



## WHERE & WHEN

The Oswego Country Market is held in downtown Oswego on Main Street (15 N. Main Street) and will be open **Sundays, June 2 - September 29, 2023 from 9:00am-1:00pm.**

## VENDOR FEES

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

- |   |       |
|---|-------|
| • Extra Early Bird (application received between January 1 - April 1) | \$259 |
| • Regular Fee (application received after April 1)                    | \$375 |

*\*Vendors may request up to two spaces*

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

\$30/daily

### ADDITIONAL FEES

- |   |      |
|---|------|
| • In-Stall Parking (vehicles less than 18 ft. long) | \$39 |
| • In-Stall Parking (vehicles 18 ft. or longer)      | \$59 |
| • In-Stall Parking (vendor paying for 2+ spaces)    | \$39 |
| • Daily In-Stall parking permit                     | \$10 |

## PAYMENT PROCESSING

All applications will be reviewed beginning April 1. Payments will be processed at the time of the application. Submitting an application and payment does not guarantee that you will be accepted to the market. If you are not selected to be a vendor this season, your payment will be refunded.

## WHO CAN SELL AT THE MARKET?

- Food vendors offering items such as vegetables, fruits, grains, nuts, berries, cheese, meats, cider, honey, baked goods, or ready to eat products and meals
- Vendors selling herbs, plants, or cut flowers
- Craftworkers & artists selling items produced within their own homes or workshops such as soap, candles, wood items, textiles, jewelry, and garden art.
- NOTE: Direct sale and resale vendors are *not* eligible to participate in the market

*All vendor applications are subject to approval by the Oswegoland Park District*

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

Space is limited, therefore the number of arts and crafts vendors, as well as at home businesses and artisans permitted to join will be limited. Only those vendors who add the greatest value to the Oswego Country Market will be admitted.



## HOW TO APPLY TO BECOME A VENDOR

Vendors who want to participate in the 2024 Oswego Country Market should:

1. Read Rules and Regulations to determine:
  - ☐ Is your product or service an eligible fit for the market?
  - ☐ Can you comply with all requirements?
2. *If yes...*submit all required forms and payments:
  - ☐ **Submit and Online Vendor Application with payment** (required)
  - ☐ **Certificate of Liability Insurance**, naming the Oswegoland Park District as additional insured (required of ALL vendors upon acceptance, prior to attending the market)
  - ☐ **Health Department Permit** (required of all applicable vendors upon acceptance, prior to attending the market)
  - ☐ In-Store Parking Permit Application and payment (optional)

## VENDOR SELECTION PROCESS

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.

1. Applications are submitted by potential vendors (returning and new)
2. After the Early Bird Deadline (April 1) the market team will go through applications.
  - a. Vendors who are accepted will be notified.
  - b. Vendors who are not accepted will be notified and payments will be refunded.
  - c. Vendors who are not yet accepted or declined will remain "on the bubble." These vendors will remain in the mix of potential vendors until no later than May 15th when a final decision of accepted vendors will be made.

## SNAP/LINK

Vendors are required to provide the Oswegoland Park District a copy of the W-9 in order to receive reimbursement. Vendors of eligible food products will be expected to accept the SNAP tokens at our market, and the market will reimburse vendors monthly.

## INSURANCE

Vendors must provide proof of comprehensive public liability insurance ***naming the Oswegoland Park District as additional insured***. 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 (\$50,000) for damage to property resulting from any one accident or event.

## HEALTH DEPARTMENT REQUIREMENTS

All applicable vendors are required to comply with the Kendall County Health Department regulations. Vendors are responsible for contacting the health department and obtaining required permits. 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](mailto:environmental_health@co.kendall.il.us).

The Oswegoland Park District hosts a successful market thanks to our great group of vendors. We look forward to working with our returning vendors and to meeting those who are new! **If you have questions or need additional information, please contact the Oswego Country Market Manager, Jaclyn Eidukad, at 630.554.4441 or [oswegocountrymarket@oswegolandpd.org](mailto:oswegocountrymarket@oswegolandpd.org).**