



2023 Dixon Haymarket Square Vendor Application

Saturday, June 3 through Saturday, Oct 28

**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 have the discretion to allow or not allow specific items.

**Please complete the application, pay the \$35 fee
and forward to the Dixon Park District - 1312 Washington Ave. Dixon IL 61021**

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 directory:

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

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 March 1st 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 2023 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**
1312 Washington Avenue
Dixon, IL 61021

Or you may drop the application with payment off at the Dixon Park District Office. We are open from 9 a.m. - 11:30 a.m. and 12:00 p.m. - 4 p.m. Monday through Friday.

If you have questions, please call the Dixon Park District at (815) 284-3306 or email frontdesk@dixonparkdistrict.com.



Haymarket Square 2023 Season Details and Regulations

DATES AND TIME

- Market's official opening is Saturday, June 3, 2023. 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 28, 2023.
- Market will be open from 7 a.m. to 1 p.m. with vendor set up permitted after 5 a.m.
- Vendors are responsible for removing all of their items by 2 p.m. on each market day.

FEES

\$35	Full Season Sat and Wed from June 3 - Oct 28
If your payment is returned for any reason, you are liable for bank fees as permitted by law. Canopy is not included in the vendor fee	

APPLICATION

- Applications will be available at the Dixon Park Office and at 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 have 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 are available to answer questions, address concerns and monitor the market. Staff can be contacted:

- By calling the office at 815-284-3306 from 9 a.m. to 4 p.m. Monday through Friday (closed from 11:30-noon) or by emailing frontdesk@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 changes 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 2023.
Haymarket Square Farmers Market since 1842 . . . 181 years and counting!**