



RULES & REGULATIONS 2024 HOLIDAY MARKET



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. Email the market staff at oswegocountrymarket@oswegolandpd.org or call 630.554.4433 with any questions.

DATE & LOCATION OF THE MARKET

The Oswegoland Park District will host the 2024 Oswego Country Market - Holiday Market on Saturday, December 7 from 9:00am to 12:00pm. It is located at the Little White School Museum (72 Polk Street, Oswego, IL).

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
- Craftworkers & 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.

SPECIAL NOTE

We have space for a limited number of vendors (10) in this charming, intimate venue. We will be accepting the group of vendors who provide the most diverse overall selection of offerings.

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.
- Vendors will not be allowed to setup until the certificate of insurance is provided.
- Send your certificate to Oswegoland Park District, Attn: Oswego Country Market, 313 E. Washington Street, Oswego, IL 60543 or email to oswegocountrymarket@oswegolandpd.org.
- 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 (KCHD) 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.

SNAP/LINK - NOTE

The Oswego Country Market is not an authorized SNAP/LINK retailer for this location, so we are unable to accept SNAP/LINK benefits for this event.

SET UP/TEAR DOWN

LOADING AND UNLOADING

- The Little White School Museum will be open for set up by 7:30am.
- Vendors need to hand cart/carry their products into the event space. There is a small set of stairs between the door and the event space.
- Vendors are able to unload near the door.
- 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.

DISPLAY ARE AND TABLE

- Vendors will be provided with one 8' table and two folding chairs
- Vendors are responsible to provide any additional tables, chairs, and other equipment used to display their products.
- 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.

POWER

- Electricity is not available on site for any vendors.

HOW TO APPLY ONLINE - FULL SEASON VENDOR

1. Select your application [Holiday Market Vendor](#)
2. Login into your account (All past vendors have an active account. If you do not remember your password, a reset password request is available).
3. Once you have logged in select "Enroll."
4. Complete the application.
5. Add to cart.
6. Submit payment.
7. Once you submit your application you will receive a confirmation email receipt.
8. Vendors who are accepted will be notified.