Lombard Farmers Market Application



We are very excited about the 2023 Farmers Market. The Lombard Area Chamber of Commerce will sponsor the Lombard Farmers Market beginning Tuesday, May 23rd through Tuesday, October 17th, 2023. This year the market season will be in operation for 22 weeks and held at 20 E. St. Charles Road.

The Farmers Market will be held every Tuesday during the hours of 2:00 p.m.- 7:00 p.m. from May – October.

1. PLEASE RETURN THE ENCLOSED APPLICATION FORM PROMPTLY TO ASSURE THAT YOU ARE CONSIDERED FOR PARTICIPATION. MARKET SPACE IS LIMITED. Participants will be notified by e-mail. Applying to the Market does not guarantee a space.
2. All Applicants are reviewed by event management.
3. Application fee for consideration: $25.00 (Non-Refundable)

2023 Farmers Market Permit Fees

Seasonal rate (22 weeks)
1 Booth Space 10' x 10'
$200

Double booth space 20' x 10'
$400

SPONSORSHIPS:
Weekly Sponsor: Includes social media advertising, opportunity for a vendor table on week of sponsorship, promotion throughout the event
$300 Member $550 Non-member*

Presenting Sponsor: Includes 3 email blasts, recognition on website event page, signage and promotion at event, opportunity for vendor table at event every week.
$2000 Member $2250 Non-member*

There will be a 3% credit card processing fee for all vendor registrations and sponsorships paid by credit card

All vendors must provide a website address showcasing the products they will be selling with the application. If no website is available, photos will be accepted.

If you have any questions, please contact the Chamber office at 630-627-5040 or e-mail Melissa@lombardchamber.com

Melissa Infusino
President & CEO
Lombard Area Chamber of Commerce

*includes a 1 year membership in the Lombard Area Chamber of Commerce

LOMBARD
CHAMBER of COMMERCE

Lombard Area Chamber of Commerce
Full Farmers Market Application
Tuesday, May 23, 2023 – Tuesday, October 17, 2023
Consumables ONLY

Name: _____

Business Name: _____

Mailing Address: _____
City: _____ State: _____ Zip: _____

Website: _____

Illinois State Sales Tax Number: _____

Location of property of where crops are grown: _____

List all products you anticipate selling ***pending*** approval: _____

*****Applying to the Lombard Market does not Guarantee a space*****

Application Fee: Enclosed $25.00 (non-refundable)

VISA/MASTERCARD/AMEX ACCEPTED, there will be a 3% processing fee for all credit card payments

Business: _____ Name on Card: _____

Credit Card # _____ Exp: _____

Code: _____ Amount Charged: _____

Credit Card Address (billing address of cardholder):

Submit application & payment to: Lombard Area Chamber of Commerce
10 Lilac Lane, Lombard, IL 60148
Phone: 630-627-5040
Email: Melissa@lombardchamber.com

Affidavit: I agree to abide by the rules of the Lombard Area Chamber of Commerce Farmers Market and the decisions of its Market Manager. I accept responsibility for all activities conducted by myself and by co-workers and employees. I agree to hold the Lombard Area Chamber of Commerce and the Village of Lombard harmless and to indemnify the Lombard Area Chamber of Commerce and the Village of Lombard for any and all claims arising from these activities.

Signature Date

LOMBARD
CHAMBER of COMMERCE

LOMBARD AREA CHAMBER OF COMMERCE FARMERS MARKET
RULES AND REGULATIONS

TIME AND HOURS OF OPERATION

The Market will operate 22 Tuesdays. Hours will be from 2:00 p.m. to 7:00 p.m. RAIN OR SHINE. Producers may be in place by 1 p.m., but are required to be set-up by 1:45 p.m. **Remember, it is mandatory that all vendors remain on site through closing time of market (7:00 p.m.)**

LOCATION OF THE LOMBARD CHAMBER OF COMMERCE FARMERS MARKET

The Farmers Market will be at 20 E. St. Charles Road

DISPLAYING AND SELLING GOODS

Producers must furnish their own tables, chairs, and other display arrangements within their booth space. In case of rain, producers must furnish their own protection, as the market is an open parking area. All equipment for display shall be kept clean at all times, with adequate protection against contamination.

All tents must conform to Village tent rules.

All Farmers/Vendors must have required Farmers Market Permit from the DuPage County Health Department.

ENFORCEMENT OF THE RULES

Occupants of spaces at this market must at all times conform to the Lombard Area Chamber of Commerce Farmers Market rules. The Market Manager has full authority to enforce the rules and regulations of the Lombard Farmers Market. All tents must follow Village requirements.

PROCEDURES FOR SPACE RENTAL

ALL PARTICIPANTS MUST HAVE AN APPROVED APPLICATION AND MUST HAVE PAID THE APPROPRIATE FEES.

1. Applications may be obtained from the Lombard Area Chamber of Commerce
2. Producers must have an Illinois Sales Tax number, (information can be obtained from the Illinois Department of Revenue, 160 North LaSalle Street, IL 60601). The Sales Tax number Certificate must be shown to the Market Manager on the first day of participation.

Space will be rented upon the receipt of the appropriate fees and Sales Tax Number. Spaces will be the width of (10 x 10). No more than 3 market spaces will be rented to one permit holder.

-Season permits: Season permits are not transferable without Lombard Area Chamber of Commerce approval. A season permit holder is assured of a permanent space on the same site at the Farmers Market for the entire season. Season Permits will be $200.

SELLING REGULATIONS

Products sold by weight must comply with standards for weight of the State of Illinois. All Labels must comply with the State standard of labeling. No unwholesome food or spoiled articles may be offered for sale. Producers are expected to man their spaces at all times. Producers must conduct themselves with courtesy and good manners.

CLEAN UP REGULATIONS-If you do not follow this you will be fined $25/incident.

All producers must supply their own equipment to remove waste and refuse in their area. This refuse must be taken home. Each area must be cleaned by the user before departure.

LOMBARD AREA CHAMBER OF COMMERCE FARMERS MARKET
RULES AND REGULATIONS

1)The Market Manager has full authority to enforce all rules and regulations

2) All space renters must have the following upon entering the market:
-Applications accepted and on file with the Chamber of Commerce
-Illinois State Sales Tax number proof
-Signed vendor participation agreement form
-Provide proof of insurance

3) Market Hours: The Market operates from 2:00 p.m. to 7:00 p.m. Sellers must be set up by 1:45 p.m. latest and remain on site through closing time of the market (7:00 p.m.) A $25 fine will be assessed per occurrence or expulsion as determined by the Market Manager (Fee must be paid before returning following week)

4) Notification of Absence: Sellers are expected to be in attendance for ALL Market Days. If Vendor cannot attend due to emergency reasons, ALL Vendors MUST give the Chamber Office a 24 hour notice. A maximum of 3 absences is allowed in a market season (excluding emergencies). Any more missed days may face a possible fine, suspension, or eviction from the market.

5) Absolutely no pets or animals shall be allowed in the market.

6) Your equipment and area must be kept clean at all times.

7) All refuse must be taken with the vendor at the end of a market day and the area "broom clean". DO NOT USE Village containers for any refuse.

8) All labels must comply with the State Standards for Labeling. **Sales of packaged items must include name, source, weight, and ingredients either on product or a place to view; binder, poster, etc.**

9) No unwholesome or spoiled food may be offered for sale

10) Must stay in booth at all time. No hawking (approaching customers) will be permitted. Marking signage must be within the 10' x 10' space.

11) All producers will man their spaces at all times and conduct themselves courteously.

12) Each seller is **required** by law to pay IL State Sales Sax, payable and collected by the Illinois Department of Revenue.

13) All vendors must have the signed vendor participation agreement form on file at the Chamber office.

14) No modifications to original product list provided by the vendor to Chamber

15) Provide proof of insurance

16) Must provide DuPage County Farmers Market Permit as required by County

17) Market management has the right to make necessary booth adjustments as needed and will notify vendors accordingly.

LOMBARD AREA CHAMBER OF COMMERCE FARMERS MARKET
RULES AND REGULATIONS

Temporary Tents Under 400 Square Feet

1. Tents installed as part of the outside seating must be weighted down to withstand the wind load. See manufacturer's listing. Note: All tents not able to withstand our maximum wind speed for our areas per the Building Code of 105 MPH (require 15 LBS per square foot of tent), would need to come down when winds exceed 30 MPH. All temporary tents under 400 square feet need to be weighted to withstand at least the 30 MPH wind speed.
Example: A 10' x 10' tent needs to have 2 LBS per square foot, so 10 x 10 = 100 square feet x 2 LBS = 200 LBS for a 10' x 10' tent. These are general guidelines, so each tent manufacturer's listing should be used.
2. Method used to secure tent to the ground. If the tent is being staked, provide a staking diagram from the manufacturer. If it is going to be secured by a heavy weight (such as a filled barrel of water), provide details and specifications.
3. The tent must be no closer than 10' from any other structure on the lot.
4. Tents required to have a minimum of one foot of candle lighting either through natural light or artificial. If electricity is to be added to any tent, it is to be from GFI (ground fault interrupter) type electric outlet. Cords to be protected/covered with approved cord protectors at walkways, etc. If a generator is used it must be 10 feet away from the tent, generator exhaust pointed away from tent, and fuel can storage away from generator and tent.
Note: No tent can be powered from electric in the public right of way (no plugging into tree vaults, etc.).
5. No propane heaters to be used inside any tent. Only approved electric heaters plugged into a GFI electric outlet with cords protected from physical damage can be used, or approved tent heaters that are placed outside the tent and blow air into the tent (the use of tent heaters will require an inspection by the Lombard Fire Prevention Bureau).
6. No Smoking signs shall be visibly posted.

Temporary Tents Over 400 Square Feet

1. Tents over 400 square feet shall meet all provisions of the International Fire Code (must have fire retardant certificate installed, two exits minimum, must meet the 15 LBS per square foot of tent weighting requirements or according to ten manufacturer's listing, etc.).
2. Copy of certificate of flame proofing for tent(s).
3. Provide portable fire extinguishers to be mounted on mast or stay poles, visible for use, for each 2,500 square feet of floor space.
4. No propane heaters to be used inside any tent. Only approved electric heaters plugged into a GFI electric outlet with cords protected from physical damage can be used, or approved tent heaters that are placed outside the tent and blow air into the tent (the use of tent heaters will require an inspection by the Lombard Fire Prevention Bureau).
5. No Smoking signs shall be visibly posted.

Lombard Area Chamber of Commerce
Participation Agreement Form
Farmers Market Vendor

I have read the rules and regulations and I agree to abide by the rules of the Lombard Area Chamber of Commerce Farmers Market and the decisions of its Market Manager and Committee. I declare that my products are fit for human consumption and use. I accept responsibility for all activities conducted by myself and by co-workers and employees. I agree to hold the Lombard Area Chamber of Commerce and the Village of Lombard harmless and to indemnify the Lombard Area Chamber of Commerce and the Village of Lombard for any and all claims arising from these activities. I agree not to modify my original product list and understand that the chamber has final approval.

Name _____

Business Name_____

Signature_____

Date_____

Form must be signed and dated for event participation

LOMBARD
CHAMBER of COMMERCE