



# 2024 River's Edge Farmers Market Vendor Guidelines & Application

## VENDOR GUIDELINES

**Location of Market:** 123 N. 2nd St., Oregon. The street is closed to through traffic during market hours.

**Days/Time:** Markets will be held on Thursday evenings from 5:00 - 7:30 p.m. June through August and 5:00 - 6:30 p.m. in the month of September (weather depending). Vendors may not sell before 5:00 p.m. or after the scheduled end of market. Vendors must stay until the market closes, unless otherwise discussed with and approved by the market manager.

### Set-Up:

- Vendors will be given a number assignment to their site location.
- Vendors with consistent attendance will be given priority in spot assignments.
- Each space will be 12' x 12' and clearly marked. **Please keep your set-up within booth boundaries.**
- Vendors may begin setting up no earlier than 3:30 p.m. You may pull up to your space to unload. Please keep unpacking timely to allow space for other vendors to unload. **Vehicles must be removed from the market area by 4:55 p.m.**
- Road closure barricades will be placed on either end of 2nd Street to accommodate a pedestrian friendly space. If you won't be able to be set up by the market start time, please make note on the application.
- 10' x 10' pop-up canopy tents are highly recommended to protect vendors and customers from sun and rain. Vendor spots are located on a blacktop surface and so **tents must be weighed down to keep from blowing away and potentially injuring market attendees.**

**Attendance:** Vendors are expected to attend the markets they have signed up for. While we recognize that situations may arise that prevent attendance, we ask that vendors notify a market manager as soon as they are aware of those situations. *After two no-call, no-show events, the vendor will be removed from the market lineup with no refund.*

**Products:** Products sold MUST be grown, prepared or made by the vendor. *Exception: Fresh produce may be bought and resold IF there is not another vendor growing and selling that product AND the produce is grown within 100 miles of Oregon, IL. This allowance will be made at the market manager's discretion and must be approved before any selling takes place.*

**Cleanliness:** The vendor shall 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.

**Pets:** Vendors are not permitted to have pets (except guide dogs) in the market area.

**SNAP/Link:** The market info booth will be set up to accept customers using Link to pay for qualifying market goods. Qualifying vendors will be given a special decal that will mark booths capable of accepting Link business. Link customers will pay with laminated River Bucks with the farmers market logo on it. River Bucks are turned into the market manager at the end of each market. The city clerk will mail out checks at the end of each month, if a \$50 minimum has been met. Accepting this form of payment increases our local and regional customer and tourist base.

**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. Market managers will notify vendors via text and email if the market is canceled due to weather.

**Non-Profit Participation:** Non-profit organizations may apply for an informational booth space. If approved, the vendor fee will be waived if the non-profit provides an activity for children (activities must be apolitical and non-religious in nature).

**Vendors who violate any rules listed above will be required to vacate their space.**

## RESOURCES

Food Cottage Guide: [Illinois Cottage Food Guide \(2022\)](#)

City Webpage: [cityoforegon.org/rivers-edge-farmers-market/](http://cityoforegon.org/rivers-edge-farmers-market/)

Facebook: [facebook.com/riversedgefarmersmarket](https://facebook.com/riversedgefarmersmarket)

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

Market Email: [riversedgefarmersmarket@gmail.com](mailto:riversedgefarmersmarket@gmail.com)

## MARKET CONTACTS

Liz Hiemstra Market Manager 815.277.9229 <a href="mailto:riversedgefarmersmarket@gmail.com">riversedgefarmersmarket@gmail.com</a>	Melanie Cozzi City of Oregon Council Member Market Manager 913.522.1379
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**THERE ARE 3 WAYS TO COMPLETE AND SUBMIT THIS APPLICATION**

1. To submit online, please click [HERE](#). You will be taken to a Google Form.
2. You may print or download this form, fill it out and email it to [riversedgefarmersmarket@gmail.com](mailto:riversedgefarmersmarket@gmail.com).
3. You may also print this form and drop it off or mail it to:  
 Oregon City Hall  
 115 N 3rd St.  
 Oregon, IL 61061

**DO NOT SUBMIT PAYMENT WITH YOUR APPLICATION.  
 If you are approved, payment instructions will be emailed to you.**

**APPLICATION & FEE DEADLINES**

Check the box for which session you are applying for.

<ul style="list-style-type: none"> <li>● <b>FULL SEASON</b> (June 6 - September 26)                      Fee: \$50            Application Deadline: April 30, 2024            Payment Deadline: May 14, 2024</li> </ul>
<ul style="list-style-type: none"> <li>● <b>FIRST SESSION</b> (June 6 - August 8)                                      Fee: \$30            Application Deadline: April 30, 2024            Payment Deadline: May 14, 2024</li> </ul>
<ul style="list-style-type: none"> <li>● <b>SECOND SESSION</b> (August 8 - September 26)                      Fee: \$30            Application Deadline: July 8, 2024            Payment Deadline: July 29, 2024</li> </ul>
<ul style="list-style-type: none"> <li>● <b>INDIVIDUAL MARKET DAYS</b>                      Fee: \$5/Day—Session Deadlines Still Apply</li> </ul>

**CALENDAR**

<b>JUNE</b>	● 6	● 13	● 20	● 27	
<b>JULY</b>	X	● 11	● 18	● 25	
<b>AUGUST</b>	X	● 8	● 15	● 22	● 29
<b>SEPTEMBER</b>	● 5	● 12	● 19	● 26	

**PARTICIPANT INFORMATION**

Name:

Business Name:

Address:

Phone:

Email:

Website:

**Select which social media platform your business uses to advertise and provide the links:**

Facebook.com/	Instagram.com/
Other:	

**1. Please provide descriptions of products you will be selling. Photos of products and set-up are appreciated and will be used for marketing purposes.**

**2. Do you require electricity? (Limited spots available. Vendors are responsible for providing their own extension cords.)**

**3. Special Notes:**

**Session Fees entitle vendors to the following:**

- A 12' x 12' space
- **Marketing/Advertising:** 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; 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.

**Please sign and date below and return printed pages 3-5 to Oregon City Hall or complete the online Google Form linked above.** If you are emailing your application follow these steps to submit: download and save the pdf, complete application and save, attach the pdf file and send email to the address provided above.

Decisions will be made and vendors contacted within two weeks of the session deadline. Once application is accepted and payment is processed, no refunds will be given after the payment deadline.

The undersigned participant has read and understands the attached 2024 River's Edge Farmers Market Vendor Guidelines. Vendors who violate these rules will be required to vacate their space. Market managers reserve the right to deny any vendor application if they feel the safety of the market will be at risk by allowing said vendor.

**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** \_\_\_\_\_