



An Annual Indian Boundary YMCA Event

## Downtown Downers Grove Market and Vendor Application 2011

Owners Name: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

\*Daytime Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*E-mail: \_\_\_\_\_

\*Must be completed

### Sales Tax Identification (Provide one of the following)

\_\_\_\_\_ State Tax ID

\_\_\_\_\_ Fed Tax ID

\_\_\_\_\_ Social Security Number **or** letter from the State of Illinois confirming this business is exempt from sales tax.

**Full description of the product(s) you will be selling. The market committee reserves the right to limit new product to reduce product abundance and vendor competition.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Space:** Each booth is 10 x 10. How many booths would you like to contract for? \_\_\_\_\_

**On-site vehicle parking is limited to just a few vendors, primarily those who need refrigeration or the fruits and vegetable vendors with a large inventory. If you feel you qualify, please share your requirements here.**

**Vehicle;** Van \_\_\_\_\_ Truck \_\_\_\_\_ Size (by feet) \_\_\_\_\_

**Request for Electricity** \_\_\_\_\_ **yes** \_\_\_\_\_ **no** *You will likely need your own extension cord. **There is a slight surcharge or \$2.00 per week for electricity.*** Electricity is needed for the following equipment

\_\_\_\_\_

**Anticipated Dates**---For planning purposes, please share with us your best guess for when you will sell at the market. This agreement does not lock you in. When you sign the final contract, you will commit to dates.

- \_\_\_\_\_ Saturday, May 7
- \_\_\_\_\_ Saturday, May 16
- \_\_\_\_\_ Saturday, May 21
- \_\_\_\_\_ Saturday, May 28
- \_\_\_\_\_ Saturday, June 4
- \_\_\_\_\_ Saturday, June 11
- \_\_\_\_\_ Saturday, June 18
- \_\_\_\_\_ Saturday, June 25---Please note due to Rotary Grovesfest, the market location is likely to change this week
- \_\_\_\_\_ Saturday, July 2
- \_\_\_\_\_ Saturday, July 9
- \_\_\_\_\_ Saturday, July 16
- \_\_\_\_\_ Saturday, July 23
- \_\_\_\_\_ Saturday, July 30
- \_\_\_\_\_ Saturday, August 6
- \_\_\_\_\_ Saturday, August 13
- \_\_\_\_\_ Saturday, August 20
- \_\_\_\_\_ Saturday, August 27
- \_\_\_\_\_ Saturday, September 3
- \_\_\_\_\_ Saturday, September 10
- \_\_\_\_\_ Saturday, September 17
- \_\_\_\_\_ Saturday, September 24
- \_\_\_\_\_ Saturday, October 1
- \_\_\_\_\_ Saturday, October 8
- \_\_\_\_\_ Saturday, October 15

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Just a reminder....Your application will be reviewed by the market committee. Your application alone is not a guarantee for acceptance into the market. The market committee will make the final determination of products to be sold.**

Please email to [marketintern@ymcachgo.org](mailto:marketintern@ymcachgo.org)

or mail to

Market

Indian Boundary YMCA

711 59<sup>th</sup> Street

Downers Grove, IL 60516

## Downtown Downers Grove Market

Thank you for your interest in our Downtown Downers Grove Market. The Indian Boundary YMCA has been conducting the Market with the Village of Downers Grove for more than 18 years. In the past few years, we have earned the reputation as one of the top markets in DuPage County.

### What's New?

The Market committee has been busy planning the 2011 season. This is a list of what is new this year.

1. We hope **to expand onto the pedestrian walk up area** on the south side of the station. Any potential vendors you can refer that might offer new and unique product are appreciated.
2. For the safety of our customers, **no vehicles are allowed into the market after 6:45 am., and no vehicles may enter/exit the market before 12:45 pm.**
3. Rotary Downers Grove Fest is negotiating with the village. **This event may require that we relocate to the YMCA the last Saturday in June.** We will keep you abreast of any changes.
4. We will offer 2010 rates in 2011. **There is no fee increase.**
5. The Lemon Tree grocery store is now open and condos continue to fill. These additions may increase Market attendance!
6. We will work to schedule themed weeks and more activity for market customers.
7. We are working on a Downtown Downers Grove market brochure, listing our market vendors. Advertising space will be available if you want to include an ad beyond your name, product, and contact information.
8. Rotary Grove Fest is scheduled for the weekend of June 24-26. It is highly likely that the market will relocate on the 25<sup>th</sup>.

### Application Instructions

1. Read the entire application. You will be required to sign the application indicating you agree, understand and are responsible for the content in the application.
2. Fill out application completely.
3. Sign and date application.
4. Make a copy of the application and keep for your records.
5. All food vendors must have proper certifications from the *DuPage County Department of Health*. Please contact Giordan Kaplan, 630-221-6113, [gkaplan@dupagehealth.org](mailto:gkaplan@dupagehealth.org) for any/all necessary applications and information. We will require proof of completed forms and payments made before set up is allowed.
6. All out of state vendors bringing in fruits, vegetables or plants of any kind must also contact *The Illinois Department of Agriculture* at (815)787-5476.
7. E-mail (or send) completed application by March 15, 2011 to Market Intern. Indian Boundary YMCA, 711 E. 59<sup>th</sup> Street, Downers Grove, IL 60516 or [marketintern@ymcachicago.org](mailto:marketintern@ymcachicago.org)

All applicants will receive an email acknowledgement of receipt of the application and eligibility status. Vendors that are deemed eligible for participation will receive written confirmation and a contract will be sent to you. Competition is encouraged and controlled at the discretion of The Downtown Downers Grove Market Committee. Please email [marketintern@ymcachicago.org](mailto:marketintern@ymcachicago.org) or [btaylor@ymcachicago.org](mailto:btaylor@ymcachicago.org), if you have any questions or concerns. If you do not receive a reply from your application within two weeks of mailing please call the YMCA at (630)929-2408.

**Proof of insurance must be submitted with the final vendor agreement--**Vendor agrees throughout the term to procure and maintain, at its expense, in companies reasonably acceptable to YMCA, the following types of insurance (i) public liability insurance with \$1,000,000/\$2,000,000 limits of liability, or an umbrella liability with a limit of not less than \$2,000,000; and (ii) workers' compensation insurance (if you have employees) at statutory amounts but in no event less than \$1,000,000 per accident or disease. **The YMCA of Metropolitan Chicago must be named as an additional insured:** Vendor shall furnish

to YMCA certificates evidencing such coverage, which certificates shall state that such insurance may not be materially reduced or materially changed without thirty (30) days prior written notice to Vendor and YMCA

## **Market Information**

**Dates:** Saturdays 7:00 a.m. until 12:30 p.m. May 7 through October 15.

**Location:** Downers Grove train station parking lot (South Lot) off Burlington Avenue.

**Water, Electricity, Toilets:** Electricity, although limited, is available. There is no access to water. Public toilets are available in the train station.

**Booth Requirements:** Vendors must provide their own tents and display tables. Vendors must furnish signage for their booths, listing at a minimum the Vendor's name (business), town and contact information.

**Booth Information:** A single booth or space is 10 feet wide by 10 feet deep. The boundary of the booth will be defined by the tent poles of the adjacent booth or by measured spaces provided by Market Committee. Vendors must keep all goods within the boundaries of such vendor's booth or designated spaces. **No goods or tables will be allowed to extend beyond the boundaries provided and agreed upon.** On certain occasions and with pre-approval from the Market Committee a vendor will be allowed to extend and display goods in front of their designated spaces.

**Time Commitment:** Space is available on a full time (19-24 weeks) or part time (individual dates/vendor missing more than six dates during a season) basis, Full time vendors will be given prime booth spaces, consistency spaces from week to week and incentive pricing. We will do our best to provide regular part time vendors with consistent spaces. Irregular vendors will be allowed space as space is available.

**Cancellation Policy:** Full and part time vendors are responsible for payment for all days Vendor commits to. **This includes rain dates and no-show dates.** Any changes in schedules must be received via email [marketintern@ymcachicago.org](mailto:marketintern@ymcachicago.org) by 5:00 p.m. Wednesday of the Saturday market. The YMCA does not offer refunds for cancelled or missed dates. Exceptions may be made in the event of documented emergencies.

**Vendor Eligibility.** The Indian Boundary YMCA welcomes applicants from all businesses that provide wholesome unused products that primarily are sold directly to market. Origin of produce must be clearly displayed during all market hours. Vendors who are unable to demonstrate or directly sell their product at market should not apply. The market is not to be used as a business expo, downline recruiting event, or home party lead generator. Applicants will be screened and selected based on product appropriateness, market density and past participation. Selected applicants must submit all requested information/documentation and payments to be considered for eligibility. All decisions regarding eligibility of a vendor for participation will be made solely at the discretion of the market committee and are not contestable by the vendor. All applicants will receive an email response stating such applicant's eligibility or ineligibility to participate in the Downtown Market and when appropriate, a confirmation for the market dates that the applicant has requested. Eligible vendors are responsible for all payments and confirmed dates as well as for the conduct of all persons working in such vendor's booth(s) and may not share or sublet such vendor's booth(s).

**Full Time Vendor:** A vendor that commits to attending the entire season (at least 19 of the 24 dates—paid in full). Full time vendors are required to pay either in full or in three installments and are eligible for incentive pricing (**\$20.00 per booth space**). Pending anything unforeseen, full time vendors will be designated the same spaces each week. **There is a \$2.00 surcharge per week for vendors using electricity.**

**Part Time Vendor:** A vendor that commits to 18 or fewer weeks is considered part time. Although we will do our best to provide consistency in booth location, the location may change from week to week. Part time vendors pay **\$22.00 per booth, per week if paid in full or \$25 per booth at the gate**. An installment option is also provided. There is a **\$2.00 surcharge per week for vendors using electricity.**

**Vendor Restrictions:** The Downtown Market Committee reserves the right to limit the number of booths rented to a vendor or to limit the participation of a vendor at its sole discretion, and such decision shall not be contested by the vendor. Vendors must be ready to sell at the opening time (7:00 a.m.) of the market and must maintain a presence in their booth until the ending time of the market (12:30 p.m.). **For the safety of our customers, no vendor may bring a vehicle into the market after 6:45 nor drive their vehicle out of the lot before 12:45.** Vendors will be banned from the market after the third event of arriving late or leaving early and will forfeit any payments made for the market. There is ample parking north of the railroad tracks. Parking is free for market vendors.

The Illinois State Sales Tax Number must be displayed prominently in any market stall from which goods are being sold. **Application for a State of Illinois Sales Tax Number may be obtained by contacting the Illinois Department of Revenue at 1 800-732-8866.**

**Cleanliness:** Delivery trucks and any other equipment used for transportation or display shall be kept clean at all times. No unwholesome or spoiled articles may be offered for sale. Prior to leaving the market, sellers must remove all waste and refuse from their market space.

**Enforcement of Rules:** All decisions regarding eligibility of a vendor for participation will be made solely at the discretion of the Indian Boundary YMCA market committee. All applicants will receive a written response stating such applicant's eligibility or ineligibility to participate in the Market and when appropriate, a confirmation for the market dates that the applicant has been booked.

Eligible vendors are responsible for all payments and confirmed dates as well as for the conduct of all persons working in such vendor's booth(s) and may not share or sublet such vendor's booth(s). A vendor who feels penalized may appeal the decision to the Executive Director of the Indian Boundary YMCA.

**Next Steps:** Once the application has been submitted, vendors will be notified regarding eligibility. At that time the YMCA will send a contract. A signed contract, confirmation of dates, **proof of insurance**, and any Department of Public Health licenses must be submitted at that time.