

FRESH LOCAL HARVEST  
**PEKIN**  
*Farmers Market*

March 4, 2022

Dear Potential Vendor,

I am excited to announce the Pekin Farmers Market is back for a second year at the **Pekin Park District Miller Center parking lot, located at 551 South 14th Street, Pekin** and overlooking Pekin's iconic Mineral Springs Park Pavilion and Lagoon. This central location attracted more people and provided ease of parking via the First United Methodist Church that is adjacent to Miller Center. Also in the event of inclement weather, the market will be moved indoors at the Miller Center, with consideration to any regulations due to COVID19. There will be proper signage directing traffic inside.

The Pekin Farmers Market Committee would like to invite you to be a vendor this 2022 season. We are excited to share the mission to make fresh produce and local goods available to residents of Pekin. Farmers Market coupons are distributed to seniors and low income families through Central Illinois Agency on Aging, and by providing a central location with a convenient day and time this allows Pekin residents to take advantage of buying fresh local goods.

**The 2022 Pekin Farmers Market will be held Thursdays 3:30 p.m. – 6:30 p.m. June 2<sup>nd</sup> – September 1<sup>st</sup> at the Pekin Park District Miller Center Parking Lot.**

Vendors that are interested in participating in the 2022 Pekin Farmers Market are encouraged to submit completed application and forms. The fee includes 18' x 18' (2 parking stalls) space is a \$125.00 for the entire market season (seasonal vendor) or \$20/week (weekly vendor or food cart). Seasonal vendors will be given the choice of vendor placement reserved throughout the season. See attached Pekin Farmers Market Application and Rules and Regulations for more details.

For more information about the 2022 Pekin Farmers Market, call or email Alisha Dault at 309-353-5812 / [adault@pekinparkdistrict.org](mailto:adault@pekinparkdistrict.org).

Sincerely,

*Alisha Dault*

**ALISHA DAULT-MA**  
Miller Center Administrator  
551 S. 14<sup>th</sup> Street  
Pekin, IL 61554  
Ph. (309) 346-5210  
Direct (309) 353-5812  
[adault@pekinparkdistrict.org](mailto:adault@pekinparkdistrict.org)





# 2022 Pekin Farmers Market Vendor Application

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

Owner / Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Illinois Business Tax Number (IBT#): \_\_\_\_\_

Products to be sold:

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

## VENDOR FEE:

**Weekly Vendor**  
**\$20 per week and is due a week in advance**  
*Please indicate below the dates you plan to attend:*

**Food Cart Vendor**  
**\$20 per week Space Limited – see Market Manager for details.**  
*Please indicate below the dates you prefer to attend:*

**Seasonal Vendor**  
**\$125 Full Season**  
**Includes reserved space**  
(\$8.93/week attending all 14 Thursdays)  
\*\*must attend at least 10 markets

- June 2
- June 9
- June 16
- June 23
- June 30

- July 7
- July 14
- July 21
- July 28

- August 4
- August 11
- August 18
- August 25

- September 1



# 2022 Pekin Farmers Market Rules & Regulations

## SCHEDULE:

The 2022 Pekin Farmers Market season is every Thursday, beginning June 2<sup>nd</sup> and ending September 1<sup>st</sup> from 3:30 p.m. – 6:30 p.m. (14 Thursdays)

## POTENTIAL VENDORS:

- Vendors who sell fruits, vegetables, herbs, flowers, plants, eggs, poultry, baked goods, approved jellies and jams produced by them within the State of Illinois.
- Cottage food operations will meet all requirements of Cottage Food Act and submit appropriate licenses/permits.
- Crafters - Items must be original works of art.
- Local small businesses are encouraged to apply and will be approved by the Market Manager.
- Food concession carts are allowed with limited space.

## 2022 MARKET FEES AND REGISTRATION:

- **Seasonal Vendor** = \$125.00 per season (must attend at least 10 Market dates), due by May 26, 2022; \$175.00 after May 26<sup>th</sup>.
- **Daily Vendor** = \$20.00 per day. Daily fees due one week before date of market.
- Fees are non-refundable. Rain date location inside Miller Center.

## CHECKLIST: Submit the following documents to:

**Pekin Park District Miller Center, 551 South 14th Street Pekin, IL 61554.**

Applications without required documentation and fees will not be accepted.

- Submit completed application**
- Signed Rules, Regulations, Liability Release and Indemnification Waiver. (back page)**
- All required state/county/local license or permits**
- Appropriate payments**
- Business Owners: please provide a copy of Certificate of Insurance listing Pekin Park District (1701 Court St Pekin IL, 61554) as an additional insured and waiver. (see Market Manager for any questions)**



## ASSIGNED PLACEMENT:

Placement may vary and will depend on attendance. Vendors who sign up for the entire season will be given preferential placement opportunities.

## GENERAL INFORMATION

### SET-UP and TAKE DOWN:

- A single vendor space is the size of two vehicle parking spaces or 18' x 18' (2 parking spaces). Spaces are assigned upon approval of the application. Market vendors that participate in the entire season will be given preferential placement opportunities.
- Vendors are responsible for providing their own tents, tent weights, tables, chairs, etc. A tent or canopy is recommended and must be properly anchored with weights (not stakes) each week. Everything brought to the site must also be taken away including but not limited to all trash generated, tents, chairs and vehicles. No permanent structures will be provided or allowed.
- Vendors may set up beginning at 2:30 p.m. and must be ready to go by 3:30. Take down may begin at 6:30 not before. Exceptions may be made in emergency situations or for drastic weather conditions at the discretion of the Market Manager.
- **WASTE DISPOSAL:** All vendors are responsible for removal and disposal of their own boxes and waste product, including old or damaged produce. Ready to eat food vendors must provide at least one trash receptacle and are responsible for taking that receptacle with them for disposal.
- Vendors will stay for the duration of the market, unless products are completely sold out.
- Displays must be neat and orderly and required signage visible.
- Products may not be sold out of the back/trunk of a vehicle
- **EARLY DEPARTURES:** Vendors are expected to participate each week until the stated closing time of 6:30 p.m. If a vendor is completely sold out of product, he/she may hand-carry supplies out of the Market area. No vehicles will be allowed in or out of the Market area during 3:30 p.m. – 6:30 p.m. Exceptions may be made in emergency situations or for drastic weather conditions at the discretion of the Market Manager.
- **WEATHER:** In the event of bad weather, the Pekin Farmers Market will be moved indoors at the Miller Center and include proper signage directing traffic.
- **PARKING:** Parking is available at the First United Methodist Church parking lot adjacent to the Miller Center parking lot.
- **SAMPLES:** Samples may not be provided unless strict compliance with local health department requirements are met.

**CODE OF CONDUCT:** Vendor behavior, personal appearance, and maintenance of sales area should reflect positively on the Market's overall appearance, quality and reputation. To support this obligation, vendors are expected to:

- Maintain safe, clean conditions in and around the sales area
- Maintain a professional and tidy personal appearance; shirts and shoes required
- Maintain cordial relations with customers, market staff, and other vendors
- No crying out, "hawking," or other aggressive sales techniques are allowed.
- Maintain clear access for pedestrian traffic
- No alcoholic beverages
- No smoking or vaping in and around sales area



### **TAXES, LICENSES, AND INSURANCE:**

Vendors are expected to familiarize themselves with local and state laws related to their business and are responsible for compliance including but not limited to laws related to health regulations, sales tax, and insurance.

Vendors are required to comply with Illinois and Tazewell County Sales Tax law and Tazewell County Public Health Department regulations governing the preparation, handling and presentation of food. It is the responsibility of every vendor to know if they are required to collect and remit Illinois Sales Tax.

### **CONTACT INFORMATION:**

Alisha Dault, MA, Miller Center Administrator and Market Manager  
551 South 14<sup>th</sup> Street  
Pekin, IL 61554  
Ph: 309-353-5812 Email: [adault@pekinparkdistrict.org](mailto:adault@pekinparkdistrict.org)



### **RESOURCES**

Please refer to the following websites regarding rules, licensing, state aid programs

- <http://www.tazewellhealth.org>
- <http://www.ci.pekin.il.us>
- <https://www.fns.usda.gov/snap/farmer-producer>
- <http://www.dhs.state.il.us/page>
- <http://www.idph.state.il.us>



**Pekin Farmers Market  
Pekin Park District Miller Center  
Pekin, Illinois  
2022 RELEASE & INDEMNIFICATION**

**LIABILITY WAIVER & RELEASE:** In consideration of the above-listed vendor’s participation in the 2022 Pekin Farmers Market, the vendor HEREBY EXPRESSLY WAIVES AND RELEASES any and all actions, causes of action, suits, demands, and claims of any nature, whether in law or equity, that vendor has or may in the future have against the Pekin Park District, its agents, public officers, officials or employees and authorized volunteers which are related to, result from, or are associated with the vendor’s participation in the 2022 Pekin Farmers Market and hereby assumes all risk of any damage or injury to person or property which may be sustained by reason of such participation.

**INDEMNIFICATION / HOLD HARMLESS:** The vendor HEREBY FURTHER AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS the Pekin Park District, its agents, public officials, officers, employees and authorized volunteers, from and against any and all actions, claims, damages, losses or expenses, including any attorney fees, legal expenses, and court costs, that directly or indirectly arise out of the vendor’s participation in the 2022 Pekin Farmers Market or the vendor’s activities or operations associated with the 2022 Pekin Farmers Market, including but not limited to claims for personal injury, disease or death, or damage to or destruction of property. Vendor has read and agrees to comply with Pekin Farmers Market Rules & Regulations. Vendor understands that the Pekin Farmers Market may deny participation. Vendor agrees that images taken during the Pekin Farmers Market may be used for future advertising, publication, social media etc.

**I hereby acknowledge that I have read, understand, and agree to the above Pekin Farmers Market Rules, Regulations, Liability Release and Indemnification Waiver.**

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**Signature**

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**Date**