



## **Downtown Elgin Market**

The Downtown Elgin Market is a weekly destination that entices visitors with unique experiences, access to fresh local foods, and live entertainment within the bike and pedestrian-friendly area of Downtown Elgin. The Downtown Elgin Market is in its 25<sup>th</sup> year of being hosted by the Downtown Neighborhood Association whose mission is to create a thriving downtown that is an asset for the entire community.

These guidelines have been crafted by Market Leadership, with the approval of Downtown Neighborhood Association Leadership and the Board to ensure a safe and successful event for vendors, community partners, and downtown businesses alike.

### **Location of the Market:**

The Downtown Elgin Market takes place in Downtown Elgin on S Riverside Drive

### **Hours of Market Operation:**

Every Friday from 3:00 PM to 7:00 PM, during the Market Season with clean up and all vendors off the street by 8:00 PM. We are implementing a “First Fridays” Market this year, featuring enhanced entertainment, programming, and extended hours on the first Friday of each month, during the months of May 23, June 6, July 4, and August 1. On these days the market will be open from 3:00 PM-8:00 PM with clean up and all vendors off the street by 9:00 PM.

The 2025 Downtown Elgin Market Season will run for a total of twenty-one (21) weeks, beginning on Friday, May 23<sup>rd</sup> until Friday, October 10<sup>th</sup>.

### **Vendor Selection Guidelines and Goods Offered for Sale**

Vendors are selected through the Market Leadership based on the guidelines contained in this document.

### **Priority will be given to:**

- Local farmers/growers/producers whose product is grown and harvested on land they own/lease, and/or operate on.
- Any vendors with potential for growth into Downtown Elgin storefronts.
- Priority will be given to full-season applicants, and then based on new product offerings.

Duplicate products will be accepted as space and demand allows.

- Franchises and third-party sellers including direct/party sales consultants and distributors **will not be considered**. Vendors selling services will also not be considered.

### **Eligible Participants:**

#### **Farmers/Food Vendors/Artisans**

Vending opportunities are open for growers and producers offering items for human consumption and novelty purchases. This includes (and is not limited to): fruits, vegetables, grains, nuts, berries, apiary products, maple syrups, preserves, baked goods, meat, fish, cheese, and locally made artisan goods.

#### **Obvious out-of-season products will be excluded from the market.**

**(A)** Plants may be grown from plugs to a saleable size; however, plants may not be purchased at the finished size and offered for sale. This also applies to nursery stock and trees.

**(B)** Meat Vendors must have an Illinois permit to sell meat at the market. Animals not raised from birth must have been raised for 50% of its life span on the farm (or leased) land of the vendor.

**(C)** Eggs vendors must comply with State regulations for egg production and selling including packaging, labeling requirements, and licensing. Eggs must be held at 40 degrees Fahrenheit after harvesting, during transportation, and while at the market.

**(D)** Milk and cheese products shall be processed in an Illinois Department of Public Health-licensed facility. Products that have been pasteurized, processed, and packaged in a licensed dairy plant may be sold at markets. All potentially hazardous dairy products shall be stored at 41 F or below.

**(E)** Baked Goods. Bakers must bake in either a licensed kitchen or have their certified food handlers license. Vendors may not purchase ready-made or frozen baked goods with the intent to resell them.

**(F)** Local, handmade artisan products that complement the market

A more detailed list of **Downtown Elgin Market's Requirements** from the City of Elgin can be viewed [here](#).

### **Retail/non-food Vendors**

To participate as a non-food product vendor, detailed information and photos of the products must be provided with your application. Vendors whose products best align with the local, handmade, or artisanal focus of the market will be prioritized. Depending on the nature of the product or how it is advertised, vendors may be asked to provide information on the production methods, verify the authenticity or origin of the products sold.

**Eligible products include but are not limited to:**

- Unique, or one-of-a-kind of art
- Skincare, body care, cosmetics
- Household Products
- Pet products
- Custom leather goods
- Handmade artisanal goods
- Metalwork
- Forging/blades
- Decor
- Clothing Apparel and Accessories

**Not able to be sold:**

- Live animals
- Dangerous or corrosive products
- Illegal substances
- Third-party selling as a main source of product sales
- Multi-level Marketing companies (MLM's)
- Politically adjacent apparel items (Shirts, keychains, flags, etc)

**Downtown Businesses as Vendors**

A main goal of the Downtown Elgin Market is to create a weekly attraction in downtown Elgin where customers also have opportunities to build relationships with and patronize our brick-and-mortar businesses. For this reason, downtown Elgin businesses interested in vending at the Market are invited to participate within the following guidelines.

- Follow all Market guidelines for food or product production and sales required by local and county health departments, including obtaining any required permits.
- Service-based businesses will be directed to utilize their free promotional date or consider participating in the Market as a sponsor.
- Ability to maintain hours of operation during the Market at their brick-and-mortar location in addition to vending at the market.
- Ability to feature products at the market in a way that is not identical to their brick-and-mortar business model. Examples: The Market may be used to showcase new or special product lines, a place demo products for customers, roll out new programs or services, to offer sales or specials on particular products.

**Community Partners**

The **Downtown Elgin Market** offers booth spaces to non-profit, community, or school organization, that wishes to promote their organization upon approval of the Market Leadership.

Community Partners will be stationed near each entryway. Responsibilities that accompany this opportunity include welcoming and monitoring guests, offering hand sanitizer, tracking attendance with counters, and tear-down of their booth at the conclusion of the event. Promotion of the

Community Partner's organization will be allowed at their booth throughout the event. Community Partners are required to follow all rules and regulations of the event.

Community partners will be selected to participate as space and available supplies allow, prioritizing locally based organizations and initiatives that serve the Elgin community. Topics promoted or discussed by Community Partners during the Market must be respectful to a general audience of all ages and backgrounds.

### **Inspections and Additions**

Should questions arise concerning a producer's items, Market Leadership reserves the right to request additional verification that products follow market guidelines, up to and including making a farm visit.

Any vendor looking to bring additional items to sell during the Market Season that were not previously listed within their initial application **must** obtain approval from Market Leadership before expanding their vending offerings – as to avoid excessive duplicate products.

### **Food Permits**

All vendors selling food products must submit all applicable permits and licenses required by the health department, city, and state for the legal sale of goods offered by the vendor at the market. Any other necessary food permits may be obtained by contacting the City of Elgin Health Division.

The Health Division will schedule an inspection of your food booth and accept payment for your permit upon approval of your application. Ready-to-eat Food vendors with a valid 2025 Kane County permit must also pass inspection but will not be charged an additional fee for the City of Elgin permit.

### **Samples**

Market Food Sampling Handler's certificates from IDPH are required to provide food samples. The following is a summary of the policy from the Illinois Stewardship Alliance:

1. Food Product Sampling Handler Certificates are required for all persons who engage in performing tasks such as unpacking, cutting, slicing, preparing, or distributing food product samples.
2. Food Product Sampling Handler Certificates are not transferable between individuals.
3. The Illinois Department of Public Health issues the certificates

### **Requirements for Prepared Food Vendors**

Per the **City of Elgin**, anyone who wishes to sell or prepare food that requires refrigeration for the public must obtain a food handling permit from the **City of Elgin Health Department**.

A seasonal food handling permit is required of anyone who wishes to sell food that requires preparation or refrigeration for more than two weeks and less than six months at a temporary location (such as a Market).

More information regarding food handling permits can be found online [here](#).

### **Booth Requirements and Fees**

Each vendor is responsible for their own (10x10) tent, tent weights (no less than 20 lbs each), necessary equipment, and supplies to conduct business at their booth. If a vendor does not comply with the requirements, they will not be allowed to vend that day.

- Booth space is one (1) 10x10 tent-size space with a couple of feet of margin for mobility.
- Approved vendors may have their vehicles parked behind their booth spaces with permission of the **Market Manager**.
- Vendors will be charged for multiple spaces if vendor space needs exceed 10x10
- Subletting any stall space is prohibited.
- Four (4) tent weights with a minimum of **20 lbs per leg**, regardless of the weather.
- Payment is due before each market date. **Payments will not be accepted on the day of the market. Vendors who do not submit payment before Market Day will not be allowed to vend that day.**

The Downtown Elgin Market/Downtown Neighborhood Association is not responsible for damage to tents, products, supplies, or injuries because of damage that is out of human control, such as extreme weather. The Downtown Elgin Market takes every precaution to monitor weather conditions.

### **Booth Assignments based on the following criteria:**

- Available space
- Electrical needs
- Complementary products placed near each other

**There is no guarantee of a specific location from week to week. Vendors will be assigned locations upon arrival unless previously discussed with the Market Manager.**

Vendors that require their vehicles on-site during the market must note this in their application, and priority will be given to vendors with an extensive setup.

**You must meet the following requirements to be considered “a required car market vendor”:**

- **You have chilled/refrigerated equipment for your products**
- **Your products are heavy (exceeding 100 lbs)**
- **Your product sales and or preparation of products requires special equipment mounted to a vehicle**

**If your products do not meet these requirements the Market Leadership has the right to move you to a non-car spot.**

### **Attendance Fees**

Vendors interested in vending at the **Downtown Elgin Market** will submit their application via [Farmspread.com](http://Farmspread.com) and will be approved and notified by Market Leadership.

All vendors are subject to an application fee that helps to offset the costs of hosting the **Downtown Elgin Market**. All application materials (including fees, proof of insurance, and supporting materials) must be submitted before participating in the **Downtown Elgin Market**. Any incomplete applications will not be allowed to participate in the market.

\*Please note: applications of vendors with outstanding balances owed to the **Downtown Neighborhood Association of Elgin** will not be considered until payment is received in full.

**Full Season Payment (Single/Double Booth):** Full payment is due before arrival at the **Downtown Elgin Market** and is preferred a week before the Market start date. Payment can be made directly to the Downtown Neighborhood Association via PayPal (preferred) or via check. Excessive cancellations of scheduled dates and/or non-payment may result in removal from the Market.

**Single Day Vendors (Single/Double Booth):** Due at least two (2) weeks before the scheduled Market date. Payment can be made directly to the Downtown Neighborhood Association via check, or an electronic invoice will be sent. Excessive cancellations of scheduled dates and/or non-payment may result in removal from the Market.

**2025 FEE STRUCTURE**

<b>Vendor Type</b>	<b>Full Season (Single Booth Space)</b>	<b>Full Season (Double Booth Space)</b>	<b>Single Day (Single Booth Space)</b>	<b>Single Day (Double Booth Space)</b>
<b>Farmer/Producer/Prepared Food</b>	\$500	\$750	\$50	\$70
<b>Non-Food (Arts, Crafts)</b>	\$500	\$750	\$50	\$70

**Electricity**

Will be provided at no cost to the vendors, vendors have designated spots based on their electric needs. Vendors **must** provide their own 12-gauge heavy-duty outdoor extension cords and keep power consumption to 15 amps or lower.

**Sound**

Amplified sound is not allowed at the Market unless authorized by Market Leadership for pre-scheduled entertainment and programming.

**Food Trucks**

A limited number of food trucks and ready-to-eat vendors may be considered for the 2024 Market Season. These decisions will be based on customer demand, within the guidance of current Covid protocols, and in consideration of downtown brick-and-mortar restaurants. Ready-to-eat Food

vendors with a valid 2025 Kane County permit must also pass inspection but will not be charged an additional fee for the City of Elgin permit.

### **Booth Set Up**

- Vendors may arrive and start setting up at 1:00 pm.
- All vendors must be ready to begin sales no later than 3:00 pm.
- All participants must be open for business for the duration of the Market (3:00 PM-7:00 PM).
- Upon entry to the Market area, drive the vehicle to your designated space. Pull into or parallel park at your stall space as close to the curb as possible. There must be room between the vendors across the street from one another to have potential emergency vehicles pass through the area.
- If you accept LINK (tokens and or vouchers) you are **required** to hang up the signage that The **Downtown Elgin Market Manager** gives you to put on your tent every day that you attend the Market. The purpose of these signs is to help your patrons find you.
- **Please remove your vehicle before setting up your booth.** Vendors found in repeated violation of this rule will be asked to leave the Market, no refund will be issued, and the vendor will not be invited back to future Markets.
- Any vendors arriving after 3:00 PM will not be allowed to pull into the Market Zone with their vehicle to ensure public safety. If this occurs, please involve the **Market Leadership**.

### **Booth Tear Down**

- Tear Down begins at 8:00 PM on Fridays during May through October dates.
- Vendors are to completely take down, pack up, and clean up their booth area, removing all trash and debris.
- Once all items are packed and ready to be loaded, you may then retrieve your vehicle.
- Vehicles will only be allowed in the Market to pack up once their stall is completely taken down and the public has exited the Market Zone.

### **Certificate of Liability Insurance**

All vendors must carry (\$500,000 single occurrence - \$1,000,000 aggregate) in liability insurance, **with the Downtown Neighborhood Association of Elgin as the additional insured.** An Insurance certificate must be uploaded to the vendor's profile on [Farmspread.com](https://www.farmspread.com), along with their completed application.

### **Weather policy:**

The Market operates in all weather conditions. In the event of severe weather conditions and unforeseen circumstances, the **Market Leadership** holds the right to cancel/close the Market to ensure the safety of all vendors and shoppers alike, i.e., tornado warnings, severe lighting, sub-zero temperatures, and unforeseen external threats. Refunds will not be given to full-season vendors for dates canceled due to weather/threat precautions. Select date vendors will be offered options to reschedule and will only be offered a refund if rescheduling is not an option. Vendors will be notified of cancellations via email and electronic text alerts no later than 11:00 AM on the day of the Market. Early closures will be advised to vendors if needed.

### **Notification of Absence:**

It is the DNA's goal to have a consistent Market where vendor attendance can be communicated to the public in advance through our marketing efforts. Vendors should plan to be present for all dates they have committed to.

**If an absence is required, the notification must be sent to the Market Manager via email ([market@downtownelgin.com](mailto:market@downtownelgin.com)) by 3:00 PM the day before the market (24 hours prior).**

Full-season vendors will not be issued a refund if a date is missed due to their discounted rate. Select-date Vendors will be allowed to reschedule and will only be issued a refund if rescheduling is not an option.

Vendors who are “no call, no show” for any market date, will forfeit their right to a refund. Vendors who are absent three (3) times during the season may result in forfeiture of participation.

### **Late Arrival**

Due to public safety requirements of our road closure permit, any vendor arriving late to the Market will not be allowed to enter the Market zone with their vehicle. If a late arrival occurs, vendors will be directed to park outside the market zone and move their product into the market zone by hand or cart if one is available. You will be directed to the “late section” of the Market in order to help keep patrons safe and help vendors as smoothly as possible. If you arrive late more than twice, on the third late arrival you will not be allowed to participate in the **Downtown Elgin Market** and will not be given a refund. Vendors arriving after 3:30 PM will also not be allowed to set up unless you have spoken with the Manager previously.

### **Exclusivity and Redundancy Policy**

In our efforts to provide a wide range of product offerings, the Downtown Neighborhood Association tries to manage the number of vendors with redundant products during our vendor approval process with duplicate products being considered based on customer demand. The **Downtown Elgin Market** does not offer or guarantee any exclusivity to any vendor, for any product, at any time.

### **Denial of Vendor Application**

Submission of an application to the **Downtown Elgin Market** will be reviewed by the Market Leadership of the DNA. Denial of an application may be due to the following:

- 1) A vendor’s product does not reflect the goals of the **Downtown Elgin Market**
- 2) A vendor is a franchisee, who distributes third-party products (including direct/party sales consultants and distributors), and most services.
- 3) A vendor has an outstanding balance owed to the Downtown Neighborhood Association of Elgin
- 4) Vendor’s product offering is in direct competition with a nearby brick-and-mortar business.

### **Marketing**

The **Downtown Elgin Market** utilizes social media to advertise market vendors that will be attending the market and their products. It is the responsibility of each vendor to provide the **Market Manager** with any specials, notices, etc. they wish to promote. We encourage all vendors that have a business Facebook page to follow and “like” the **Downtown Elgin Market** Facebook page to help increase traffic to the Market and promote your business.

Individual date vendors who do not submit payment before the market day will not be promoted via the **Downtown Elgin Market** social media outlets until payment has been



secured.

### **Courtesy and Conduct**

Vendors and their staff are expected to conduct themselves respectfully and courteously with patrons, market staff, and other vendors.

If an issue should arise between vendors, they should contact the **Market Manager** with any concerns.

In the interest of fair trade, producers disparaging other vendors' goods or the **Downtown Elgin Market**, risk disciplinary actions, at the discretion of the Market Leadership. This could include temporary suspension or up to the removal of the market according to severity. Concerns about other producers' products should be kept confidential and directed to the **Market Manager**.

### **COMPLIANCE POLICY**

All vendors are expected to comply with the **Market Rules and Guidelines**. If vendors do not comply, Market Leadership reserves the right to cancel the vendor's participation in the Market for the remainder of the season, or permanently.

(Revised January 2025)

**DOWNTOWN ELGIN MARKET AGREEMENT**

I, Name \_\_\_\_\_, of Business Name \_\_\_\_\_ agree that I have read the updated rules and regulations of the Downtown Elgin Market and agree to be bound by these rules.

I acknowledge full responsibility for all activities and conduct. I also affirm that I carry the required insurance policy that will protect against liability and that I must submit a copy thereof as well as carry proof of said insurance when attending the **Downtown Elgin Market**. I understand that all applications are accepted or denied via consideration by Market Leadership with the support of the Downtown Neighborhood Association as the host organization.

I understand that all items being sold during the Market Season or any new product offerings must be approved by Market Leadership. I understand that the Downtown Elgin Market will promote my business and products across their social media pages on a rotating basis and that it is my responsibility to provide the **Market Manager** with any specials, notices, etc. I understand that I will not be promoted across **Downtown Elgin Market's** social media until payment has been secured.

I understand and agree that any violation or falsification will result in the loss of opportunity to participate at the **Downtown Elgin Market**. I certify that the statements contained within the application and this affidavit, are true.

*Signature*

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*Name of Business*

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*Date*

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