

Elmhurst Farmers Market Vendor Application

Application Instructions

All potential vendors of the Elmhurst Farmers Market (“Market”) must fill out, email or mail in this fully completed application. The Market will take place at Elmhurst Christian Reformed Church (“ECRC”). Vendors are selected on a first come first serve basis as spots become available. The official market application period runs from February 1 to March 31 of each market year. Applications will then be reviewed by ECRC. ECRC will notify you about the status of your application no later than April 30th of the market year. ECRC reserves the right to admit or deny vendors before that date. ECRC also reserves the right, at its sole discretion, to admit additional vendors to the Market at any time.

The Market is open from the first Wednesday in June to the last Wednesday in October, excluding any Federal Holidays that fall on market days. The Market is open from 7:00am to 1:00pm

Vendors are expected to commit to the entire season. If your business requires an alternative schedule of participation, this must be noted in your application and arranged directly with the ECRC before the season begins.

To reserve a space, send this completed application along with the other required enclosures to farmersmarket@elmhurstcrc.org or by mail to 149 W. Brush Hill Road, Elmhurst, IL 60126.

Vendor Information (“Vendor”)

Name of Business and Contact Person:

Mailing Address (City, State, Zip):

Phone Number (cell preferred):

Email:

Most used online business site address (website, Facebook, etc., for the link from the Market’s website):

Business Type:

Sole Proprietorship _____

LLC _____

Non-Profit _____

Corporation _____

Partnership _____

Other (Specify) _____

General Vendor Information

The Market is a forum for producers to connect directly with buyers. We generally do not accept vendors that are non-transformative resellers.

Farm or Business History: Tell us a little about your story or passion and what prompted you to want to be part of the Market.

What are the primary products that you will be offering at the Market?

We think of the Market as being an “Everything for the Table” market. How does your offering relate to this concept? _____

How many employees do you have? _____

Names of all persons who will or may attend the Market on behalf of Vendor:

Sales Tax

Please note that Illinois law requires that sales tax be collected on the sale of all food items. Therefore, you must have an Illinois Sales Tax License before applying to the Market.

Illinois Sales Tax License Number _____

Insurance

All applicants must have a Commercial General Liability Insurance Policy naming Elmhurst Christian Reformed Church as an Additional Insured. **A current Certificate of Insurance naming Elmhurst Christian Reformed Church as an Additional Insured must be submitted with this application or be provided to ECRC no less than 30 days before the first day of the Market.**

Insurance Company _____

Policy Number _____

Effective Dates of Policy _____

Season Rental Fee

\$500 - one 10' x 10' space (one booth)
\$900 - one 10' X 20' space (two booths)
\$1,275 - one 10 X 30 space (three booths)
Larger booth sizes are \$400 per 10' x 10' space

Space(s) required _____
Total Season Rental Fee _____

Required Enclosures:

1. Signed Vendor Agreement;
2. Waiver and Release of Liability signed by all persons who will or may attend the Market on behalf of Vendor;
3. Certificate of Insurance (see above) must be enclosed or provided to ECRC 30 days before first day of the Market; and
4. Payment for the Total Season Rental Fee (check payable to: Elmhurst Christian Reformed Church) (due no later than May 31, 2025).

Printed Name

Business Name

Signature

Date