



# NORTHFIELD MARKET & MUSIC 2025 MARKET APPLICATION

## MARKET INFORMATION

Northfield Market & Music takes place on **Wednesdays, June 11 through August 6, 2025**, except for July 2, from 5:30 to 8:30pm at Clarkson Park, 1950 New Willow Road, Northfield. This popular summer series features a community market, concert, food/beverages and children’s entertainment.

## SPACE SIZE AND FEE

### Details:

- Reserved 12' X 12' space
- Bring your own table, chairs, tent (must be weighed/staked) and display items.
- Market set up will start at 4:30pm. Vendors must be prepared to sell at 5:30-8:30pm.

FOR THE SEASON (8 WEEKS): \$180				VARIOUS WEEKS (\$30 per week)			
Check the date(s) you'd like to attend							
DATE	✓	DATE	✓	DATE	✓	DATE	✓
June 11		June 18		June 25		July 9	
July 16		July 23		July 30		August 6	

## VENDOR INFORMATION

Type of Vendor: (Check one) ✓

<input type="checkbox"/>	Prepared/Processed Food	<input type="checkbox"/>	Retail Business	<input type="checkbox"/>	Service Business
<input type="checkbox"/>	Artisan	<input type="checkbox"/>	Non-Profit	<input type="checkbox"/>	Other:

**Business/Organization Name:**

**Contact Person(s):**

**Address:**

**Phone:**

**Email:**

**PRODUCTS/PARTICIPATION:** Please describe all products you wish to see or if not selling, describe how you like to participate (i.e. information/education, display, activity, etc.).



## SALES TAX & INSURANCE

Illinois Business Tax ID:	EIN:
Depending on your participation, you may be required to submit a current Certificate of Insurance (COI) showing general liability coverage of no less than \$1,000,000 per occurrence and naming the Northfield Park District and the Village of Northfield as additional insured <b>Insurance Company:</b> _____ <b>Policy Number:</b> _____	

To apply to be a vendor at Northfield Market & Music, submit this application and any supporting documents to Dan Faust, [dfaust@nfparks.org](mailto:dfaust@nfparks.org). Admission is determined by the Northfield Park District based upon the best interests of the Market & Music event.

## AFFIDAVIT

I, \_\_\_\_\_ hereby agree to sell or offer for sale at the Northfield Market & Music Market, only such items which are listed in the application, and which are of my production on the described property. By signing this form, I hereby certify, represent, warrant and affirm, under penalties of perjury, that all information on this form, and any additional supporting documents or information submitted with this form, is true, correct, and complete to the best of my knowledge, and that I have read and understand the OPERATING RULES AND GUIDELINES and agree to abide by all rules that have been established for the operation of the Northfield Market & Music Market. I acknowledge full responsibility for all activities and conduct. I further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold harmless, indemnify, and defend the Northfield Park District and the Village of Northfield, and their respective elected and appointed officers, officials, employees, volunteers and agents, from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs), arising from or in any way connected to my participation in the Northfield Market & Music Market. I also certify, represent, warrant and affirm that I carry an insurance policy that will protect against liability as required by this application and that I must carry proof of said insurance when attending the Northfield Market & Music.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## PAYMENT

<b>Make checks payable to the Northfield Park District.</b>
<b>A 3% service fee is applied to all credit/debit card transactions. Credit Card (Mastercard, Visa, Discover,)</b>
<b>Total Amount to be Charged \$</b>
Credit Card # _____
Exp. Date: _____ Zip Code: _____
Authorized Signature _____

## APPLICATION CHECKLIST

- Application
- Signed Affidavit
- Proof of insurance showing general liability of at least \$1,000,000 per occurrence, depending upon participation
- Copy of Illinois Sales Tax License
- Any government licenses (USDA, IDPH or Local Health Department) associated with your food product



# NORTHFIELD MARKET & MUSIC

## 2025 OPERATING RULES & GUIDELINES

### GENERAL REGULATIONS

Vendors must comply with all applicable Federal, State and local laws, rules and regulations, including but not limited to those related to health and licensing. Food vendors are responsible for complying with applicable health and sanitation requirements and must be permitted by the County Health Department.

Vendors are responsible for collecting and reporting all applicable Federal, State and local taxes. Smoking is not allowed in the park.

### ENFORCEMENT OF RULES

Market participants must always obey market rules. The Market managers have full authority to enforce all rules. Any vendor who fails to comply may lose their space at the discretion of the Northfield Park District. If the Northfield Park District (NPD) determines, at its sole discretion, that the vendor is not selling appropriate products, or that the vendor or its employee's conduct is inappropriate at any point in time, NPD may request the vendor to vacate the market immediately. The vendor agrees to comply with any such request. NPD will have the right to prohibit any such vendor from leasing future space and no refund will be given.

### VENDOR CONDUCT/ETHICS

Vendors, their staff and representatives should:

- Be courteous, professional and presentable at all times
- Display products in a sanitary and attractive manner
- Be knowledgeable about their products for sale
- Do not advertise items unrelated to products approved on the vendor's application
- Do not walk through Market & Music handing out information or soliciting donations or signatures
  - Donations may be accepted at your booth but not aggressively solicited

### MARKET ATTENDANCE/NOTIFICATION OF ABSENCE

For full-time vendors, attendance is expected for each market. There are no refunds for missed market attendance or if Market & Music is canceled due to inclement weather. Vendors unable to attend a market must notify the Northfield Park District of their absence.

### SET-UP AND TAKE-DOWN

Vendors must provide their own displays, table, chairs and tent. All tents must be weighted/staked sufficiently to be secure and stable.

Market set up will start at 4:30pm. Vendors must be prepared to sell at 5:30pm.

### TRASH MANAGEMENT

Vendors must keep their spaces as clean as possible during the Market. Vendors are responsible for cleaning up their own refuse following the market. Refuse collected must be disposed of off-site by each vendor.

Northfield Park District

401 Wagner Road | Northfield, IL 60093 | 847.446.4428 | [northfieldparks.org](http://northfieldparks.org) | [dfaust@nfparks.org](mailto:dfaust@nfparks.org)