



JULY 7 - SEPTEMBER 15
FIRST AND THIRD THURSDAYS
3 PM TO 7 PM

*Join us for food, crafts,
and fun in the park!*

- LOCAL PRODUCE
- LIVE PLANTS
- ARTISAN CRAFTS
- FAMILY FUN
- AND MORE!

HERITAGE PARK
14240 W 151ST STREET
HOMERGLENIL.ORG





Market in the Glen
1st and 3rd Thursdays
July 7 - September 15, 2022
3:00 PM - 7:00 PM

Community members and visitors will have the opportunity to shop for fresh, locally grown produce, specialty foods, and handmade items and enjoy special entertainment at the new *Market in the Glen*.

WHERE & WHEN

The Market will be held at Heritage Park, 14240 W. 151st Street, on the first and third Thursdays of the month, July 7 through September 15, 2022.

VENDOR FEES

15'x 15' booth space \$25 per Market day.
Second space \$20 per Market day.
Each space \$100 entire season.

WHO CAN SELL AT THE MARKET?

- Food vendors offering items such as fruits, vegetables, grains, nuts, berries, cheese, meats, cider, honey, baked goods, or ready to eat products and meals.
- Vendors selling herbs, plants, or cut flowers.
- Craftsmen and artists selling items produced within their own homes or workshops such as soap, candles, wood items, textiles, jewelry, and garden art.
- NOTE: Resale vendors are not eligible to participate in the Market.

All vendor applications are subject to approval by the Village of Homer Glen.

SPACE IS LIMITED

How to Apply to Become a Vendor

1. Read Rules and Regulations to determine:
 - Is your product or service an eligible fit for the Market?
 - Can you comply with all of the requirements?
2. If yes, submit all required forms and payments:
 - Signed Vendor Application and payment
 - Certificate of Liability Insurance, naming the Village of Homer Glen as additional insured (required of ALL vendors upon acceptance, prior to attending the Market)
 - Health Department Permit (for all applicable vendors upon acceptance, prior to attending the Market)

VENDOR SELECTION PROCESS

Selection of vendors will be based on the quality of the product offered, the perceived customer demand, and the locale of vendor's business (priority will be given to Homer Glen residents and business owners).

1. Applications are submitted by potential vendors.
2. Vendors who meet the criteria and are selected will be notified.
3. Vendors who are not accepted will be notified and payment will be refunded (check returned).

INSURANCE

Food and personal care product vendors must provide proof of comprehensive public liability insurance naming the Village of Homer Glen as additional insured. The policy must include minimum policy limits of one million dollars (\$1,000,000) for bodily injury or death, and products liability to one or more persons in any one accident or event.

HEALTH DEPARTMENT REQUIREMENTS

All applicable vendors are required to comply with the Will County Health Department regulations. Vendors are responsible for contacting the health department and obtaining required permits. Vendors must provide a copy of the Will County Health Department permit to the Village of Homer Glen prior to selling at the Market. The Will County Health Department can be reached at 815-727-8490.

For more information, please contact:

Community Events Coordinator, Sue Steilen, at 708-301-0632 or ssteilen@homerglenil.org.



Village of Homer Glen Market in the Glen

RULES & REGULATIONS

The Village of Homer Glen and its representatives have full authority to enforce these guidelines. In addition, the Village reserves the right to relocate any and all vendors as deemed necessary, as well as the right to deny or revoke a vendor's application. Contact Sue Steilen at ssteilen@homerglenil.org or call 708.301.0632 with any questions.

DATES & LOCATION OF THE MARKET

The Village of Homer Glen will host the *Market in the Glen* at Heritage Park, in the parking lot west of the Village Hall, 14240 W. 151st Street, Homer Glen, IL. The dates of the Market are as follows: July 7, July 21, August 4, August 18, September 1, and September 15.

HOURS OF OPERATION

The *Market in the Glen* will open at 3:00 p.m. and close at 7:00 p.m. Vendors must arrive in time to be ready to sell at the official opening time. All vehicles must be unloaded and out of the Market area by 2:30 p.m. Vendors must remain set up until the Market closes at 7:00 p.m. even if all of their product is sold.

ALLOWABLE PRODUCTS AND SERVICES

The following vendors and services are permitted at the *Market in the Glen*:

- Food vendors offering items such as fruits, vegetables, grains, nuts, berries, cheese, meats, cider, honey, baked goods, or ready to eat products and meals.
- Vendors selling herbs, plants, or cut flowers.
- Craftsmen and artists selling items produced within their own homes or workshops such as soap, candles, wood items, textiles, jewelry, and garden art.
- Market Sponsor
- Other (Contact the Village of Homer Glen)

The following vendors and services are NOT permitted at the *Market in the Glen*

- Trademark Item vendors
- Resale vendors who have not transformed existing items or created new products.
- Businesses who have no product or service to offer on-site (other than sponsor)

Vendors shall submit a detailed list of all products to be sold with their application.

Adding Additional Products

Additional products not listed on the application must be approved by the Village at least five (5) days prior to the Market date.

The Village representatives will make the decision regarding how many vendors of the same product will participate in the Market. Vendor selection will be based on the quality of the product offered, the vendor's history with other Village events, the perceived customer demand, and the locale of the vendor's business. No vendor should expect to be exclusive. Market customers expect diversity and choices of products. All vendor applications are subject to approval by a representative of the Village.

Special Note for Arts, Crafts, Home-based Businesses, and Artisans

Vendors with arts, crafts, and home-based businesses are required to submit a picture of their work and/or product (or a link to a website or digital presence) to the Village representative for review. The Village representatives will evaluate and assess non-produce items/services. Items/services deemed not to be in keeping with and/or appropriate for the *Market in the Glen* will be turned down. The Village of Homer Glen shall be responsible for and have the authority to make a final determination.

Space is limited; therefore, the number of arts and crafts vendors will be limited. Selections are made in accordance with the Village of Homer Glen Ordinances and the Market vision and goals. Only those vendors who add the greatest value to the *Market in the Glen* will be admitted.

CERTIFICATE OF INSURANCE

- All food and personal care product vendors must provide binding proof of comprehensive public liability insurance. The policy must include coverage against personal injury or death, property damage occasioned by reason of the operations conducted by vendor, and products liability. Vendor's policy must include minimum policy limits of one million dollars (\$1,000,000) for bodily injury or death, and products liability to one or more persons in any one accident or event. The Village reserves the right to increase minimum policy limits.
- Upon acceptance into the Market, the vendor must name the Village of Homer Glen, as additional insured, and provide the Village of Homer Glen with an insurance certificate as proof of such coverage (if an endorsement is required by the vendor's policy, the endorsement page must be submitted). The Village reserves the right to demand more additional insured as necessary.
- Vendors will not be allowed to setup until the certificate of insurance is provided.
- Send your certificate of insurance to Village of Homer Glen, Attn: Market in the Glen, 14240 W. 151st Street, Homer Glen, IL 60491, or fax to 708-301-8407, or email ssteilen@homerglenil.org.

HEALTH DEPARTMENT REQUIREMENTS

All applicable vendors are required to comply with Will County Health Department regulations. Vendors are responsible for contacting the Health Department and obtaining any required permits. Temporary Food Permit Applications can be found online at <https://willcountyhealth.org/wp-content/uploads/2018/12/2019-Temporary-Event-Application.pdf>. Food vendors must provide a copy of the Will County Health Department permit to the Village Representative prior to selling at the Market. The Will County Health Department can be reached at 815.727.8490.

SET UP/TEAR DOWN

Loading and Unloading

- Market parking lot will be closed and barricades will be set up by 8:00 a.m.
- Vendors may set up between 1:00 p.m.- 2:30 p.m. Vendors are permitted to drive into the Market area to unload their vehicles.
 - All vehicles must be unloaded and out of the Market area by 2:30 p.m. Vehicles may not drive through the Market area between 2:30 p.m.-7:00 p.m.
 - A vendor who fails to arrive by 2:30 p.m. may forfeit vendor space for that day.

END OF DAY

- The Parking Lot will be closed and barricades will remain up until all vendors are out of the parking lot or until 7:55 p.m. (whichever comes first).

MARKET OPERATION

- Vendors are expected to have respectful interactions with patrons and other vendors.
- No distracting or disruptive actions allowed at vendor's booth like boisterous hawking or playing music.
- All vendors are required to follow the Village representatives' instructions.

VENDOR PARKING

Vendors are expected to leave the most convenient, accessible parking for customers of the Market. The Village of Homer Glen will provide a vendor parking area within a reasonable walking distance.

Any vendor wishing to park their vehicle behind their selling space (including produce vendors) must include a request with the product list submitted with the Vendor application. Approval will be based upon necessity, appearance, and space availability.

VENDOR ATTENDANCE

Vendors who are unable to attend on the registered Market date are to contact the Village representative at mediarelations@homerglenil.org or call 312-965-3953 by 10:00 a.m. on the day of the Market. A vendor who is absent without notifying the Village representative will be charged additional fees and may forfeit their future Market space.

DISPLAY AND TENT

- Vendors must furnish their own tents, tables, chairs, and other equipment used to display their products.
- Tents are recommended in order to produce an overall visual effect to the Market. A standard 10'x10' pop-up canopy tent or equivalent is recommended.
- Tents must be secured with weights on all four legs. No stakes will be allowed. At least 25 lbs. of weight per leg is required.
- Delivery trucks and other equipment used for transportation and display shall be kept clean at all times with adequate protection against contamination.
- Produce must be clean, free of dirt, and attractively arranged.
- Produce signage must indicate its place of origin, e.g. "Illinois Grown."
- Prices must either be displayed on each item or a list of all prices must be posted.
- If your vehicle will be parked with your display, a table should be placed in front to maintain a market appearance.

STALL SIZE

- Stalls are fifteen feet wide and fifteen feet deep (15' x 15'). The width represents the front, open to the public. The back of the stall is available for merchandise storage.
- Vendors may request up to two spaces. Vendors requiring more space can contact the Village representative.
- Vendors who register for the entire season will be assigned the same space for each market day.

POWER

- Electricity is not available on site for any vendors.
- If you require electricity, you may provide your own portable generator, with permission from the Village.
- The Village staff will inspect generators for noise level, fumes, disturbance to neighboring vendors, and safety throughout the events.
- If your generator does not meet approval, you will need to make arrangements for an alternative power source or modified generator setup for the next Market.
- If your generator is deemed an immediate safety problem, you will be asked to stop the generator immediately.
- Your stall assignment may be reassigned at any time to a more appropriate location to run a generator.

SANITARY REGULATIONS

Regulations applicable to vendors of food include, but are not limited to the following:

Personal Hygiene

- Hands and arms shall be washed and cleaned before selling, after visiting the restroom, and as frequently as necessary.
- Personnel with cuts, respiratory infections, and communicable diseases shall not be permitted to work in an area where food is being sold.
- Smoking or other use of tobacco is not permitted in the Market area.
- Personnel shall use effective hair restraints where necessary to prevent contamination of food or food contact surfaces.

Food Supplies

Food shall be clean, wholesome, and free from contamination and misbranding.

Food Protection

- Processed food shall be stored/displayed a minimum of 6 inches off the ground.
- Packaged food shall not be stored in contact with water or undrained ice.
- Food not subject to further washing and cooking before being eaten shall be stored so that it is protected from contamination from dust, rain, flies, insects, consumer handling and other elements during transportation, storage, and display.
- Galvanized containers shall not be used for preparation, display, or storage of acidic foods.
- Other than unprocessed bulk food and packaged foods, appropriate scoops, tongs, spoons and forks shall be provided to minimize contact with food.

CLEAN UP

Vendors are responsible for cleaning up their selling space before leaving the Market. Small amounts of waste may be placed in on site dumpster, only if appropriately bagged. All other waste and refuse must be removed from the Market area by the vendor.

PETS AND ANIMALS

Vendors are not allowed to have dogs or pets of any kind in their selling area.

Customer pets are allowed at the Market if leashed and under control. Any pets presenting a problem will be required to leave.

The trade of live animals is not permitted.

VEHICLES

Motorized vehicles (except wheelchairs), skateboarding, and bicycling will not be allowed in the Market area.

SMOKING

Smoking is prohibited in the Market area.

SOLICITING

Solicitation by anyone who is not an authorized vendor will not be permitted at the *Market in the Glen* without permission from the Village of Homer Glen.

ADDITIONAL CHARGES/FEES

To ensure that the *Market in the Glen* continues to operate safely, efficiently, and in compliance with all laws/rules/permits/agreements, any vendor who does not comply with these Rules and Regulations will be held accountable.

First Offense

A written warning to vendor reminding them of the rule that needs to be followed.

Repeated Offense

A \$10 fee will be charged per event for the following infractions:

- Vendors arriving late (carting/walking in after 3:00 p.m. or driving a vehicle into through the Market area after 2:30 p.m. or leaving before the Market closes at 7:00 p.m.)
- Produce vendors not displaying the origin of produce
- No show/no cancellation prior to 10:00 a.m. on Market day
- Parking in an area that is prohibited
- Vendors with unsafe or unsanitary conditions (e.g. insufficiently weighted tent, vendor smoking, or vendor with a pet)
- Garbage left or improperly disposed of at the Market (e.g. unbagged waste in dumpster)

All fees must be paid, prior to reserving a market space, the week before the scheduled market. Vendors will not be permitted to set up unless all vendor fees are paid. Repeated infractions will impact consideration for a vendor's future inclusion in the *Market in the Glen*.

Market Cancellation: The Market will be open rain or shine, unless it is determined that severe weather conditions compromise the safety of vendors, volunteers, and customers. Any necessary changes or modifications will be determined by the Market Manager. Notifications of change will be issued as far in advance as possible. If a modification or cancellation is required, vendors will be notified via email. If the cancellation occurs before the Market opens, the booth fee for that day will be refunded.



Market in the Glen

Vendor Application

Business Name _____ Retail Tax ID _____

Business Address _____

Contact Name _____ Business Phone _____

Email _____ Cell Phone _____

Name of person/people who will be staffing the booth: _____

Dates Requested (select all that apply)

- July 7 August 4 September 1
 July 21 August 18 September 15

Vendor Fees

- \$25 Booth Fee X number of weeks _____ = \$ _____
 \$20 Second Booth Space X number of weeks _____ = \$ _____
 \$100 Entire Season per Booth Space = \$ _____

Total Amount Enclosed _____

I need to bring a generator for my product (Electricity will not be provided)

I am Certified Organic _____ Yes _____ No

Please list other markets where you sell

Products

Submit a detailed list of all products to be sold (photos of homemade items are helpful).

Market Cancellation: The Market will be open rain or shine. If the Market in the Glen is cancelled, vendor fees will be refunded.

Hold Harmless and Indemnification

Vendor agrees that the Village of Homer Glen shall not be liable for injury to the Vendor’s business or any loss of income therefrom, or personal injury or damage to the property of the Vendor, its employees, invitees, customers or any other person in or around the Vendor’s section, regardless of whether the injury or damage results from conditions arising from other sources or places (including, but not limited to, weather conditions, power outages, or other similar occurrences) and regardless of whether the cause or means of repairing the conditions is inaccessible to the Vendor. Vendor further agrees that the Village of Homer Glen shall not be liable for any damages arising directly or indirectly from any act or omission of event sponsors or any customer at the event.

To the fullest extent permitted by law, the Vendor shall indemnify, keep safe and hold harmless the Village of Homer Glen and its agents, officers, and employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs, and expenses, which may arise directly or indirectly from any negligence or reckless or willful misconduct of the Vendor, its employees or agents. The Vendor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgement shall be rendered against the Village of Homer Glen in any such action, the Vendor shall, at its own expense, satisfy and discharge the same.

I hereby affirm that I have read and understand the Hold Harmless and Indemnification and agree to the terms expressed therein.

Signature _____ Date _____

Vendor Agreement

Your initials and signature below indicate that you agree to the following:

_____ I have received, read, and will comply with the Village of Homer Glen Market Rules and Regulations.

_____ I understand that I will be responsible for additional fees if I do not comply with the Village of Homer Glen Market Rules and Regulations.

_____ I understand that I need to provide proof of liability insurance that insures my activity as a vendor at the Village of Homer Glen *Market in the Glen*. The Village of Homer Glen will be named as additional insured.

_____ I will provide all necessary permits and supporting documentation.

Signature: _____ Date _____

Print Name: _____

The Village of Homer Glen reserves the right to approve, disapprove, or dismiss any vendor at its discretion. Food vendors must contact the Will County Health Department at 815-727-8490. If a permit or license is required, it must be provided to the Village prior to participation in the Market. Return your application, payment, checks payable to the Village of Homer Glen, with your Certificate of Insurance, and other permits/documentation to: Market in the Glen, Village of Homer Glen, 14240 W. 151st Street, Homer Glen, IL 60491. For more information contact: Sue Steilen, steilen@homerglenil.org or call 708-301-0632.