

FRANKFORT COUNTRY MARKET APPLICATION 2024



Returning Vendors: *Submit Application, Certificate of Insurance, Rules & Regulations Acceptance, ST-1 Form and Indemnification Certificate, and Payment*

First Time Applicants: *Submit Application Only for Review & Approval*

Hours: 9:00 AM to 1:00 PM

SPRING: April 21 - May 26

SUMMER: June 2 - August 25

(NO MARKET JULY 14 – BLUEGRASS FEST)

FALL: September 8 - October 27

(NO MARKET SEPTEMBER 1 – FALL FEST)

OFFICE USE ONLY:

SPRING: Yes or No Paid: _____ Date: _____	SUMMER: Yes or No Paid: _____ Date: _____	FALL: Yes or No Paid: _____ Date: _____
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DATE _____

ILLINOIS STATE SALES TAX NO. _____
(Attach 2023 IL State Tax Form ST-1 or ST-2)

CONTACT NAME _____ BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CELL PHONE: _____

EMAIL: _____ WEBSITE/Facebook _____

Location of land used for production (if applicable):

SEC. _____ TOWNSHIP _____ COUNTY _____ STATE _____

SEC. _____ TOWNSHIP _____ COUNTY _____ STATE _____

SEC. _____ TOWNSHIP _____ COUNTY _____ STATE _____

If renting, give name, address & phone number of landowner(s):

(Attach proof of land ownership/lease (as applicable))

LIST ALL ITEMS THAT YOU INTEND TO SELL DURING THE SEASON:

***Note:** Sellers are only allowed to sell items you grow, produce, and/or make yourself. If an item is not listed, you may NOT sell it unless you amend your application. Listing a product is not authorization to sell. Products must be approved. **No product additions during market season without prior approval.**

2024 MARKET PARTICIPATION FEES

Prepared Food & Producer:

Spring Market runs 6 weeks from April 21 through May 26

- Yes**, I would like to participate in the SPRING market at \$175 for a single space (10 x 10 space): \$175.00
- Yes**, I would like additional space at \$175 for each additional 10 x 10 space requested _____ # of spaces x \$175 each= \$ _____
- Yes**, I require electricity for the SPRING market (**one outlet**) \$ No Charge
- (Please indicate for what purpose – be specific; include amps
(i.e., refrigerator, freezer, cash register, etc.) _____)
- Yes**, I would like additional electrical outlet at \$25 for each additional outlet requested _____ # of outlets x \$25 each= \$ _____
- TOTAL SPRING MARKET FEE:** \$ _____

Summer Market runs 12 weeks from June 2 through August 25 (NO MARKET ON JULY 14)

- Yes**, I would like to participate in the SUMMER market at \$375 for a single space (10 x 10 space): \$375.00
- Yes**, I would like additional space at \$375 for each additional 10 x 10 space requested _____ # of spaces x \$375 each= \$ _____
- Yes**, I require electricity for the SUMMER market (**one outlet**) \$ No Charge
- (Please indicate for what purpose – be specific; include amps
(i.e., refrigerator, freezer, cash register, etc.) _____)
- Yes**, I would like additional electrical outlet at \$25 for each additional outlet requested _____ # of outlets x \$25 each= \$ _____
- TOTAL SUMMER MARKET FEE:** \$ _____

Fall Market runs 8 weeks from September 8 through October 27 (NO MARKET SEPTEMBER 1)

- Yes**, I would like to participate in the FALL market at \$175 for a single space (10 x 10 space): \$175.00
- Yes**, I would like additional space at \$175 for each additional 10 x 10 space requested _____ # of spaces x \$175 each= \$ _____
- Yes**, I require electricity for the FALL market (**one outlet**) \$ No Charge
- (Please indicate for what purpose – be specific; include amps
(i.e., refrigerator, freezer, cash register, etc.) _____)
- Yes**, I would like additional electrical outlet at \$25 for each additional outlet requested _____ # of outlets x \$25 each= \$ _____
- TOTAL FALL MARKET FEE:** \$ _____

GRAND TOTAL 2024 FEE: \$ _____

Vendor Signature: _____

PLEASE NOTE: **Returning Vendors:** Total participation fee, application, certificate of insurance, rules and regulations acceptance form, sales tax form(s), proof of land ownership/lease and indemnification certification are due with the submission of the application.

DEADLINE FOR RETURNING VENDORS: JANUARY 31, 2024

Make Check Payable to: Village of Frankfort

Mail check, application, certificate of insurance, rules and regulations acceptance form, and indemnification certificate to:

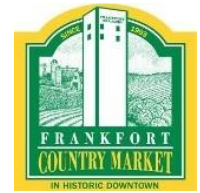
Village of Frankfort
Attn: Sue Lynchey (slynchey@frankfortil.org)
432 W. Nebraska
Frankfort, IL 60423
Phone: 815-469-2177
Fax # 815-469-7999

Office Use Only:

Date Rec'd.: _____

Info Complete: Yes No

Date Approved: _____



FRANKFORT COUNTRY MARKET RULES AND REGULATIONS

ELIGIBILITY TO SELL

To participate in the Frankfort Country Market, repeat sellers must submit a completed application, insurance certificate, rules and regulations acceptance form, indemnification certificate and full payment as specified on the market application. New sellers should submit a completed application only until approved by the market committee.

Returning Vendors: Application, insurance certificate, rules and regulations acceptance form, indemnification certificate and total fee are all due no later than January 31, 2024 (no exceptions).

Prepared Food & Producers

A Prepared Food & Producer seller is any person offering for sale articles of human consumption, such as fruits or their juices, vegetables, edible grains, nuts and berries and apiary products or non-edible articles such as cut or potted flowers, articles which have been raised, prepared, or manufactured by the seller, members of his/her family or by persons in his/her employment. A producer must allow the Market Manager to inspect his/her farm, have all permits, licenses, and insurance policies necessary to operate his/her business and provide copies to the Market Manager upon request. Farm inspections will be made during the growing season by the Market Manager as necessary.

Vendors

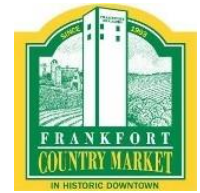
A **Vendor** is any person offering for sale articles that are **NOT** prepared food or plants as described in the category for Prepared Food & Producer. Examples include but are not limited to pet products, handmade garments, and landscaping accessories.

SELLING REGULATIONS

1. The collection of Illinois State Sales Tax is the responsibility of the seller. For more information call 1-800-732-8866. Village of Frankfort sales tax rate is 8%/1.75%. **Proof of sales tax payment (IL State Tax form ST-1 or ST-2)—2023 forms must be attached to application.**
2. All sellers must provide a **certificate of insurance naming the Village of Frankfort (including their address) as additional insured for coverage of \$1 million per occurrence and \$2 million aggregate coverage for general liability.** This is not the same as "certificate holder." The following statement must be included in remarks section of certification, "Village of Frankfort is an additional insured."
3. Vehicles will not be allowed to remain in the market without prior approval by the Market Manager. **Sellers with trailers must submit appropriate application fee for parking needs. (i.e., if your truck and/or trailer together are 25 feet long, you will owe for three (3) spaces).**
4. The seller's market space is non-transferable. All sellers will be assigned to market space by the Market Manager. Seller relocation may be approved at the discretion of the Market Manager. The Market Manager reserves the right to assign and change market space assignments.
5. A general listing of all products and specialty items must be submitted to the Market Manager *prior* to market for his/her review. The Market Manager has the authority to stop the sale of items that he or she alone determines do not meet the guidelines of the market.
6. Per village ordinance, no business entity or person shall cause or engage in the business or activity of a peddler, solicitor, or canvasser within the village without obtaining a license. Furthermore, the village will not issue a temporary business license for you to conduct business outside of the Village of Frankfort Country Market footprint. Selling or promoting of your products is not authorized within the village unless it is on a regularly scheduled market Sunday between the hours of 9 AM and 1 PM from your assigned booth location. Failure to comply will result in suspension from the market
7. No vendor refunds.

SELLER DISPLAY

1. The State of Illinois requires vendors to post their name and contact information. Signage/banners cannot exceed the following: **Banner:** 3' x 10'; **Signage:** One sign only listing product and pricing size not to exceed 4' x 8'. The Market Manager must approve signs.
2. No A-Frame signs allowed; no pennants or flags allowed.



FRANKFORT COUNTRY MARKET RULES AND REGULATIONS

3. No seller shall attract attention to his goods by hawking or “crying out”.
4. Prices of all items must be clearly marked and in full view of the customers.
5. Only organic growers may display a sign using the word **organic**.
6. Sellers must furnish their own display tables, chairs, drop clothes, display arrangements, weights for tents, and rain protection as they will not be supplied by the market. The market is open-air, no shelter is provided.
7. Delivery trucks and all other equipment used for transportation and display shall be always kept clean with adequate protection against contamination to products.
8. For safety reasons, all tents must be tied down immediately upon set up. Weights must be 20-25 pounds each if not tied to your vehicle. A \$25 fine may be assessed for non-compliance as determined by the Market Manager.
9. Sellers are not allowed to have individual picnic tables, umbrellas, etc. for seating.
10. The Frankfort Country Market is a **smoke-free and alcohol-free environment**; vendors included.
11. No radios or stereos are allowed during the market hours other than the music provided by the market.

PRODUCE & PLANT SELLING REGULATIONS

1. Sellers may only sell fresh vegetables, fresh fruit, baked goods, plants, and/or prepared foods that are grown or made by the seller. No buying/reselling of fresh vegetables, fresh fruit, baked goods, plants, and/or prepared foods is allowed.
2. Fresh produce may be sold by the piece, or by weight on a scale that is legal for trade and bears a current seal. The face of the scale must be visible to the buyer. Scales used in prepackaging are not subject to state testing; however, produce so packed is subject to inspection to verify the accuracy of the claimed weight. Most produce is sold in volume containers or by the count. When produce is pre-cut and wrapped, a label must be applied to the package to clearly indicate the complete business name and address of the packer or distributor. The label on prepackaged produce sold by weight must also show the commodity name, net weight, price per pound, total price and, if packed other than on the premises, the business name and address.
 - a. All fresh berries, cherries. Currants and other small fruit may be sold, if in the bulk, in standard-sized containers such as quarts, pints, standard dry measure, etc. The fruit must be uniform in size or sold by the numerical count.
 - b. Melon may be sold by the count.
 - c. Corn may be sold by the half dozen or multiples.
 - d. Root crops may be sold by the piece or by the bunch.
3. The source for all bulk products such as dried fruits, edible grains, dried herbs, nuts, and seeds must be identified and displayed.
4. It is recommended that any perishable items such as fresh fruit juice, cider, sprouts, etc., must be kept at a temperature of 40° F or below in a container that is approved by the Will County Health Department.
5. Product “dumping” below fair market value is prohibited except when the product is identified to purchaser as being of inferior quality.
6. No unwholesome or spoiled articles may be offered for sale such as cracked melons, overripe tomatoes, worm infested corn, etc.
7. Certified organic growers must display certification.
8. All food must be stored at least 6 inches off the ground.
9. All baked foods and on-site prepared food sellers must have acquired all necessary licenses and permits prior to the market season and furnish copies to the Market Manager before entrance to the market as a seller. All sellers must follow all Will County Health Department rules.



FRANKFORT COUNTRY MARKET RULES AND REGULATIONS

10. The sale of fish, eggs, or dairy products shall be permitted if the seller follows all state laws and/or Will County Health Department rules and regulations covering such products sold at the market.
11. Sellers who sell items for human consumption must pass inspection and have an appropriate permit from the Will County Health Inspector prior to selling at the market.

CLEANUP REGULATIONS

Sellers' sales and display area must be kept free and clear of unsightly and dangerous debris. **Sellers must remove all waste and refuse from their spaces and market areas before leaving for the day.** Garbage cans are for market shoppers only. Sellers must remove all glass items, crates, boxes, and miscellaneous garbage at the end of the day. Any garbage remaining must be in a heavy duty, tied bag and left by vendor garbage cans. Failure to comply with proper garbage disposal/removal/cleanup will lead to a \$25 fine per occurrence or suspension from the market as determined by the Market Manager. An additional fee may be charged by the Village of Frankfort if the Public Works Department is required.

TIMES & HOURS OF OPERATION

Market season: The Frankfort Country Market is held on Sundays from **April** through **October** except for the weekends of Bluegrass Festival and Frankfort Fall Fest (Labor Day). The schedule is set annually.

Market Hours: The market will operate from **9:00 AM to 1:00 PM** for all three seasons: spring, summer, and fall.

Market Location: The market is in historic downtown Frankfort.

Market Set Up: Sellers may set up as early as 7:00 AM, but no later than 30 minutes prior to opening of the market. Failure to do so may lead to a \$25 fine per occurrence or expulsion as determined by the Market Manager. **Except for emergencies, no vendor will be allowed to enter the market after designated arrival or at the discretion of the Market Manager.**

Market Tear Down: Sellers should not pack up or begin tearing down no earlier than 15 minutes prior to the close of the market. Tents should remain up until the close of market. **Sellers are not allowed to leave the market early except in the case of an emergency or unless approved by Market Manager.** Failure to comply may lead to a \$25 fine per occurrence or expulsion as determined by the Market Manager.

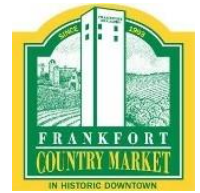
NOTIFICATION OF ABSENCE

Sellers must submit to the Market Manager, in advance, any dates they know they will be absent from the market. In case of absence, a courtesy call **must** be made to the Market Manager no later than 30 minutes prior to the market opening. A maximum of three (3) absences is allowed in a market season (excluding emergencies). Non-compliance will lead to fines and/or suspension from the market. Sue Lynchey (708) 692-1792 and Kevin DelGrosso (708) 701-1779 from the Village of Frankfort are the on-site Market Managers.

MARKET WEATHER AND CANCELLATION POLICY

We expect the Frankfort Country Market to happen rain or shine. However, the safety of our vendors and attendees is our primary concern. The event may be delayed or canceled due to any one of the following: *high winds, tornado warning, tornado watch, thunderstorm, lightning, or any other extreme weather or safety condition.* The decision to either delay or cancel the market will be made by Market Manager. Vendors will be notified via email before 9 AM in the event severe weather is in the forecast. If severe weather is imminent during market hours, the Market Manager will instruct vendors to pack up and leave. Failure to comply may result in removal from future market dates.

The Village of Frankfort reserves the right to close the Country Market at any time for the safety of vendors and shoppers. The Village of Frankfort will not be held responsible for any loss or expense incurred because of a market cancellation or weather/safety emergency. No refunds will be provided.



FRANKFORT COUNTRY MARKET RULES AND REGULATIONS

VENDOR PARKING

All vendors must park in one of the public parking lots designated in the downtown district. Street parking is allocated for downtown Frankfort businesses and their customers.

ENFORCEMENT OF MARKET RULES

Sellers must always conform to the Market Rules.

The Market Manager will be the enforcement officer and he or she has the authority to fine, move or suspend vendors.

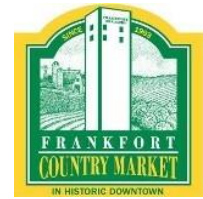
The Village of Frankfort reserves the right to adjust the market rules and regulations as needed to better serve the buying public and maintain fair competition among sellers. All sellers will promptly be notified of any such changes.

By signing below, I acknowledge that I have read and agree to the rules and regulations outlined above. A copy of these rules will be given to the employee(s) staffing my booth during the 2024 Country Market season.

Signature: _____

Date: _____

(Read, sign, and return this last page of the market rules as part of the application process.)



FRANKFORT COUNTRY MARKET INDEMNIFICATION AND HOLD-HARMLESS/ INSURANCE CERTIFICATION

The undersigned, for himself and, if different, for the person or organization on whose behalf this application is submitted, hereby covenants to indemnify the Village of Frankfort and its residents, volunteers and employees, and assigns; and to hold them harmless from any liability for any personal injury or property damage arising in connection with any occurrence arising out of the use of the premises pursuant to this application, and any liability for any contractually or quasi-contractual obligations to third parties in connection with the activity, event, use or occurrence.

Applicant certifies, under penalties of perjury, that all of the information set forth in this application for permit is true and complete to the best of his/her belief. Applicant further agrees to perform all obligations, which may be annexed hereto.

I certify that I have read the terms and conditions governing the Frankfort Country Market as herein stated and agree to abide by them.

PRINTED NAME

SIGNATURE

DATE

LIABILITY INSURANCE CERTIFICATION

I hereby acknowledge the fact that I/we have the proper liability insurance coverage necessary to cover me/us at Frankfort Country Market. A copy of proof of insurance naming the Village of Frankfort as additional insured for the amount of \$1 million coverage per occurrence and \$2 million aggregate coverage for general liability is being sent to the Village of Frankfort by my insurance company.

PLEASE PRINT

Insurer: _____

Agent: _____ Phone: _____

Address: _____ City/State/Zip: _____

Amount of liability coverage: _____

I hereby certify the above to be true and that the policy is in good standing and will remain in good standing as long as I participate in the Frankfort Country Market.

Signature: _____ Date: _____

Please complete the entire application.