriate parking locations and may designate more specific vendor parking when necessary.

Any vendor wishing to park their vehicle behind their selling space (including produce vendors) must submit an In-Store Parking Permit Application. The application must include the purpose for having the vehicle, a picture/description of the vehicle, and the application fee. Approval will be based upon necessity, appearance, and space availability. The Market Manager reserves the right to reject the application or issue a conditional approval. If your application is not approved, your application fee will be refunded.

VENDOR ATTENDANCE

Please indicate on your application the dates that you will attend the market. If you are unable to attend the market on a date that you are scheduled to attend, please contact the Market Team at oswegocountrymarket@oswegolandpd.org by 7:00am on the day of the market. A vendor who is absent without notifying the Market Manager will be charged additional fees and may forfeit his or her future market space.

DISPLAY AND TENT

- Vendors must furnish their own tents, tables, chairs, and other equipment used to display their products. Tents are recommended in order to produce an overall visual effect to the market. A standard 10 foot by 10 foot EZ-UP tent or equivalent is recommended.
- Tents must be secured with weights on **all four legs**. No stakes will be allowed. **We require at least 25 lbs of weight per leg.**
- Delivery trucks and other equipment used for transportation and display shall be kept clean at all times with adequate protection against contamination.
- Produce must be clean, free of dirt, and attractively arranged.
- Produce must be labeled with its place of origin, i.e. "Illinois Grown."
- Prices must either be displayed on each item or a list of all prices must be posted.

STALL SIZE

- Stalls are ten feet wide and sixteen feet deep (10' x 16'). The width represents the front, open to the public. The back of the stall is available for merchandise storage.
- Vendors may request up to two spaces. Vendors requiring more space can contact the Market Manager.
- Produce vendors who pay for two (10' x 16') booth spaces may set up in up to 3 spaces (max 30' x 16'). Any produce vendor who requires additional (10' x 16') booth spaces must pay for each of those booth spaces in full.



POWER

- Electricity is not available on site for any vendors.
- If you require electricity, you may provide your own portable generator, with permission from market management.
- The Market Manager or Market staff will inspect generators for noise level, fumes, disturbance to neighboring vendors, and safety throughout the season.
- If your generator does not meet approval, you will need to make arrangements for an alternative power source or modified generator setup for the following week.
- If your generator is deemed an immediate safety problem, you will be asked to stop the generator immediately.
- Your stall assignment may be reassigned at any time to a more appropriate location to run a generator.

SANITARY REGULATIONS

Regulations applicable to vendors of food include, but are not limited to the following:

PERSONAL HYGIENE

- Hands and arms shall be washed and cleaned before selling, after visiting the restroom, and as frequently as necessary.
- Personnel with cuts, respiratory infections, and communicable diseases shall not be permitted to work in an area where food is being sold.
- Smoking or other use of tobacco is not permitted in the market area.
- Personnel shall use effective hair restraints where necessary to prevent contamination of food or food contact surfaces.

FOOD SUPPLIES

Food shall be clean, wholesome, and free from contamination and misbranding.

FOOD PROTECTION

- Processed food shall be stored/displayed a minimum of 6 inches off the ground.
- Packaged food shall not be stored in contact with water or undrained ice.
- Food not subject to further washing and cooking before being eaten shall be stored so that it is protected from contamination from dust, rain, flies, insects, consumer handling and other elements during transportation, storage, and display.
- Galvanized containers shall not be used for preparation, display, or storage of acidic foods.
- Other than unprocessed bulk food and packaged foods, appropriate scoops, tongs, spoons and forks shall be provided to minimize contact with food.

CLEAN UP

Vendors are responsible for cleaning up their selling space before leaving the market. Small amounts of waste may be placed in on site dumpster (belonging to the Village Grind coffee shop), only if appropriately bagged. All other waste and refuse must be removed from the market area by the vendor.



PETS AND ANIMALS

- **Vendors are not allowed to have dogs or pets of any kind in their selling area.**
- Customer pets are allowed at the market if leashed and under control. Any pets presenting a problem will be required to leave.
- The trade of live animals is not permitted.

VEHICLES

Motorized vehicles (except wheelchairs), skateboarding, and bicycling will not be allowed in the market area.

SMOKING

Smoking is prohibited in the market area. The Kendall County Health Department regulations do not permit vendors of food to smoke in their selling area. Vendors of food are required to abide by that regulation and we ask that all vendors please refrain from smoking in the market area.

SOLICITING

Solicitation by anyone who is not an authorized vendor will not be permitted at the Oswego Country Market without permission from the Oswegoland Park District.

ADDITIONAL CHARGES/FEEES

The Oswego Country Market has a stellar reputation in this community and beyond, thanks to all of the vendors who make it a clean, safe, appealing, and attractive place to be. To ensure that the Oswego Country Market continues to operate safely, efficiently, and in compliance with all (laws/rules/permits/agreements), any vendor who does not comply with these Rules and Regulations will be held accountable.

FIRST OFFENSE

A written warning to vendor reminding them of the rule that needs to be followed.

REPEATED OFFENSE

A \$10 fee will be charged per event for the following infractions:

- Vendors arriving late (carting/walking in after 9:00am or driving a vehicle into or through the market area after 8:30am) or leaving before the market closes (1:00pm)
- Produce vendors not labeling the origin of produce
- No show/no cancellation prior to 7:00am on market day
- Parking in an area that is prohibited
- Vendors with unsafe or unsanitary conditions (i.e. insufficiently weighted tent, vendor smoking, vendor with a pet)
- Garbage left at market or improperly disposed of at market (i.e. unbagged waste in dumpster)

All fees must be paid prior to setting up the next week. Cash & check payments will be accepted by Market Management at the market. Credit Card payments may be made over the phone during the week during business hours. Repeated infractions will impact consideration for a vendor's future inclusion in the Oswego Country Market. Excessive infractions will be cause for Market Management to deny continued participation in the current season with no refunds.



VENDOR APPLICATION 2019



Business Name _____ Retail Tax ID (if applicable) _____
 Business Address _____ City _____ State _____ Zip _____
 Contact Name _____ Business Phone _____
 Contact Phone (Cell or Home) _____ Email _____
 Name of person/people who will be staffing the booth _____

VENDOR FEES

FULL SEASON - 18 market dates, 10'x16' booth space*

- \$185 Extra Early Bird Fee** (application received between January 1 - March 20)
- \$225 Spring Savings Fee** (application received between March 21 - April 15)
- \$285 Regular Fee** (application received after April 15)

**Vendors may request up to two spaces*

PART TIME - 1-8 market dates, 10'x16' booth space

- \$30/daily**

Number of Spaces Requested _____

Total Amount Enclosed _____

I need to bring a generator for my product

I am Certified Organic ___ Yes ___ No

CIRCLE ALL DATES THAT YOU WILL ATTEND

2019 OSWEGO COUNTRY MARKET

JUNE	JULY	AUGUST	SEPTEMBER
2 ★	7	4	1
9	14	11	8
16 ★	21	18	15
23	28	25	22
30			29 ★

★ Important Date at the Market

How many years have you been participating at the Oswego Country Market? _____

Please list other markets where you sell _____

PRODUCTS

Submit a detailed list of all products to be sold with this application, indicating the crops/products you plan to grow or produce for sale at the market. This itemized list is important for us to monitor product availability and market saturation. (Attach a separate list if necessary)

NEW POTENTIAL VENDORS - Include a detailed description of set up and/or pictures of the set up.

HOLD HARMLESS AND INDEMNIFICATION

Vendor agrees that neither the Oswegoland Park District, nor the Janet H. Tripp Living Trust dated 07/14/1998, Janet H. Tripp Trustee, Robert W. Tripp Trustee, P.O. Box 699, Oswego IL, nor Gregory L. and Joan Kaleel, nor any public or private property owner whose property is utilized by the Market shall be liable for injury to the Vendor's business or any loss of income therefrom, or for personal injury or damage to the property of the Vendor, its employees, invitees, customers or any other person in or around the Vendor's section, regardless of whether the injury or damage results from conditions arising from other sources or places (including, but not limited to, weather conditions, power outages, or other similar occurrences) and regardless of whether the cause or means of repairing the conditions is inaccessible to the Vendor. Vendor further agrees that neither the Oswegoland Park District, nor the Janet H. Tripp Living Trust dated 07/14/1998, Janet H. Tripp Trustee, Robert W. Tripp Trustee, P.O. Box 699, Oswego IL, nor Gregory L. and Joan Kaleel, nor any other public or private owner whose property is utilized for the event, shall be liable for any damages arising directly or indirectly from any act or omission of event sponsors or any customer at the event.

To the fullest extent permitted by law, the Vendor shall indemnify, keep safe and hold harmless the Oswegoland Park District and its agents, officers and employees and any other public or private property owner whose property is utilized for the event, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgements, costs, and expenses, which may arise directly or indirectly from any negligence or reckless or willful misconduct of the Vendor, its employees or agents. The Vendor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgement shall be rendered against the Oswegoland Park District or any other property owner in any such action, the Vendor shall, at its own expense, satisfy and discharge the same.

I hereby affirm that I have read and understand the Hold Harmless and Indemnification and agree to the terms expressed therein.

→ Signature _____ Date _____

VENDOR AGREEMENT

Your initials and signature below indicate that you agree to the following:

_____ I have received, read, & will comply with the Oswego Country Market Rules and Regulations.

_____ I understand that I will be responsible for additional fees if I do not comply with the Oswego Country Market Rules and Regulations.

_____ I understand that I need to provide proof of liability insurance that insures my activity as a vendor at the Oswego Country Market. The Oswegoland Park District will be named as additional insured.

_____ I will provide all necessary permits and supporting documentation.

→ Signature: _____

Print Name: _____ Date: _____

The Oswegoland Park District reserves the right to approve, disapprove, or dismiss any vendor at its discretion. Food vendors must contact the Kendall County Health Department at 630.553.8096 or environmental_health@co.kendall.il.us. If a **permit or license is required, it must be provided to the Market Manager prior to participation in the market.** Return your application, payment, checks payable to the Oswegoland Park District, with your **Certificate of Insurance**, and other permits/documentation to: *Oswego Country Market, Oswegoland Park District, 313 E Washington Street, Oswego, IL 60543.* Questions? Email Cori at oswegocountrymarket@oswegolandpd.org or call 630.554.4433.

For Oswegoland Park District Office Use:	Date Received	Initial	
Vendor Application			
Payment			
Certificate of Insurance			Approved _____
Health Dept Permit			Returned _____
In-Store Parking Permit Application (optional)			



IN-STALL PARKING PERMIT APPLICATION 2019



Business Name _____

Name of person/people who will be staffing the booth _____

IN-STALL PARKING FEES

FULL SEASON - Available only to season vendors

- \$30** - vehicles less than 18 ft. long
- \$50** - vehicles 18 ft. or longer
- \$30** - any vehicle belonging to a vendor paying for 2+ booth spaces

PART TIME - Available only if space permits

- \$10/daily**

Total Amount Enclosed _____

VEHICLE TYPE

Vehicle type, size, and picture are all REQUIRED for application to be considered.

Car Van Truck Other _____

Make: _____ Model: _____

Size* (in feet) _____ X _____
(length x width)

I have attached a picture of the vehicle

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2 ★	7	4	1
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23	28	25	22
30			29 ★

★ Important Date at the Market

For food trucks:
Which side of the vehicle do you serve from?
 Driver's Side Passenger's Side

Describe the purpose and necessity of the vehicle parked in the stall.

➔ **SIGNATURE:** _____

Print Name: _____ Date: _____

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Oswego Country Market, Oswegoland Park District, 313 E Washington Street, Oswego, IL 60543.
Questions? Email Cori at oswegocountrymarket@oswegolandpd.org or call 630.554.4433.