

OAKWOOD



VENDOR GUIDELINES AND
APPLICATION MATERIALS

2021

Submit Registration To:

Oakwood Public Library

PO Box 99

Oakwood, IL 61858

PH: 217-354-4777

FAX: 217-354-4782

Email: 61858market@gmail.com

Welcome to the 2021 Oakwood Farmers' Market

Dates: June 16- October 6 Every Wednesday

Time: 5-7PM Vendors must be in their location by 4:30pm

Location: E South Main St. and S. Scott Street in Oakwood near the Rail Trail

All approvals for vendors will be through the director at the Oakwood Public Library; however the Village of Oakwood reserves the right to revoke a vendor's application at any time for misconduct or failure to comply with Village rules and procedures.

Fees/Check-in/Set up

- \$10 Registration Fee
- \$5 per week or \$20 for a 4 week punch card
- \$75 for the entire season
- \$5 weekly for use of power

Each vendor is allowed one 10x10 spot. If the vendor needs more space an additional charge may apply. Vendors will receive a pre-assigned space prior to the first day of the market if they prepay for the entire market season. These paid spaces will be assigned on a first come, first-served basis. You are required to have a minimum of 40 pounds of weights (10lb per leg) attached to any canopy/cover/umbrella. **NO VENDOR MAY BEGIN SELLING UNTIL WEIGHTS ARE ATTACHED TO CANOPY/COVER/UMBRELA.**

If you are a permanent vendor (all Wednesday's) and will miss a market day, you must notify Market Manger Tammi Helka 217-918-0205 or Market Assistant Kris Brown 217-202-0618 in advance of the market day. **For the safety of our vendors and customers, vendors may not leave during the market hours unless an emergency.**

Signage

Vendors must have a sign with their name and location at their booth.

The following items are approved for sale at the Farmers' Market, and all must be in conformity with the Vermilion County Health Department and State of Illinois.

*Fresh fruits, vegetables

- *Flowers, plants, herbs
- *Baked goods, honey, cheese, meat, coffee, tea (**Food Permit Required**)
- *Handcrafted items, artwork, books, services

Unapproved items for sale at the Farmers' Market:

- *Alcohol
- *Guns and ammunition
- *Pets
- *Livestock
- *Wholesale goods including prepackaged drinks

Any additional questions regarding food permits can be addressed to the Vermilion County Health Department Food Sanitation Department.

Jana Messmore, Food Program Manager
(217) 431-2662 ext. 306
jmessmore@vchd.org

All of the approved items for sale at the Farmers' Market must be either home grown, home baked or handmade LOCALLY by a grower, crafter, artist, farmer or home-baker.

Booth materials are not provided. All vendors must supply their own tables and tents for set up. You will be provided a 10x10 spot unless prior arrangements are made through the director in charge of the Farmers' Market. No smoking is allowed in the market area. **At the end of market day your space must be left clean and free of trash and debris.**

We do not require license and insurance. However, you will need to fill out a "Hold Harmless Waiver" exempting the Village of Oakwood, and the Oakwood Public Library from liability.

Forms are provided in this packet and must be returned to the Oakwood Public Library prior to being approved as a vendor.