



Joliet City Center Partnership

Two Rialto Square • 116 N. Chicago St. • Joliet, IL 60432-4232
815-774-6066 • www.jolietdowntown.com

Re: NEW & IMPROVED Downtown Joliet Farmers Market

Dear Prospective Farmers Market Participant,

We Need You!! Introducing the **NEW and IMPROVED Wednesday Night Farmers Market!** Joliet City Center Partnership is excited to announce new plans for 2016.

Our market, this year, will be held every Wednesday evening from 4:00 – 9:00PM on Chicago Street, between Jefferson and Van Buren Streets. The market will be held once a week from June 8 through September 21.

Please note: The market will not be held on Wednesday, September 14th.

“What makes 2016’s market new and improved?”

We intend to completely revamp our market and its resourcefulness; it is our hope to attract new vendors including local and regional growers and entrepreneurs, featuring not only locally grown food and value added food items, but also handmade crafts and products. To ensure that this standard is maintained, vendors will be subject to approval based on the products sold. We promise to work as hard as we can to grow this market each year to truly become the resource that it has the potential to be for our residents and visitors.

We will be showcasing and marketing this new and improved farmers market through multiple media platforms not limited to: social media, radio, print, and web, as well as coverage by Channel 6 (viewable via AT&T, Comcast and YouTube). This will bring exceptional exposure for your business!

In addition to increasing the standard of vendors at our market CCP will be working, in partnership with Chicago Street Pub, to schedule weekly live music entertainment and beverage options for our visitors - making our markets the place to be this summer! Family friendly attractions will include programs and entertainment promoting the importance of locally grown food, conservation and sustainability. Partnering with the We WILL Grow School and Community Garden Program, we will have opportunities for local community gardens to be featured at our market at our “Community Table”.

Please submit all vendor applications to Sarah Strickland at sarah.strickland@jolietdowntown.com, fax number: 815-723-6972 or mail:

Joliet City Center Partnership
Attn: Sarah Strickland
116 N. Chicago Street, Suite 101
Joliet, IL 60432

Sarah Strickland,
Marketing & Event Manager
Joliet City Center Partnership
815-774-6067



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2016 Farmers Market Vendor Application
PLEASE FILL OUT ALL FIELDS LEGIBLY!

General Information

Business Name: _____

Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Contact Person: _____ **Title:** _____

Business Phone: _____ **Cell Phone:** _____

Email Address: _____

Business Website: _____

All items for sale are subject to the approval of Joliet City Center Partnership. Please explain what items you will be selling: _____

*All items for sale must meet the pre-determined qualifications for items sold at the 2016 Farmers Market. (See Attached Rules & Regulations)

Grower/Producer Information

Site Where Food is Grown & Produced: _____

**All vendors must operate in compliance with the Will County Health Department, (www.willcountyhealth.org) and all applicable Illinois Departments of Public Health, (www.idph.state.il.us), Agriculture, (www.agr.state.il.us) and Revenue (www.revenue.state.il.us) rules and regulations. Updated technical information bulletins concerning sanitation guidelines for farmers' markets may be found at: www.agr.state.il.us.*

Are you authorized to accept the following?:

EBT Cards for SNAP: _____ FMNP for WIC & Seniors: _____

Certificate of Insurance Liability, Fees, and Payment

A Certificate of Liability Insurance naming **Joliet City Center Partnership LLC** and the **City of Joliet** is required of every Farmers Market vendor and must be received prior to the opening date of the Farmers Market.

COIs and full payment are required prior to the first market (June 8, 2016) or you will NOT be allowed to vend.

_____ 10' x 10' Space \$150.00

_____ Additional 10' x 10' Space \$100.00

Do you require electricity? If so, what will you be plugging in? _____

Payment must be made in the form of cash or check only. Checks can be made payable to Joliet City Center Partnership.

Please submit all paperwork and payment to:

**Joliet City Center Partnership
Attention: Sarah Strickland
116 N. Chicago Street, Suite 101
Joliet, IL 60432**

Fax: 815-723-6972

Email: sarah.strickland@jolietdowntown.com

Phone: 815-774-6067

Signature of vendor(s)

Date

Office Use Only: Amount Paid _____

Date _____

Check # _____



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2016 Downtown Joliet Farmers Market Overview

Mission Statement

Downtown Joliet's Farmers Market mission is to bring awareness to the importance of locally grown food, conservation and sustainability. It is our goal to make healthier food options available to our residents by gathering local growers and entrepreneurs for a weekly farmers market, Downtown Joliet. Through the Farmers Market, Joliet City Center Partnership will boost community pride while promoting our unique location in the heart of Joliet.

Goals of the Market

- Provide an outlet for local vendors/entrepreneurs to sell their locally grown/produced products and services.
- Provide an opportunity for local community gardens to thrive, making their products available to residents and visitors.
- Create a summer destination, Downtown Joliet, including weekly live entertainment.
- Engaging the community through entertainment with the purpose of conservation and sustainability.
- Boost awareness of Downtown Joliet, showcasing its businesses.

Items That May Be Sold

- Items permitted for sale include all varieties of locally grown produce, plants, flowers, trees or seedlings.
- Other value added products such as jams, jellies, salsas, sauces and oils etc.
- All baked goods must be homemade and labeled.
- All non-food items (crafts, soaps, etc.) must be the original work of the seller him/herself. No resale of non-food items is permitted at the Downtown Joliet Farmers Market.

Rules, Regulations and Guidelines for the Downtown Joliet Farmers Market

- Each individual or business must complete the application process and provide the required documentation, permits/licenses, and fees prior to the start of the market or he or she will not be permitted to participate.

- Vendors are allowed to set up their booths one (1) hour prior to the start of the market, and are to be in place, ready to sell, by 4:00PM.
- Vendors are to have their area cleaned up no later than 10:00PM.
- Each vendor must carry his/her own product and/or general liability insurance where applicable and should be prepared to present it upon request.
- Health Department permits/licenses must be obtained through the Will County Health Department if food items are being sold. You can reach the Will Co. Health Dept. at 815-727-8490.
- Final Approval for the selection of vendors is the sole decision of Joliet City Center Partnership staff.
- The format and layout of the market placement is created on a first come, first serve basis.
- No smoking is permitted in market booths.
- Vendors are required to provide their own lighting for their booth. As this is an evening market, we highly recommend this.
- Vendors must maintain their area in a neat and clean manner. The market area must be left clean and free of all trash and debris at the close of the market.
- All vendors are required to provide his/her own tents, tables and chairs, and are responsible for securing them as needed.
- Vendors are expected to attend each Wednesday that the Farmers Market is held. Vendors are not permitted to miss more than (2) markets per season.
- If you know you will be absent from a market, you MUST notify Joliet City Center Partnership 24 hours prior to your absence.
- The market will be held rain or shine.
- Last but most certainly not least, all vendors are required and expected to treat customers with courtesy and respect. No discrimination of any kind is permitted at the market.

Violations

The violation of any of the above Rules and Regulations, city or county ordinances, health codes, and state and federal laws will constitute a breach of contract with the Market and subject the vendor to the loss of any or all privileges. Serious violations which may threaten the health or safety of Market staff, Vendors or the public may result in immediate eviction from the Market. Violations deemed to be minor shall be addressed in the following manner: For a first offense a written warning shall be served to the appropriate vendor representative detailing the infraction and indicating the steps necessary to correct the problem. For a second or subsequent offense, or for failure to comply with the written warning following a previous offense or offenses, the CCP Event Manager may terminate the lease to occupy a space at the market. Vendors may request reinstatement of market privileges by submitting a written request to the Event Manager indicating how the situation resulting in termination has been corrected.

Disclaimer

Joliet City Center Partnership reserves the right to modify these rules and regulations at any time. CCP reserves the right to refuse the application of any vendor at any time, for any reason.

Agreement to Rules

Each vendor is responsible for reading and complying with the above written rules and regulations, if you have any questions please direct them to Sarah Strickland at sarah.strickland@jolietdowntown.com.

Thank You!

We would like to thank you for your commitment to the Downtown Joliet Farmers Market! This is going to be a *great* summer!



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RECEIPT OF AGREEMENT – 2016 DOWNTOWN JOLIET FARMERS MARKET

By signing the below line, I, (print name) _____ have read and agree to comply with all of the Downtown Joliet Farmers Market Rules & Regulations.

Signature

Date

Business/Organization

***Return this, signed, to Sarah Strickland at:**

Joliet City Center Partnership
Attention: Sarah Strickland
116 N. Chicago Street, Suite 101
Joliet, IL 60432

Fax: 815-723-6972

Email: sarah.strickland@jolietdowntown.com