



2021 River's Edge Farmers Market Food Truck Vendor Application

PARTICIPANT INFORMATION

Name: _____

Business Name (if applicable): _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Website: _____

Social Media: Facebook Instagram Twitter Other: _____

1. Preferred way to be contacted:

Cell	Home Phone	Email
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2. Will you be selling alcohol? Yes No

3. Please provide a description of the food and drink you will be selling. Food Trucks must obtain all necessary food service permits and licenses relating to production and/or marketing of their products from the State of Illinois and must supply a copy of all documents to the market manager by the first day of market attendance.

4. Are you interested in selling during the month of October? Yes No

5. Do you require electricity? If so, please explain your desired set-up:

6. What time do you expect to start setting up your vendor site?
(We understand not everyone will arrive at the same time and would like to position vendors by arrival time for ease of market flow.)

7. Are there any special preferences you desire? If so, please explain:
(We will do our best to accommodate.)

HOLD HARMLESS AGREEMENT

This agreement is made upon the express condition that the City of Oregon, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Vendor, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon the River’s Edge Farmers Market or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Vendor in connection herewith, and the Vendor hereby covenants and agrees to indemnify, defend, save and hold harmless the City of Oregon, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

I agree to the regulations provided to me and understand that violation of any of these regulations or City of Oregon policies may mean the immediate forfeiture of my privilege of exhibiting and/or selling my items and there will be no recourse against the City of Oregon. Further, I recognize the right of the city of Oregon and their designee to enforce these regulations and be the final arbitrator of any disputes or questions.

Booth assignments are the right of the market manager and may be changed at his/her discretion. Items must be at all times kept within the assigned booth space unless permission is given by the market manager. Booth space use and display must not create any hazard or safety risk. Exhibitors’ booth spaces and the immediate area around them must be kept clean and left clean following the end of the market. The market manager has the authority to adjust booths for the visual benefit of the entire market.

The City of Oregon has permission to use the name of the exhibitor and photos depicting items being sold for the purpose of promotion/advertising of the River’s Edge Farmers Market.

The undersigned participant has read and understands the attached 2021 River’s Edge Farmers Market Vendor Guidelines. Vendors who violate these rules will be required to vacate their space.

Please sign and date below and return printed pages 1-4 to Oregon City Hall or email your completed PDF application to farmersmarket@cityoforegon.org. You will be contacted once a decision has been made regarding your application.

Signature: _____ Date: _____

CALENDAR

Please circle the dates you can attend. With the limited number of space for food trucks, we cannot guarantee you will be able to attend all available days. Also, we understand that unexpected events can arise, so if changes need to be made, please notify the market manager at your earliest convenience. □ ALL DATES

Month	Date	Month	Date
June	3	August	*5
	10		12
	17		19
	*24		26
July	1	September	2
	8		9
	*15		16
	22		23
	29		30

Key:

(*) Live Music	(+) Fire Dept Activity (TBA)	(^) Shop w/a Cop (TBA)
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VENDOR GUIDELINES

1. Location of Market: Area alongside the river behind the Oregon Fire Station (100 W. Washington St.) Site for vendors to set up on is blacktop. (See pg 9)
2. Days/Time: The Market will be held on Thursday evenings from 5:00 - 7:30 p.m., June through September with the possibility of several October markets (weather depending). Vendors may not sell before 5:00 p.m. or after 7:30 p.m. Vendors must stay until the market closes, unless otherwise discussed with and approved by the market manager.
3. Set-Up: Participants may begin setting up no earlier than 4:00 p.m. Vendors will be given a number assignment to their site location. (See page 9)
4. Marketing/Advertising: All vendors participating in the River's Edge Farmers Market will be supported by the following media coverage. The market will have its own Facebook and Instagram pages, which will be populated with market information, vendor spotlights, special events and other engaging content; Vendors will be listed on the farmers market page on the [City of Oregon](#) website and the [Chamber of Commerce](#) website; Newspaper and radio advertisements and announcements will increase community awareness and drive attendees to the market; Banners and signs will be located throughout the city directing attendees to the location of the market. The market will be listed on the Illinois MarketMaker and IMFL.
5. Covid Guidelines: The City of Oregon will defer to whatever is presently in effect with OCHD following covid guidelines. We expect the market will follow all Covid guidelines as issued by the OCHD. The market will have hand sanitizer. Vendors are encouraged to use an impermeable barrier or a second table between vendors and customers, but it is not required. There must be 6ft space between each vendor. The market manager will mark each site to ensure required spacing. Signs will be posted at entry points that list public gathering guidelines.
6. Health Screening: Vendors are required to have a health screening before attending the first market date. Two options are available for the health screening: 1. Active screening done by the market manager, or 2. A self-assessment done on paper that is turned in to the market manager before the start of each market event. Both options ask a series of covid-related health questions. These screenings take less than a minute and should not impede with the vendors set up.
7. Etiquette: No vendor at the market shall attract attention to his own products by outcry or in a boisterous or annoying manner. No music shall be played by vendors.
8. Cleanliness: The vendor shall at all times keep their space clean and free of debris. All clean-up is the responsibility of the vendor. Waste receptacles will be provided by the city. All waste produced on site must be cleaned and removed by the end of the market. A three bin waste system will be used to collect landfill, mixed-recycling, and compost

materials. Please help the market promote the proper use of this waste collection as we try to reduce our environmental footprint.

9. Pets: Vendors are not permitted to have pets (except guide dogs) in the market area.
10. Potentially Hazardous Food: Any perishable food which is capable of supporting rapid, progressive growth of infectious or toxigenic microorganisms shall not be sold in the market.
11. SNAP/Link: There will be a booth set up for customers using Link to pay for market goods. The application is currently being processed. We will educate all vendors on how this system will work so it is seamless for the shoppers and vendors. Accepting this form of payment increases our local, regional, and tourist customer base.
12. Inclement Weather: The market will be open through all types of weather, unless it is deemed too dangerous to be outside. Please prepare in advance for different weather conditions, including heat, rain or wind.
13. Taxes: Each participant is responsible for reporting and paying all required taxes resulting from sales made at the market.

RESOURCES

Farmers Market City Webpage: <https://cityoforegon.org/rivers-edge-farmers-market/>

Facebook: <https://www.facebook.com/riversedgefarmersmarket>

Instagram: [@riversedgefarmersmarket](https://www.instagram.com/riversedgefarmersmarket)

Market Email: farmersmarket@cityoforegon.org

MARKET CONTACTS

Liz Hiemstra, Market Manager 815.499.0164 liz@librafarms.us	Melanie Cozzi, City of Oregon Commissioner 913.522.1379 commissionercozzi@gmail.com
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AERIAL VIEW OF MARKET SITE

