



2020 Dixon Haymarket Square Vendor Application

Wednesday, June 3 through Saturday Oct 31

PILOT PROGRAM FOR 2020

NO Vendor Fee

Market days Wednesday and Saturday from June to October

PRINT CLEARLY First/Last/Name

Business Name

Street Address/Apt #

City/State/Zip

Home Phone (_ _ _) _ _ _ - _ _ _ _ Cell Phone(_ _ _) _ _ _ - _ _ _ _

Vendor E-Mail and/or website

What are you selling? Check all that apply:

- | | | | |
|---|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Fresh Produce | <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Honey/Jam/Jelly | <input type="checkbox"/> Meat/Poultry |
| <input type="checkbox"/> Plants/Flowers/Herbs | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Linens/Textiles | <input type="checkbox"/> Other |

Do you need electricity? Yes _____ No _____

Vendors with trailers: Please describe space requirements for your trailer. Must you remain on pavement or can you be parked on grass? Must your vehicle remain with your trailer?

Applications will be accepted beginning in May and until the market is filled.

Disclaimer PLEASE READ CAREFULLY

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The undersigned hereby forever discharges, holds harmless and releases the Dixon Park District, its agents, beneficiaries, employees and/or volunteers from any and all manner of action, claims, damages and/or suits, whatsoever arising out of any damage and/or loss to person and/or property of the undersigned while participating in these events. By signing this application, you are agreeing to the details and regulations of the Dixon Park District Farmers Market as attached. Vendors not adhering to 2020 details and regulations will be removed with no refund. There are no refunds due to rain or inclement weather.

Signed _____ Date _____

You may mail completed vendor application to:

**Dixon Park District
804 Palmyra Street
Dixon, IL 61021**

**Please contact the Dixon Park District if you have questions at (815) 284-3306
or email at adminassist@dixonparkdistrict.com**

**Food vendors must be compliant with all state and
Lee County Health Department rules and regulations.
Please call 815-284-3371 for information**





Haymarket Square 2020 Season Details and Regulations

The 2020 Haymarket Square Farmers Market will include numerous changes from previous years. Because of the Covid -19 situation the park district is piloting an online ordering system and will be offering this to vendors at no cost. As part of the pilot the Dixon Park District will absorb the credit card fees associated with all online sales.

As an incentive to participate in the 2020 on-line market and minimize risk to vendors the Dixon Park District will:

- Waive the 2020 vendor fee – No \$35 vendor fee for the vendor
- Pay the 2.9% credit card fee that applies to all the online orders
- Pay the \$.30 per transaction fee that is charged by the credit card

Canopy is not included. Vendors must supply their own canopy or make arrangements for a tent to be rented from another agency.

Markets that have transitioned to online sales have seen significant increases in sales due to the increased interest from the media. This is an opportunity for the Haymarket Square Market to blossom and grow.

Market regulations are subject to change based on the changing recommendations from the CDC, State of Illinois Governor and the local Lee County Health Department.

All market sales will be pre-order via the Dixon Park District web portal. No onsite sales will be allowed with the opening of the market in June.

2020 Season
Sat and Wed from June 3 - Oct 31

Online Sale Details

- All items for sale will be posted via an online portal through Local Line by the Park District staff. Vendors will be responsible for sending via text, fax or email to the Dixon Park District
 - A list of the items they will have available at the market – using the *Market Sales Checklist*
 - Photos that can be posted with your items

Timing will be important as we will have the capacity to open and close the market with each sale date (see below).

- For the Wednesday market vendors will need to have your *Market Sale Checklist* and photos to the Park District by FRIDAY at noon. The online market for a scheduled WEDNESDAY pickup will be open from SATURDAY at noon until TUESDAY at 9:00 AM. Customers will pickup orders at Haymarket Square on Wednesday between 7:00 AM and noon.
 - The Park District will provide a list of orders to each vendor by noon on Tuesday so that vendors have time to prepare and label all orders for Wednesday.

- **For the Saturday market** vendors will need to have your *Market Sale Checklist* and photos to the Park District by MONDAY at noon. The online market for a scheduled SATURDAY pickup will be open from TUESDAY at noon until FRIDAY at 9:00 AM. Customers will pickup orders at Haymarket Square on Saturday between 7:00 AM and noon.
 - **The Park District will provide a list of orders to each vendor by noon on Friday so that vendors have time to prepare and label all orders for Saturday.**
- *Market Sale Checklist* and photos can be sent to the Dixon Park District via one of the methods listed below:
 - e-mail at adminassist@dixonparkdistrict.com
 - text photo of items and/or photo of Market Sale Checklist to 815-238-3963
 - Fax *Market Sale Checklist* to 815-284-4950
- Blank *Market Sale Checklist* forms will be provided to vendors by the Dixon Park District.
- ALL items ordered on the Local Line website will be prepaid for using a credit card through Square (credit card). During the 2020 season all credit card fees will be paid by the Dixon Park District. **Vendors will receive money from their online sales every other week.**
- Vendors are encouraged to stay during the entire market hours however IF the vendor choice is to not stay at the market during pickup hours to minimize exposure the Park District will allow vendors to drop items off at Haymarket Square and a Park District staff person will disseminate the items for you. If you will not be staying for the market, we ask that you let the Market Manager know ahead of time. If the market is very busy and additional assistance is needed vendors may be asked to stay at the market to help with customer curbside pickup.
- All orders will be curbside pickup for the customers.
- EACH item must be prepackaged and clearly marked by the VENDOR with:
 - Customer name
 - Vendor name

All items must be at Haymarket Square by 6:00 AM on the day of the market so that customer orders can be pulled together between 6 and 7 AM. Customers will not be picking up orders from each vendor but will pickup one order from all the vendors.
- **Vendors who offer items requiring refrigerator or freezer temperatures will be asked to provide coolers to keep their items at an acceptable temperature.**
- The Park District will provide a staff person to assist with pre-orders that are completed through the Park District portal.

DATES AND TIME

- Market's official opening is Wednesday, June 3 and will end on Saturday, October 31st
- Market will be open 7 a.m. until 11:00 with vendor set up permitted after 5 a.m.
- Vendor is responsible for removing all of their items by noon each market day unless accommodations have been agreed upon in advance with the vendor and the Dixon Park District.

APPLICATION PROCESS

- All vendors are required to complete a Haymarket Square Vendor Application and will be issued a vendor permit by the Dixon Park District once their application has been approved. Applications will be available at the Dixon Park Office and on dixonparkdistrict.com. Applications will be accepted until the market is filled. A waiting list will be created and vendors will be notified on a first come basis if an opening is available. **Vendors are not allowed to sell at the market until their application has been approved.**
- One-time vendors will be allowed but only after their application has been approved by the Dixon Park District.

ITEMS SOLD AT THE MARKET

- This market is for producers; we **strongly encourage** items that are grown, produced, crafted, fabricated or made by individuals. Items that are mass-produced are strongly discouraged, and may not be allowed by market staff. Market staff has the discretion to allow/not allow certain items.
- Vendors must be in compliance with all local, state and federal laws. You may be asked to provide copies of all required permits.

Rules specific to COVID - 19 for the 2020 Season

- All vendors must have gloves and a hand sanitizer that is at least 70% alcohol at their booth.
- All vendors will use table coverings that can be wiped down. Specifically, no cloth table covering. Tables must be plastic or a plastic table covering must be used.
- Until the governor's order for face protection is lifted all vendors will wear face protection that covers the mouth and nose while doing any set up and when the market is open.
- Each vendor space is approximately 12 ft. x 12 ft. This will limit the number of spots available on Highland Ave and we will need to plan accordingly. All vendor booths must be at least 6 feet from another vendor until the social distancing order is lifted by the governor.
- The market will NOT be a place to socialize. This is unfortunate but with the social distancing order likely in effect throughout the summer we need to keep vendors and customers safe. Vendors are encouraged to stay during the entire duration of the market but this is not required as noted above.
- NO sampling of food items is allowed at the market
- ONLY vendors are allowed to touch the food items. Vendor will package items for the customer so that Park District staff or volunteers can pull orders together for each prepaid order.

ADVERTISING AND MARKETING

- The Dixon Park District will promote the Haymarket Square Farmers Market through the Park District website and Facebook page, radio, newspaper, banners and posters, the seasonal Programming Guide, and on the electronic sign at the Park Office.

VENDOR ETHICS

- Bring a bag or box for any garbage that you generate.
- Dress in comfortable clothing and shoes.
- Solicitation of political or religious materials is not permitted during any market
- Vendors may not play loud music that can be heard outside of their assigned space.

VENDOR PLACEMENT AND PARKING

- The market staff will place vendors taking into consideration previous placement, electrical needs, canopy placement and vehicular access. Special requests will be honored as able with no guarantees made regarding the special accommodations/request.
- Vendors will be allowed to park on the grass in the interior of the park taking care if the surface is soft from rain.
- There will be a separate port-a-pot that will be unlocked by market staff only on market days and times. Another port-a-pot will serve the regular park users.
- Vendors must supply their own tables, displays, chairs, and bags for merchandise. Electricity is provided on a limited, first-come, first-served basis.

STAFF

- Park staff is available to answer questions, address concerns and monitor the market. Staff can be contacted at:
 - ⇒ Park office phone 815-284-3306 with variable hours
 - ⇒ Teresa Smith cell phone 815-238-3963
 - ⇒ Adminassist@dixonparkdistrict.com
 - ⇒ Park District Fax 815-284-4950
- In the event of severe/life threatening weather the Dixon Park District Safety Officer may decide to cancel/relocate the event. Efforts will be made to alert vendors of the cancellation.

Looking forward to working together with all of you with something new in 2020!

Flexibility and innovation will move us through the tough times to good times!

Contact Teresa at the numbers above if you have any questions.

www.dixonparkdistrict.com

