



2022 River's Edge Farmers Market Food Truck Vendor Application

PARTICIPANT INFORMATION

Name: _____

Business Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Website: _____

Select which social media platform your business uses to advertise:

- Facebook Instagram Other _____

Preferred way to be contacted (*check one*):

- Cell Phone Home Phone Email

PRODUCT INFORMATION

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.

Please provide your food truck dimensions and what side your hitch is located on your food truck. You will be given a site number. Upon arrival please locate your site number and park in the designated area.

Please note: Food trucks are required to run on a generator. Trucks are not allowed to run an engine during market hours.



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APPLICATION & FEE DEADLINES

Check the box for which season you are applying.

Cash or check (payable to City of Oregon) must be paid at City Hall - 115 N 3rd St Oregon, IL

- FULL SEASON** (June 2nd - Sept 29th)

Fee: \$75

Application Deadline: April 15, 2022

Payment Deadline: May 6, 2022

- INDIVIDUAL MARKET DAYS**

Fee: \$10 per day

If applying for multiple individual days, please use the following equation to find total payment.

_____ days x \$10 = _____

CALENDAR

Please check the dates you can attend. There is a limit of three food trucks per market date. The market strives to provide consistency, while promoting new or rotating vendors. With the limited number of spaces for food trucks, we cannot guarantee you will be able to attend all selected dates. The market manager will notify you of your schedule within two weeks of the submitted application.

(August 4th is the Ogle County Fair - No REFM)

June	<input type="checkbox"/> 3	<input type="checkbox"/> 9	<input type="checkbox"/> 16	<input type="checkbox"/> 23	<input type="checkbox"/> 30
July	<input type="checkbox"/> 7	<input type="checkbox"/> 14	<input type="checkbox"/> 21	<input type="checkbox"/> 28	X
August	<input type="checkbox"/> 4	<input type="checkbox"/> 11	<input type="checkbox"/> 18	<input type="checkbox"/> 25	X
September	<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> 15	<input type="checkbox"/> 22	<input type="checkbox"/> 29



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Please sign and date below and return printed pages 1-3 to Oregon City Hall or email your completed PDF application to farmersmarket@cityoforegon.org. If you are emailing your application you will need to follow these steps to submit: download and save the pdf, complete application and save, email the market manager and attach the pdf file.

A confirmation email will be sent within two weeks of submitting your application.

The undersigned participant has read and understands the attached 2022 River's Edge Farmers Market Vendor Guidelines. Vendors who violate these rules will be required to vacate their space.

SIGNATURE: _____

DATE: _____

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.

SIGNATURE: _____

DATE: _____



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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 5)
- 2. Days/Time:** The Market will be held on Thursday evenings from 5:00 - 7:30 p.m. June through September. 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. Market hours in September will be shortened to 5-6:30pm to accommodate the shortening hours of sunshine.
- 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 5)
- 4. Marketing/Advertising:** All vendors participating in the River's Edge Farmers Market will be supported by the following media coverage. The market has 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; 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.
- 6. 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.
- 7. 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.



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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

<p>Liz Hiemstra Market Manager 815.277.9229 farmersmarket@cityoforegon.org</p>	<p>Melanie Cozzi City of Oregon Commissioner 913.522.1379 commissionercozzi@gmail.com</p>
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AERIAL VIEW OF MARKET SITE

