

# Vendor Application

EVERY THURSDAY, 2:00 PM - 6:00 PM · JUNE 2 - AUGUST 11, 2022 95TH STREET LIBRARY PARKING LOT · 3015 CEDAR GLADE DR., NAPERVILLE



**HOW TO APPLY:** (Incomplete application packets will not be considered)

- Read the 95th St. Outdoor Market Rules & Regulations document
- Submit this signed, initialed and completed application/agreement form
- Obtain and include a copy of the required permits, licenses and/or certifications, if a food vendor
- Include a Certificate of Insurance (with both the park district and library listed as additional insured)
- Include payment in the form of a check or money order payable to the Naperville Park District
- Send your application packet to Naperville Park District, Attn. Angelique Harshman, 320 Jackson Ave., Naperville, IL 60540

Questions? Email Angelique Harshman at [aharshman@napervilleparks.org](mailto:aharshman@napervilleparks.org) or call 630-864-3962

Applicant Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Website/URL \_\_\_\_\_ Illinois State Sales Tax Number \_\_\_\_\_

List other Markets you have participated in \_\_\_\_\_

Vendor Category (Check all that apply): Produce  Floral  Craft  Food  Other  \_\_\_\_\_

Certified Organic: Yes  No  Other Certifications: \_\_\_\_\_

**Provide a list of all items you intend to sell at this year's market.** This list is important for us to monitor product availability and market saturation. Adding or removing any items from this original list will require advanced approval. (Attach a separate list if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendors will receive a space to set up their booth per the specifications noted in the booth size information below. The space will be located within the 95th Street Public Library parking lot. **Please describe how you plan to set up your space** (i.e. tents, equipment, generator, required support vehicles, etc.). Please note that electricity is not available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2022 VENDOR FEES:** (Booth sizes are approximate)

FULL SEASON – 18 market dates, June 2 – Sept 29		
BOOTH SIZE	EARLY REGISTRATION	REGULAR REGISTRATION
	January – March	Received April 1 or later
20' x 16' with in stall parking, vehicles less than 18'	\$220	\$250
20' x 32' with in stall parking, vehicles/trailers 18' or longer	\$230	\$260
10' x 10' no in stall parking, limited # spaces, tent space only	\$150	\$180

**HALF SEASON – 9 Markets Dates**

Check one:

 1st Half Season: June 2 – July 29     2nd Half of Season: August 4 - Sept 29

BOOTH SIZE	EARLY REGISTRATION	REGULAR REGISTRATION
	January – March	Received April 1 or later
20' x 16' with in stall parking, vehicles less than 18'	\$160	\$190
20' x 32' with in stall parking, vehicles/trailers 18" or longer	\$170	\$200
10' x 10' no in stall parking, limited # spaces, tent space only	\$90	\$120

**NUMBER OF BOOTHS REQUESTED** \_\_\_\_\_ **Size** \_\_\_\_\_ **Total Enclosed** \_\_\_\_\_

 I have the required tent(s)/weights     I plan to bring a generator     I plan to bring an electric cooler

**VEHICLE INFORMATION** Vehicle type, make/model, size and photo are **required**.

 Sedan     SUV     Van     Truck     Other \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

 Vehicle and/or trailer size, l x w (in feet) \_\_\_\_\_  Photo of vehicle and/or trailer attached
**FOOD TRUCKS**
 Which side of the vehicle do you serve from?     Driver's Side     Passenger Side
**PAYMENT & ADDRESS**

Checks or money orders should be made payable to the Naperville Park District. Mail your application packet to the attention of: Naperville Park District, Attn: Angelique Harshman, 320 W. Jackson Avenue, Naperville, IL 60540

**PAYMENT PROCESSING**

Payments are processed following acceptance into the market. Vendors who are accepted into the market will be notified by May 2. Vendors who are not accepted into the market will be notified by May 2 and payment will not be processed.

**HOLD HARMLESS AND INDEMNIFICATION**

Vendor agrees that neither the Naperville Park District, nor the Naperville Public Library shall be liable for injury to the Vendor's business or any loss of income therefrom, or for 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 neither the Naperville Park District, nor the Naperville Public Library shall 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 Naperville Park District and Naperville Public Library and their agents, officers and employees and any other public or private property owner whose property is utilized for the event, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgements, 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 Naperville Park District or Naperville Public Library or any other property owner 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 indicate you agree to the following terms:

\_\_\_\_\_ I have received, read and will comply with the 95th Street Outdoor Market Rules and Regulations.

\_\_\_\_\_ I understand that I will be responsible for additional fees if I do not comply with the 95th St. Outdoor Market Rules and Regulations.

\_\_\_\_\_ I understand that I need to provide a certificate of liability insurance that insures my activity as a vendor at the 95th Street Outdoor Market listing both the Naperville Park District and the Naperville Public Library as additionally insured.

\_\_\_\_\_ I will provide all necessary permits and supporting documentation that is required to sell my products.

**Applying to the Market does not guarantee a space. All vendor applications are subject to approval by the Naperville Park District.  
Applicants will be notified by May 2 if they are accepted into the market.**

Office Use Only:	Date Received	Initial
Vendor Application		
Payment		
Certificate of Insurance		
Copy of Health Dept. Permit		
_____ Accepted		_____ Declined