

# **Ottawa Farmers & Makers Market**

## **2025 Contract & Vendor Guidelines**

The Ottawa Area Chamber is excited to be working with our area growers and vendors to make the Ottawa Farmers & Makers Market bigger and better than ever in 2025! **Please read the following guidelines carefully and fill out and return the final portion of this packet to be a vendor with the 2025 Ottawa Farmers & Makers Market.**

The Ottawa Farmers & Makers Market season will start Saturday, May 31st and end Saturday, October 18th. It will be located on Jackson Street on the south side of Washington Square Park, with barricades set up on the LaSalle Street and Columbus Street entrances to Jackson Street.

**All persons intending to sell in the Farmers & Makers Market must, prior to participation in the Market, file an application with the Ottawa Area Chamber which verifies that they are the actual grower or producer of the specific items which they intend to sell in the market. Applicants must complete all vendor application forms before approval will be granted.**

Applicants must fall under one of the following categories:

- **Fresh fruit and vegetables** – farmers or suppliers of local fresh fruit and produce
- **Horticultural products** – plant and nursery items (for example: bedding plants, trees, mulch and vines)
- **Cottage food items** – food items hand processed by vendor applicant (for example: baked goods, dairy products, salsa, herb dips, jams/jellies, teas, candies)
- **Local artisan “hand crafted” items** – artisan items handmade or designed by vendor applicant (for example: paintings, jewelry, decorative items, handmade stationary, soaps, candles, face painting). No work which has been made with commercial kits or molds for prefabricated pieces is allowed.
- **Local charities or service organizations** that wish to increase awareness by distributing information or that wish to raise funds through the sale of items. Fundraising items must be listed on application and approved by the Market Manager prior to market. All vendor rules must be followed. Limited to two (2) organizations per weekly market.
- **Education and entertainment opportunities** – how-to clinics, question/answer sessions, musicians or dance troupes, etc.

**Participation is open to all 18 years of age and older.**

**All questions regarding food permits will go to the LaSalle County Health Department located at 717 E Etna Rd in Ottawa, IL. The LaSalle County Health Department can be contacted by phone at 815-433-3366, or Public Health Administrator Chris Pozzi can be emailed at [cpozzi@lasallecountyil.gov](mailto:cpozzi@lasallecountyil.gov). Vendors are responsible for maintaining required permitting from the state of Illinois and/or the LaSalle County Health Department.**

# **Market Guidelines**

## **Allowable Products:**

1. Vegetables/fruits/herbs grown by the farmer/grower/vendor, including mushrooms.
2. Fresh baked goods
3. Cheese or other value-added products from milk
4. Cut flowers
5. Eggs
6. Jams, honey, syrup and other value-added products
7. Soaps/Candles/Body Care Products
8. Meat from livestock
9. Potted plants, shrubs, or annual bedding plants
10. Straw, hay, compost or other agricultural products
11. Artisan crafts produced by vendors with their own hands

*Note: Unsure if an item is allowed? Just ask the Chamber at 815-433-0084!*

## **Contraband Items:**

1. Imports, novelties, and franchise products
2. Items made from commercial craft kits
3. Commercial or manufactured items
4. Second-hand items or flea-market items

# **Market Policies**

**Vendor Professionalism:** Any vendor that conducts themselves in an unprofessional or hostile manner will be asked to leave the market. Unprofessional or hostile behavior includes, but not limited to, yelling, swearing, and arguing, at vendors, customers, or coordinator.

**Parking Policy:** No vehicles may be parked on Jackson Street rain or shine during market hours. Exceptions may be made upon communication with Chamber staff.

**Vendor Space Selection:** Full-Season Farmers & Makers Market Vendors will have first pick of available Farmers Market spaces and will be able to designate a permanent space. Partial-Season and weekly vendors will be subject to space availability upon arrival to the market, and will be directed to an available space by the Market Manager.

**Vendor Space Sharing:** Vendors sharing space will be charged the original fee plus ½ of the original fee for each additional vendor. The space used cannot exceed the space(s) paid for (as if it were only one vendor). The Ottawa Area Chamber must receive a signed & completed contract from every vendor sharing space. All vendors sharing space must abide by all rules of operation as set forth herein. Contact us if you have any questions.

**Vendor Equipment and Supplies:** Vendors are to supply their own equipment, displays, tables, canopies, etc. Be prepared to adjust any tables, stands or displays that may be affected by the slope. Only a 2' maximum space between each vendor canopy except for vendors with multiple canopies.

**Early Departure Policy:** Any tear down, or early departure must be approved by the Market Manager. The Ottawa Farmers & Makers Market is advertised to be open until 12:30pm, and vendors are expected to stay until the market closes.

**Rainout Policy:** There are no rainout refunds. The market will close only in the event of extreme weather.

**Smoking Policy:** We require all vendors to step 15 feet from the sidewalks surrounding Jackson Street to smoke. There is no smoking allowed in your booth or booth area.

**Set-Up/Unloading & Tear Down Policy:**

- **Unloading/Loading Process:** The first vendor to arrive is responsible for setting up barricades to close off either end of Jackson Street. Vendors may begin unloading their products at 7:00am, but no later than 7:30am. If you are selling from a trailer and/or truck, you must be parked no later than 7:15am. No vehicles are allowed to move on Jackson Street after 7:30am for public safety. All vendors must be set up and ready to sell by 7:45am. Late set-up is allowed by the market coordinator with prior approval and communication.
- **Tear Down:** All vendors are responsible for the takedown and cleanup of their own booth, products, and area before leaving, including: containers, waste, trimmings, trash and garbage. The last vendor tearing down is responsible for putting away barricades by moving them to the side of the road and removing signs to reopen the street. Please put barricades away in a neat and safe manner.

**Late Arrival Policy:** If for any reason you cannot arrive at the market by 7:30am (or by 7:15am if selling from a trailer), you will be relocated to an available space at the Market Manager's discretion. Please be considerate of vendors already set up and of any customers at the market. Safety of our vendors and shoppers is our biggest concern. If there are repeated instances of late arrival, your participation for the rest of the Farmers Market season may be impacted.

**Trailers/Vehicles With Trailers Policy:** Trailers and vehicles with trailers will be assigned to the North and South side of Jackson Street, west of the alley. If you plan to sell from a trailer, this must be indicated on your registration form. *For safety reasons, vehicles will NOT be allowed to move through the market area during the scheduled market hours.* If you know you will have to leave prior to 12:30pm, arrangements for a safer location must be made with the Market Manager prior to your set-up at the market. Placement of trailers will depend upon how many trailers are registered for any given day of the market.

**Sampling:** Samples will be allowed per LaSalle County Health Code.

**Electricity:** If you have heavy power usage or are in need of major electricity for any reason, please indicate on your registration form and/or let us know as soon as possible. Certain areas of the market have access to electricity while others do not.

**Sales Tax:** Illinois Sales Tax must be collected when it is required and is the responsibility of each vendor. You must provide a current copy of your Illinois Retail Sales Tax number certificate OR a copy of your Illinois Department of Revenue's authorization of not-for-profit status annually for our records. If sales tax is to be collected by the vendor the tax certificate must be displayed in full view at the Market.

**Social Media Policy:** The Ottawa Farmers & Makers Market Facebook page will promote the market and the vendors present via social media event posts. Vendors must be registered by 4:00pm the Thursday before market day to be included on the vendor list for that market date. Permanent vendors will be available on the Ottawa Farmers & Makers Market Facebook and website.

## **Ottawa Farmers & Makers Market 2025 Vendor Registration Form**

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

Business Name/Products for Sale: \_\_\_\_\_

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

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

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

Cell phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Website (If Applicable): \_\_\_\_\_

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

Driver's License number \_\_\_\_\_ Expiration date: \_\_\_\_\_

- Will you be selling out of a trailer/truck?

Yes ☐ No ☐

- Will you require large amounts of electricity?

Yes ☐ No ☐

- Would you like your phone number and/or email address available on the Ottawa Farmers Market website for direct contact purposes?

Phone Number ☐ Email ☐ Both ☐ Neither ☐

### **Ottawa Farmers & Makers Market Fee/Dates**

Full payment of vendor application fee must be included with application.

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 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 and information about vendor space sharing, trailer/truck usage, and parking. Permanent vendors will have the first pick of available spaces in the order in which their applications were submitted.

\_\_\_\_\_ \$175 Full Farmers Market schedule (20' x 10' space) - 20 Market Days

\_\_\_\_\_ \$120 Full Farmers Market schedule (10' x 10' space) - 20 Market Days

\_\_\_\_\_ \$10 Weekly Basis for \_\_\_\_\_ Market Days (10' x 10' space) - Please mark dates below.

## **Ottawa Farmers & Makers Market 2025 Dates** (Special events also occurring on the same date are listed.)

**Please mark all dates that you will be participating in as a vendor.**

- ☐ May 31st - First Market Day! / Wine Fest
- ☐ June 7th
- ☐ June 14th - Ottawa's Family Pride Festival
- ☐ June 21st
- ☐ June 28th - Run Today for Tomorrow
- ☐ July 5th
- ☐ July 12th - Infinity Food Festival
- ☐ July 19th
- ☐ July 26th - Friendship Days
- ☐ August 2nd - Friendship Days / Car Show
- ☐ August 9th
- ☐ August 16th
- ☐ August 23rd
- ☐ August 30th
- ☐ September 6th - Alzheimer's Walk
- ☐ September 13th - Mix'd & Mingle
- ☐ September 20th
- ☐ September 27th
- ☐ October 4th - Ottawa Scarecrow Festival
- ☐ October 11th - Suicide Prevention Walk & Resource Fair
- ☐ October 18th - Last Day!

**Farmers Market Affidavit 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 Farmers Market.

## **Ottawa Farmers & Makers Market Affidavit**

I have read the Rules and Regulations and if accepted into this Market, I hereby agree to abide by all the **Market Policies and Guidelines** adopted by Ottawa Farmers & Makers Market. Further, I agree to sell at the Market only such items as those listed in the items to sell description.

I also acknowledge those products must be of my own production or produced at the locations(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. I acknowledge the authority of the Market Coordinator and the Ottawa Area Chamber of Commerce 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 understand the Ottawa Farmers & Makers 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**

The undersigned individual, partnerships, corporation or limited liability company, its successors and assigns, in consideration of its partnership in the Ottawa Farmers & Makers 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, 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 Farmers & Makers 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 a 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 OF OTTAWA 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.

**Please email this completed form to  
[c.tucker@ottawachamberillinois.com](mailto:c.tucker@ottawachamberillinois.com) or mail to the Ottawa Area  
Chamber office at 321 W Main St, Suite 124, Ottawa, IL 61350. You may  
also drop off the form from the hours of 8am to 4pm Mon-Fri. Payment  
can be taken by cash, check, over the phone at 815-433-0084, or you**

**may request an invoice to be sent to your email to pay online. For any questions, please contact the Chamber at 815-433-0084.**

*Please send me an invoice to the email listed at this document for online payment:* ☐

## Products For Sale

List all the grown/harvested products you intend to sell. For each product you grow, note the number of varieties of that product you grow, the location where the product is grown, acreage used to grow the product, whether or not the product is certified organic and what months the items will be sold.

If the products you are selling are not grown/harvested, please simply list the products you will be selling, the location they were made, and the months the products will be sold.

Note: Changing or adding to this list after submitting the application requires a written amendment to this application and approval by the Chamber of Commerce prior to any sale. To accommodate large product lists, please attach additional sheets as needed.

[illegible]

					Aug Sept Oct
					June July Aug Sept Oct
					June July Aug Sept Oct
					June July Aug Sept Oct

Grown/Harvest/ Created Product	Number of Varieties	Location where grown/made	Acreage	Certified organic	Circle months this product will be sold
					June July Aug Sept Oct
					June July Aug Sept Oct
					June July Aug Sept Oct
					June July Aug Sept Oct
					June July Aug Sept Oct
					June July Aug Sept Oct
					June July Aug Sept Oct
					June July Aug Sept Oct
					June July Aug Sept Oct
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