

**2023 Sycamore Farmers Market Vendor’s Application**

**Tuesdays 3:00 – 7:00PM**

**June through August**

**Contact: Shelby Crackel**

**815-895-3456 shelby@sycamorechamber.com**

**Sycamore Chamber Member
Registration Fee: For 10x10ft or 10x20ft space**

Food/Bev. Vendor $100

Grower $75

Artist/Crafter $75

**Non-Chamber Member
Registration Fee: Price for 10x10ft or 10x20ft**

Food/Bev. Vendor $200

Grower $150

Artist/Crafter $150

**Pop-Up Vendor
Registration Fee: Price for 10x10ft**

 $20

Must reserve date at least one week prior. Limited space available. Reservations and product approval accepted on first come first serve basis. Payment expected at time of reservation. **We do not allow any vendor to provide same items as our single product vendors; i.e. honey, granola, soap, etc. Please contact the office for details.**

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**NOTE: A deposit of $250 is required from each vendor prior to our first market date. NO EXCEPTIONS. The deposit is held till end of Market Season and will not be cashed** **unless** **the vendor misses more than two markets (without extenuating circumstances) or sells product not listed or approved by Market Director.**

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(for promotional purposes)

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (for timely inclement weather announcements, etc.)

Website/Facebook Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Insurance Company & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(must provide Proof of Insurance and name Sycamore Chamber & City of Sycamore as additional Insured).**

Checklist

Require Electricity (electricity is limited and assigned on first come first serve basis)

Selling from a truck/food truck

Selling from Booth

Description of Services – Please list **all** items you plan to sell (only products listed will be able to be sold): use back side if necessary. Please note only listed and approved products will be permissible to sell at Market. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Event and Application Details:** Applications and full payment are **due by May 1, 2023 in order to reserve your space.** June 2 will be our first Farmer’s Market of the season.

1. **Space and electric are limited and assigned on a first come first serve basis.**
2. **A deposit of $250 is required from each vendor. The deposit will not be cashed,** **UNLESS,** **the vendor misses more than two markets, without extenuating circumstances or sells product that is not listed and approved on this application.**
3. Complete only sections that apply to your products. Please make a copy of application for your records when application is complete.
4. If vendors are selling prepared items; *including but not limited to canned & baked goods*, they must be made within the confines of a certified licensed and approved kitchen. This license, from the State of Illinois Department of Public Health or the county where the licensed kitchen is located, must be obtained prior to acceptance into our Farmers’ Market. Photocopies of insurance and license, where applicable, must accompany all applications. Vendors may not participate without proof of insurance.
5. Insurance must name Sycamore Chamber of Commerce and the City of Sycamore as additional insured with a minimum liability of $500,000 for bodily injury. Insurance must cover time period for which vendor is selling at the market.
6. **Once an application is approved, only products on application will be able to be sold in a market**. Any amendments must go through Discover Sycamore's Farmers’ Market Committee.
7. Discover Sycamore, the Sycamore Chamber and the City of Sycamore are not responsible for the loss or damage to product, person or property due to inclement weather or unintended circumstances.
8. If severe weather alerts are announced we will close the entire market.
9. Absolutely NO moving vehicles are allowed in the Farmers Market lot after 3 and before 7.
10. After application approval, a confirmation email and map showing location will be sent out. Please keep in mind that spots may change weekly depending on number of vendors each week. Notification will be made in advance when applicable.
11. Please make checks payable to Sycamore Chamber and mail them and application to:

Sycamore Chamber of Commerce, 519 W State St, Sycamore, IL 60178

Signature of Participating Vendor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*The above signature verifies that I have read and agree to all the aforementioned application information. This signature also verifies that you have read the General Farmers Market Guidelines as well.**