

DOWNTOWN CRYSTAL LAKE

# FARMERS MARKET

VENDOR RULES AND INFORMATION

JUNE 13 - SEPTEMBER 26

## **VENDOR RULES AND INFORMATION**

### **APPLICATIONS & APPROVAL**

All vendors must submit a completed, and dated application and release prior to participation. Vendors may not set up or sell without approval from Downtown Crystal Lake.

- Applications are reviewed on a first-come, first-served basis, with final approval at the sole discretion of Downtown Crystal Lake.
- Downtown Crystal Lake reserves the right to revoke or refuse booth space at any time, without recourse.
- Approval is based on product type, market balance, and overall fit.
- Participation is limited to vendors selling approved products only. No substitutions or additions may be made without prior written approval.

### **BOOTH PLACEMENT & SET-UP**

- Booth locations are assigned by Downtown Crystal Lake.
- Vendors using trailers will be placed on paved surfaces only.
- Vendors must remain entirely within their assigned booth space and may not block aisles or neighboring booths.
- Booth placement may not be transferred, shared, subleased, or used to host another business.

### **FACILITIES & EQUIPMENT REQUIREMENTS**

Vendors must supply all equipment, including tents, tables, chairs, and displays.

- A tent and tent weights are required for all vendors.
- Canopy weights must be a minimum of 40 lbs. per tent leg.
- Tents may not be staked into the ground.
- No bungee cords may be used.
- Vendors are responsible for ensuring tents are safely secured at all times.
- Electricity is not provided.

*Downtown Crystal Lake reserves the right to delay opening or temporarily close a booth until safety requirements are met.*

### **VENDOR PARKING**

Vendor parking is located in the Metra Train parking lot adjacent to Depot Park, unless otherwise directed. Vendors must move vehicles out of market area no later than 7:30 AM.

### **PERMITS, TAXES & LEGAL COMPLIANCE**

Vendors are responsible for securing all necessary licenses, permits, and certifications required to sell their products and for collecting and remitting any applicable sales tax.

### **SIGNAGE & LABELING**

- Vendors must display a sign with their business name and location.
- All pricing must be clearly posted.
- Signage is limited to the vendor's business name and approved merchandise.
- All products must comply with Illinois labeling laws, including product origin where applicable.

## **VENDOR RULES AND INFORMATION**

### **ACCEPTABLE GOODS FOR SALE**

The Downtown Crystal Lake Farmers Market is primarily food-based, with limited exceptions.

- Vendors must grow, produce, or make the majority of products sold.
- Supplemental products from other local producers are permitted only when clearly labeled and may not exceed one-third of the display.
- Handmade health-related products may be accepted in limited numbers.
- Craft and artisan vendors are not featured at the Farmers Market but are encouraged to apply for other Downtown Crystal Lake events such as the Johnny Appleseed Festival.

*Vendor selection prioritizes variety and balance, and applications may be declined if similar products are already represented by returning vendors.*

### **HEALTH REQUIREMENTS**

*Vendors selling edible goods must comply with McHenry County Health Department regulations.*

- Vendors are responsible for obtaining all required permits and licenses.
- Food sampling is permitted only with proper authorization and permits.
- Vendors must follow all state and county food handling, preparation, and labeling laws.

### **SAFETY & MARKET OPERATIONS**

- Vendors must be fully set up by the designated time prior to market opening.
- Early breakdown is not permitted.
- Vendors must keep their area clean during market hours and remove all trash at the end of the day.
- Garbage receptacles are for customer use only.
- Vendors must leave their space in equal or better condition than found.

*Failure to comply may result in suspension or removal from the market.*

### **MARKET ETIQUETTE**

- Hawking, shouting, or aggressive sales tactics are prohibited.
- Vendors may not disparage other vendors or Downtown Crystal Lake.
- Smoking is prohibited in vendor sales areas during market hours.
- No alcohol, including beer or wine, may be sold or served.

### **COMPLAINTS & ENFORCEMENT**

All concerns or complaints must be directed to Downtown Crystal Lake staff, not handled between vendors. Written complaints may be reviewed, and Downtown Crystal Lake reserves the right to take appropriate action, including reprimand or removal.

### **INSURANCE REQUIREMENTS**

- All vendors are required to carry their own commercial general liability insurance with limits of not less than 1,000,000 per occurrence and 2,000,000 aggregate. Vendor shall provide a certificate of insurance naming "Historic Downtown District of Crystal Lake" as an additional insured.

## **VENDOR RULES AND INFORMATION**

### **SPACES & FEES**

Each booth space measures 10 ft. x 10 ft.

### **2026 FEES (NON-REFUNDABLE):**

- **\$10** – Non-profit vendors (limited to two appearances per season; a third may be requested if space allows)

### **Full Season:**

*15 Weeks. This includes an automatic spot in our Johnny Appleseed Festival on 9/26/26.*

- **\$275** – Single Space (10' x 10')
- **\$450** – Double Space (10' x 20')
- **\$625** – Triple Space (10' x 30')

### **Drop-In Dates :**

*Dates are subject to approval. Once full season roster is finalized, we will reach back out to confirm available drop-in market dates. The approval process depends on vendor capacity and vendor type.*

- **\$50** per Saturday

### **PLEASE NOTE**

- You will be notified if your application was approved or denied.
- All fees are non-refundable, including in cases of inclement weather.
- No exclusive selling rights are granted.
- You will receive a confirmation that your application was submitted. If you did not receive one, it did not go through and we do not have your application.