

**I. Ottawa Old Town Farmers Market Data Sheet**

Date: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**IL Business Tax number (attach current copy)** \_\_\_\_\_

**Security Data**

On the advice of our counsel and due to the proximity of the Farmers Market to the park we are required to ask the following questions.

1. Have you ever been convicted of a felony? ( ) Yes ( ) No If yes, please briefly describe the circumstances of your conviction, indicating the date, nature, and place of the offense and disposition of the case: \_\_\_\_\_

\_\_\_\_\_

2. Do you have a valid driver's license? ( ) Yes ( ) No If yes, issuing State \_\_\_\_\_

Drivers License number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Farmers Market Series/Fee (per vendor space)**

Each Vendor space is approximately 20' long x 10' deep or 10' long x 10' deep on Jackson Street. Vendor space is on the street (Jackson Street will be blocked off at Columbus on the East and LaSalle on the West.) and starts from the curb towards the center of the street. Please see Rules and Regulations for parking requirements. Vendors are permitted to sell products out of a trailer or truck and will be assigned space based on contract submittal. **Space size may be reduced during special event weekends.**

\_\_\_\_\_ \$160.00 Full Farmers Market schedule (20' x 10' space)  
(26 dates; including Sunday of Riverfest)

\_\_\_\_\_ \$100.00 Full Farmers Market schedule (10' x 10' space) **\*NEW\***  
(26 dates; including Sunday of Riverfest)

\_\_\_\_\_ \$84.00 Artist & Artisan schedule (10' x 10' space) – 4<sup>th</sup> Saturday of each month, May - October  
(6 dates) *\*Artists/Artisans are welcome to participate in the Full Farmers Market schedule or add weekly dates as needed.*

\_\_\_\_\_ \$18.00 Weekly Vendors *\*Weekly vendors must have a signed contract **submitted** to the Chamber office and must pay on-site representative **prior** to setting up.*

\_\_\_\_\_ \$70.00 Special Event Farmers Market Schedule (10' x 10' space) **\*NEW\***  
(4 dates; includes the 2011 Christmas Market and 3 Pre-Season Market dates for 2012. Pre-Season Market dates will be the 1<sup>st</sup> Saturday of February, March and April)

**Vendor Space Selection**

Only Full Season Farmers Market vendors will have preference of a permanent space. Your space for the season will be determined mutually upon the receipt of your completed contract and full payment. **In other words, "first to pay, first to pick". You will be contacted, prior to the first market, to discuss your space. The Chamber reserves the right to designate space assignments based on aesthetics and space considerations.**





**2. Processors (includes bakery goods, cheese and other dairy products, honey, jam and jellies, ciders, juice, maple syrup, candy, granola, sandwiches; all meat, fish and poultry items, soy products and textiles) Please contact the Chamber if you have questions about your products.**

a. Please identify products you plan to sell at the Ottawa Old Town Farmers Market (be specific)

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Please Note: Changing or adding to this list after submitting this application requires an amendment to this application AND approval of your amendment by the Market Manager PRIOR TO ANY SALE.

b. List the major ingredients you produce which go into your products (i.e. do you grow your own ingredients?)

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If there are none, please explain

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c. If you use a co-packer or co-producer, please explain what involvement you have in the development and production of your product

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NOTE: The Market Manager may conduct production facility visits before or during the market season to verify the information contained in the application as prescribed in the Rules of Operation for the Ottawa Old Town Farmers Market.



**IV. Farmers Market Affidavit**

**Please Note: Violation or falsification of ANY of the conditions as set forth in the following legal affidavit will result in the IMMEDIATE and PERMANENT LOSS of permission to sell any product at the Ottawa Old Town Farmers Market.**

**Ottawa Old Town Farmers Market Affidavit**

I have read the Rules and Regulations and if accepted into this Market, I hereby agree to abide by all the Rules and Regulations adopted by Ottawa Old Town Farmers Market. Further, I agree to sell at the Market only such items as those listed in the attached "Products to be sold" page(s).

I also acknowledge those products must be of my own production or produced at the location(s) described on my application. I acknowledge full responsibility for all my activities in the market and for those assisting me throughout the term of the season's market. I acknowledge the authority of the Market Coordinator and the Ottawa Old Town Farmers Market administrator to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and impose any penalties, including suspension or removal from the Market. I agree to allow the Market Manager and/or representatives of the Market at any time to inspect the premises where the products offered for sale are produced. Failure to allow an inspection will constitute a violation of Market rules. I understand Ottawa's Old Town Farmers Market does not carry any insurance policies to cover individual participants.

I certify the information contained in this application is true and accurate.

Name of Business: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Hold Harmless and Indemnification - Ottawa, IL Old Town Farmers Market**

The undersigned individual, partnership, corporation or limited liability company, its successors and assigns, in consideration of its partnership in Ottawa's Old Town Farmers Market, located in the City of Ottawa, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby agree to hold harmless, indemnify and reimburse the City of Ottawa, an Illinois municipal corporation and Ottawa Area Chamber of Commerce and Industry, its officials, employees, successors and assigns, from and against any and all actions, causes of action, claims, demands and expenses, including cost of defense and reasonable and necessary attorney fees, arising out of or in any way connected with the undersigned participation in Ottawa's Old Town Farmers Market, including, but no by way of limitation, claims for personal injury and/or property damage; excepting, however, any such claim or injury directly caused by the negligence or other conduct of the City of Ottawa and/or Ottawa Area Chamber of Commerce and Industry, its officials, employees, servants and agents.

The undersigned acknowledges and agrees that the terms of this Hold Harmless and Indemnification are contractual in nature and are supported by valid consideration. The undersigned represents that he/she has full and complete authority to execute this document.

Dated at Ottawa, IL this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed name of individual or entity

\_\_\_\_\_  
Signature of individual, partner or officer

**THIS IS A LEGAL DOCUMENT AND CONFERS RIGHTS ON THE CITY AND OTTAWA AREA CHAMBER OF COMMERCE AND INDUSTRY AND CREATES OBLIGATION AGAINST THE PARTY OR ENTITY SIGNING. YOU MAY WISH TO CONSULT AN ATTORNEY BEFORE SIGNING.**