



## 2021 Dixon Haymarket Square Vendor Application

Saturday, June 5 through Saturday, Oct 30

[ ] Vendor Fee - \$35 for all 43 market dates  
(Wednesday and Saturday)

**The market is for producers; we strongly encourage items that are grown, produced, handmade, crafted or fabricated by local individuals. Items that are mass-produced are strongly discouraged. Market staff has the discretion to allow or not allow specific items.**

**Please complete the application and pay the \$35 fee and forward to the Dixon Park District.**

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 and provide specific details that you would like to have included in the 2018 directory:

- Fresh Produce                     Baked Goods     Honey/Jam/Jelly     Pottery
- Plants/Flowers/Herbs     Jewelry             Linens/Textiles     Meat/Poultry
- 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?

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

Applications will be accepted beginning in March 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 2021 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 along with your payment to:

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

Or you may drop the application with payment off at the Dixon Park District Office. The Office hours are Monday through Friday 9 a.m. until Noon and 1 p.m. until 4 p.m.

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



## Haymarket Square 2021 Season Details and Regulations

### DATES AND TIME

- Market's official opening is Saturday, June 5. Prior to that date, vendors may set up in the park if they wish but there will be no advertising by the Park District and no staff.
- Ending date is Saturday, October 30<sup>th</sup>.
- Market will be open 7 a.m. until noon with vendor set up permitted after 5 a.m.
- Vendor is responsible for removing all of their items by 2 p.m. on each market day.

### FEES

<b>\$35</b>	<b>Full Season Sat and Wed from June 5 - Oct 30</b>
If your payment is returned for any reason, you are liable for bank fees as permitted by law. <b>Canopy is not included in the vendor fee</b>	

### APPLICATION

- Applications will be available at the Dixon Park Office and at [dixonparkdistrict.com](http://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.
- One-time vendors may be charged a specific fee. If a paid vendor does not appear on a certain date, their spot may be filled by another vendor at the discretion of market staff.

### 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.
- Vendors keep all money generated from their sales. The Dixon Park District does not guarantee vendor sales.

### 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, and on the marquee at the Park Office.

## **VENDOR PLACEMENT AND PARKING:**

- Each vendor space is approximately 12 ft. x 12 ft.
- 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 on Monday - Friday 9:00 - 4:00 (closed from noon to 1:00)
  - ⇒ Teresa Smith 815-238-3963
  - ⇒ [adminassist@dixonparkdistrict.com](mailto:adminassist@dixonparkdistrict.com)
- In the event of severe/life threatening weather the Dixon Park District Safety Officer may decide to cancel the event. Efforts will be made to alert vendors of the cancellation.

## **VENDOR ETHICS**

- Make sure your items are clearly marked with a price tag. Do NOT make customers ask for prices. If you are busy with another customer, you could lose a potential sale.
- Be prepared to make change with your customers. Bring small bills and coins. Offering a credit card option may increase your sales.
- Be prepared for any type of weather with the use of layered clothing, bottles of water, sunglasses, and hats.
- 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.

**Looking forward to working together with all of you in 2021.  
Even with the virus 2020 was a great year for the market. We  
want to make 2021 an even better year with team work from all  
the vendors.**

**Haymarket Square Farmers Market since 1842 . . . 179 years and counting!**