



Hampshire Area Chamber of Commerce

Dear Prospective Vendor:

The Hampshire Area Chamber of Commerce will host the 2023 Outdoor Markets which will take place on the 3rd Saturday of each month beginning June 17th until Saturday, October 21st. **New this Year:** The Outdoor Markets will be held on Washington Avenue, near State Street in downtown Hampshire in effort to improve our visibility and increase visitors.

The Markets will operate from **9:00 am to 1:00 pm**. Vendor set-up will begin at **8:00 am** and all vendors are asked to park in the designated vendor lot after unloading merchandise. Event clean up must be completed no later than **2:00 pm**. If you have questions or need to make special arrangements, please contact Jeanie Mayer at the chamber office.

Included in this packet you will find:

- Hampshire Farmers & Outdoor Market Guidelines
 - Please read through these guidelines carefully and contact Jeanie Mayer with any questions.
- Hampshire Farmers & Outdoor Market Application

If you plan to sell food, please familiarize yourself with the Kane County Health Department Guidelines. Failure to abide by these rules can result in a fine or removal from the Market with no refund of fees. If you have any questions regarding these guidelines, please contact the Kane County Health Department at (630) 208-3801 or visit www.kanehealth.com.

Applications, payments and insurance need to be submitted to the chamber office no later than 1 week before the market. Please note: apps will be processed in the order they are received. Identical product lines cannot be accepted- only one direct market vendor of each type will be admitted to each market.

We are anticipating a great turnout this summer and look forward to seeing everyone starting on Saturday, June 17th! If you have any questions, please contact Jeanie Mayer at hampshirechamber@gmail.com or (847) 683-1122.

Jeanie Mayer
Executive Director
Hampshire Chamber of Commerce

Hampshire's Outdoor Market Guidelines

The guidelines cover all products sold at Hampshire's Outdoor Market. Please read the guidelines carefully. Complete only those sections of the application that apply to your products. When the application is complete, make a copy for yourself and send one copy back with payment no later than 1 week before the Market. Those who pay for the season will benefit from reduced pricing. If paying in advance- please send payment before April 30th. Vendors who pay in advance by April 30th are guaranteed a listing in our printed marketing materials.

Date, Time & Location:

The Hampshire Farmers & Outdoor Market will be held on the 3rd Saturday of every month beginning June 17th and will run until October 21st from 9:00 am - 1:00 pm, in downtown Hampshire.

Application Approval:

Applications will be approved in the order they are received. Application approval will be based on vendors whose goods are complementary to other goods offered at the market; and vendors whose goods offer variety and help supply the needs of the market.

When an application is approved, only the items listed on that application are approved for sale. Changing or adding to your products requires an amendment to your application and approval of the amendment by the Hampshire Chamber of Commerce prior to any sale.

Upon approval of your application, vendors will receive notification from Chamber. Applicants that are not approved will receive notification from the Chamber with returned payment.

Space Rental and Fees:

SAVE MONEY BY REGISTERING EARLY FOR ALL 5 MARKETS

To reserve a space, full payment must accompany this application. Payment will not be processed until application is approved. If application is not approved, payment will be returned. The market manager reserves the right to approve all applications and assign all spaces.

The Hampshire Farmers & Outdoor Market is located in a parking lot. Booth space will be rented based on the number of spaces requested. Vendor space fees can be submitted for the market season as a whole, or purchased on a per market basis.

Early Registration Pricing for 5 Markets: \$75 for Chamber members

\$150 for Non-members (includes courtesy membership benefits)

Regular pricing after April 30: \$35 per market for Chamber members

\$175 for Non-members (includes courtesy membership & benefits) **Single**

Market Pricing Non-members: \$50 per market

Market Dates: Saturday, June 17 * Saturday, July 15 * Saturday, August 19

Saturday, September 16 * Saturday, October 21

Fees may be paid in one of two ways:

- Payments must be made in advance by check or credit card. All checks must be made out to the Hampshire Chamber of Commerce and sent to P.O. Box 157 Hampshire, IL 60140. If you would like to pay by credit card, please call Jeanie Mayer at [\(847\) 683-1122](tel:8476831122).

State and Local Sales Tax:

Vendors are responsible for collecting and paying all state and local sales tax.

Food Sales:

All food items sold must comply with local, state, and federal health regulations. If selling as a Cottage Food Operator you must register with the Kane County Health Department, Environmental Health Division. All processed/prepared food vendors (including those selling meat, eggs, canned goods, potentially hazardous baked goods and prepared foods) must contact the Kane County Health Department, Environmental Health Division to ensure that the proper licenses have been acquired. The Environmental Health Division of the Kane County Health Department can be reached at [\(630\) 444-3040](tel:6304443040). All food permits, certifications and licenses must be submitted with the Hampshire Farmers & Outdoor Market application. Applications submitted without these will be considered incomplete.

Scales:

If goods are sold by weight, the producer's scales must comply with the standards of the State of Illinois for sales by weight. All scales must be legal and certified. For more information regarding this call [\(217\) 785-3201](tel:2177853201) or visit www.agr.state.il.us.

Tents:

All tents and coverings must be adequately secured for winds. A total of **100 pounds in weights** are required on all tents and coverings.

Set-up:

The official market times are from 9:00 am to 1:00 pm. Vendors may begin set-up no earlier than 8 am. Vendors must check in with the Market Manager prior to unloading. All vendors should be set-up and ready by 9 am (unless you have made special arrangement with the Market Manager). Set-up will not be allowed before 8 am or after 9 am. Please be prepared to stay the entire length of the market. Due to the safety of our community and visitors, vendors arriving late or leaving early will receive (1) warning and a \$10.00 fee per market for further infractions (at the discretion of the market manager).

Attendance:

If a vendor is unable to attend during a scheduled market day, the Market Manager must be notified 24 hours in advance of the market. Those canceling without notice will receive one (1) warning and a \$10.00 fee per market for further infractions (at the discretion of the market manager). The Market Manager can be reached at [\(847\) 683-1122](tel:8476831122) or [224-276-0411](tel:2242760411) on [event day](#).

Market Etiquette:

Vendors and sellers are expected to wear attire that maintains the wholesome atmosphere of an open-air market and avoid using explicit language. Vendors are not permitted to yell, taunt, or aggressively pursue sales with customers, vendors or market staff. In the interest of fair trade, producers disparaging other vendors' goods and/or selling items not at fair market value during any time of the market are not permitted and vendors doing so will be removed from the market and will forfeit their space rental fees, including full season fee payments. Concerns about other vendor's products/actions should be kept confidential and directed to the Hampshire's Outdoor Market Manager.

Enforcement of Rules:

Vendors at Hampshire's Outdoor Market must follow the Market Guidelines. The Market Manager has full authority to enforce all rules; any vendors failing to comply can be removed from the market without reimbursement of market fees. Any behavior deemed by the Market Manager to be disruptive in any way shall be cause for eviction of the vendor and forfeit of rental fees.

Individual Member Benefits:

- Credibility as a Chamber of Commerce Member
- Invitations to ribbon cuttings, open houses, and other chamber events where you can market and promote your business
- Newsletters, updates on community events, and special event opportunities
- Chamber Member window cling and member certificate
- Your product promotion at all our Outdoor Market events

2023 Hampshire's Outdoor Market Application

Saturday, June 17 * Saturday, July 15 * Saturday, August 19 * Saturday, September 16 * Saturday, October 21

Business Name: _____

Name of primary seller: _____

Names of Additional Sellers: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Home/Cell: _____ Fax: _____

Email: _____

Facebook and/or website: _____

How did you hear about the Hampshire's Outdoor Market? _____

Name of Emergency Contact: _____ Number: _____

Please indicate the type of products you are applying to sell as a vendor _____

To receive reduced early-registration pricing, applications and full payment due no later than Friday, April 30th.

**Reduced early registration pricing: 5 markets \$75 for Chamber members
\$150 for non-chamber member (Includes individual membership)**

Regular pricing: 5 Markets \$100 for Chamber members Single Market: \$35

Single Market Non Member Pricing: \$50 per market

Number of Booth Spaces Requested: _____ Total Due: _____

Please include a copy of your certificate of liability insurance. Policy Number*: _____

Please include a copy of your Food Handler's certificate from Kane County

I have read and understand all rules, regulations, and guidelines of the Hampshire Farmers & Outdoor Market and agree to abide by these rules.

Signature of Primary Seller: _____ Date: _____

RETURN TO: Hampshire Chamber of Commerce, P.O. Box 157 Hampshire, IL 60140
phone: [\(847\) 683-1122](tel:8476831122) | email: hampshirechamber@gmail.com