

# 2023 Mercadito RLB Farmers Market

Every Other Saturday from June 10 - September 16 | 10AM - 2PM

6/10, 6/24, 7/8, 7/22, 8/5, 8/19, 9/2, 9/16/2023

Lakefront Park | 1019 Lake Shore Drive | Round Lake Beach, IL



## APPLICATION, RULES & REGULATIONS

**Farmers** - \$80.00 for All 8 Saturdays

**Home Based Business/Crafter/Vendor** - \$100.00 (returning 2022 vendor) \$120.00 (new vendor)

**Drop In w/ Reservation - Limited Availability** - \$20.00/Week - Must pay/reserve one week prior.

Application Date: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Illinois Sales Tax License Number: \_\_\_\_\_

(If license has not been received, give date of application)

Certificate of Insurance must be submitted one week prior to the first day of Market. \_\_\_\_\_ (Initial)

**Items for sale:** Please provide a comprehensive list of the items you intend to sell at the market - utilizing additional sheets as necessary.

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**Will you be handling, preparing, selling or sampling food on site?**      **Yes** or      **No** (circle one)

**If yes, please submit a copy of permit along with this application.**

Please contact the Lake County Health Department Food Program at 847-377-8040 to determine if a permit is required. It is each vendor's responsibility to contact the Health Department. Failure to be certified when needed will result in losing your ability to sell at our market. Onsite inspections are conducted by the Health Department.

\* All food vendors must comply with standard and/or cottage law as required by the State of Illinois, Lake County Health Department and Federal Rules and Regulations.

**Certificate of Insurance and Hold Harmless Agreement**

The Village of Round Lake Beach requires that all participants who carry liability insurance to submit a certificate of insurance. The insurance must be submitted one week prior to the first day of Market and have the following verbiage added to the DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES box:

"The Village of Round Lake Beach, a municipal corporation, and its officers, elected and appointed officials, employees, agents and representatives are added as additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the primary insured person or entity"

And the following in the CERTIFICATE HOLDER box:

Village of Round Lake Beach, 1937 North Municipal Way, Round Lake Beach, IL 60073

The participant assumes all responsibility for and shall bear all liabilities and expenses relating to the products offered for sale. The participant shall save the sponsoring groups, Market Managers, Village of Round Lake Beach, their successors, employees, elected and appointed officials, agents and assigns harmless from and against, and indemnify them, from all liability, loss cost, attorney’s fees, expenses or damages howsoever caused by reason of products sold by participant, or any act of omission of participant, including but not limited to any injury (whether to body, property, or personal or business character or reputation) sustained by any person to any person or to property, and for any violation of municipal, state or federal laws or regulations governing the products or their sales, or participation at the Farmers Market, or which may result from the sale or distribution of the products by the participant.

The participant shall further indemnify the owners of the property where the event is occurring, sponsors, Market Manager, Village of Round Lake Beach, their successors, employees, elected and appointed officials, agents and assigns from all cost and attorney’s fees incurred in defending or prosecuting any dispute regarding a violation of the rules and regulations set forth under this agreement.

The Village of Round Lake Beach may use photographs/video recordings of the Farmers Market including the business name, logo and product in marketing materials to promote the Market. I hereby release the Village and its representatives from all claims and liability to said photographs and video recordings.

**By signing below, I agree to abide by this document and have a full understanding of the application, rules and regulations:**

Signature Required: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Return signed application, certificate of insurance and food service permit (if applicable) along w/payment to:  
Village of Round Lake Beach Cultural & Civic Center; 2007 Civic Center Way; Round Lake Beach, IL 60073**

**Email: [rlbeachcenter@roundlakebeachil.gov](mailto:rlbeachcenter@roundlakebeachil.gov) Phone: (847) 201-9032**

**Cash, Check and Credit Card Accepted.**

We accept VISA/MC/DISCOVER

Cardholder’s Name: \_\_\_\_\_

Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Cardholder’s Zip Code: \_\_\_\_\_ 3 digit security code: \_\_\_\_\_

Charge Amount: \_\_\_\_\_ Signature: \_\_\_\_\_

## 1. Registration

The Mercadito RLB Farmers Market has a limited number of spaces available. Spaces will be filled on a first come first serve basis. Early registration is encouraged. Registration is not accepted without completed application and payment. Registration deadline is 5/12/23.

## 2. Hours of Market Operation

The market will operate from 10:00 a.m.- 2:00 p.m. on the following Saturdays:

6/10/23, 6/24/23, 7/8/23, 7/22/23, 8/5/23, 8/19/23, 9/2/23 and 9/16/23.

Participants may begin setting up at 8:45 a.m. and must be ready to begin sales no later than 9:45 a.m. All participants must be open for business until closing at 2:00 p.m. The area must be cleared by 3:00 p.m. When setting up, Market Vendors must limit themselves to their assigned spaces.

## 3. Sell/Rent/Lending Booth Space

No vendor shall sell/rent/lend out their booth to another business or organization for any or all of the market duration. Should another affiliate of your business or organization, under the same name, insurance, and ownership want to share the booth space or rotate out during the market duration, this must be brought to and approved ahead of time by the Market Manager.

## 4. Notification of Absence.

You must notify the Market Manager immediately of any dates you cannot attend at least 48 hours before scheduled farmers market via email [rlbeachcenter@roundlakebeachil.gov](mailto:rlbeachcenter@roundlakebeachil.gov).

The Market operates on each day designated in this application. Vendors are to attend all Market dates they scheduled. Failure to attend the Market more than two (2) scheduled times without prior approval of the Market Manager will result in forfeiture of your booth and any fees already paid. It is our effort to have a consistent and fully filled Market. It is the vendor's responsibility to check for email updates from the Market Manager [rlbeachcenter@roundlakebeachil.gov](mailto:rlbeachcenter@roundlakebeachil.gov). No refunds.

## 5. Displaying and Selling Goods

**A.** Booth size 10'x10'. All items must stay within the assigned 10'x10' booth area and require a tent. Participants must furnish their own tents, tables, chairs, display arrangements and tent weights. Tent stakes are not allowed. All tents must be secured with weights to assure the safety of our shoppers and vendors alike. No electrical is available on site.

**B.** Prices of all items must be clearly marked and in full view of the customers.

**C.** All vendors who are selling foods intended for human consumption (with the exception of produce) are required to provide a hand washing station. This consists of the following items:

- Water dispenser that allows for free flow water to facilitate two handed hand washing
- Waste bucket
- Water
- Soap
- Paper Towels

**D.** All rules and regulations must be followed according to the Lake County Health Department. All food Vendors must comply with standard Federal, State & Local rules & regulations.

## **6. Participant Conduct**

Market Vendors as well as their employees and/or volunteers shall conduct themselves in a pleasant and courteous manner. They shall avoid using an unduly loud, vulgar, profane or otherwise objectionable language. Market Vendors and their employees shall avoid playing audio recordings, radios, tapes, CD players, etc., at a volume level objectionable to their neighboring vendors or the Market Manager. Intoxication or appearance of intoxication will not be tolerated. Market Vendors shall avoid belligerent behavior or actions that might be reasonably expected to lead to disputes or altercations with other Market Vendors or their representatives, prospective customers, or other persons in the market area. In the event that persons other than the Market Vendors or his/her representative causes or promotes a dispute or altercation with a Market Vendor, the Market Vendor shall seek assistance from the Market Manager.

In the event of a dispute or altercation, a final decision will be made by the Market Manager regarding the Market Vendor being removed from the market for that day or for the remainder of the market season.

## **7. General Regulations**

No Market Vendor shall:

- A. Pack up their booth and leave the market area prior to 2 p.m.
- B. Attempt to attract attention by hawking or yelling loudly or distributing flyers throughout the market.
- C. Transport or display food without adequate protection. Delivery trucks and equipment used for transportation and display shall be kept clean at all times.
- D. Allow any waste or refuse to remain after the closing hour of the market; the participant is responsible for the cleanup and removal of all waste from the site. Vendors must bring their own brooms and waste receptacles for removing trash from the Market Area. You must take your trash with you.
- E. Smoking/Vaping is not permitted within 20 ft. of any booth of the Farmers Market.

## **8. Village of Round Lake Beach reserves the right to refuse vendors.**

## **9. Enforcement of Rules and Regulations**

Participants in the market must conform to Market rules at all times. The Market Manager has full authority to enforce all rules. Any participant failing to comply with the direction of the Market Manager will lose space at the discretion of the Market Manager. No refunds.

## **10. Safety Rules**

- A. Canopies, tents, tarps & umbrellas etc. must be securely weighed down with sufficient weights to prevent tipping or shifting during market hours.
- B. In the event of inclement weather, the Market Manager will contact you via phone with cancellation or delays within one hour of the market start time. Refunds are not issued for dates cancelled due to weather precautions.

## **11. Parking**

Parking of all vehicles must be in the designated parking spaces. A parking map will be sent out closer to the start of the Market. These are free parking spaces. There are no meter fees or stickers required. Please take into consideration that the parking spaces nearest to our market should be made available for the visitors of our market.