

‘Made in Elgin’ Spring Pop-Up Market Vendor Guidelines

Location: 40 DuPage Court, Elgin, IL

Market Hours: Saturday, April 19, 2025, 11 AM - 5 PM

The **‘Made in Elgin’ Spring Pop-Up Market** celebrates local craftsmanship and artistry by showcasing **handmade creations only**. No mass-produced, resale, or franchised items are permitted. This market is dedicated to supporting artisans and producers who create unique, original goods.

Vendor Selection Guidelines

Vendors are selected through Market Leadership based on the following criteria:

1. **Handmade Products Only:** All products must be original, handmade creations by the vendor. No resale, mass-produced, or third-party products are allowed.
 2. **Local Focus:** Priority is given to vendors from Elgin and surrounding communities.
 3. **Uniqueness:** Vendors offering distinct and innovative items that align with the market’s artisan focus will be prioritized.
 4. **Compliance:** Vendors must adhere to the guidelines outlined below to ensure the integrity of the market.
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Eligible Goods

The following categories of **handmade products** are eligible for sale:

- Unique, one-of-a-kind art
 - Handcrafted jewelry and accessories
 - Skincare, body care, and cosmetics
 - Custom leather goods
 - Metalwork and forging (e.g., blades, tools)
 - Home décor and furniture
 - Handmade clothing and textiles
 - Ceramics, pottery, and glasswork
 - Pet products
 - Locally crafted specialty food items (e.g., baked goods, preserves)
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Ineligible Goods

The following items **cannot** be sold at the market:

- Mass-produced or resale items
 - Live animals
 - Dangerous or corrosive products
 - Illegal substances or items
 - Third-party or multi-level marketing (MLM) products
 - Politically aligned merchandise
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Vendor Responsibilities

1. Booth Setup:

- Each vendor is responsible for providing their own 10x10 tent, tent weights (minimum 20 lbs per leg), tables, and any equipment necessary for operations.
- Vendors must ensure their booth is professionally presented and safe for patrons.
- Set Up begins at 9 AM-11 PM on Friday, April 19th. You must have your space set and ready to vend beginning at 11 AM.

2. Permits and Compliance:

- Vendors selling food or beverages must have the appropriate permits and comply with local health regulations.
- Proof of permits and insurance must be submitted with the application.

3. Attendance and Fees:

- Vendors must pay all fees before the market day. Payment will not be accepted on the day of the event.
- Vendors are required to attend and operate their booths for the full duration of the market hours (11 AM - 5 PM).

4. Product Additions:

- Any changes to the product lineup must be approved by Market Leadership to avoid duplicate offerings and ensure alignment with guidelines.

5. Weather Precautions:

- The market operates rain or shine. Vendors are responsible for securing their booths and protecting their products in case of inclement weather.

Application Process

Vendors must submit a completed application through **Farmspread.com** along with the following materials:

- A detailed description of the products offered.
- Photos of the items, booth setup, and production process.
- Proof of insurance and applicable permits.

Applications will be reviewed by Market Leadership, and selected vendors will be notified of acceptance. Incomplete applications will not be considered.

Booth Assignments

- Booths are assigned based on available space, product type, and complementary placement.
- Requests for specific locations will be considered but are not guaranteed.

Market Integrity

Market Leadership reserves the right to inspect vendor booths and products to ensure compliance with these guidelines. Vendors who do not meet the standards outlined may be asked to leave the market without refund.

We look forward to creating a vibrant and supportive environment that shows the incredible talent and creativity of our local artisans. Thank you for being part of the “**Made in Elgin**”
Spring Pop-Up Market!

I, Name _____ of Business Name _____
agree that I have read the updated rules and regulations of the 'Made in Elgin' Spring
Pop Up Market and agree to be bound by these rules.

I acknowledge full responsibility for all activities and conduct. I also affirm that I carry the
required insurance policy that will protect against liability and that I must submit a copy
thereof as well as carry proof of said insurance when attending the '**Made in Elgin' Spring
Pop Up Market**. I understand that all applications are accepted or denied via consideration by
Market Leadership with the support of the Downtown Neighborhood Association as the host
organization.

I understand that all items being sold during the Market Season or any new product offerings
must be approved by Market Leadership. I understand that the Pop Up Market will promote
my business and products across their social media pages on a rotating basis and that it is my
responsibility to provide the **Market Manager** with any specials, notices, etc. I understand
that I will not be promoted across the Downtown Neighborhood Association of Elgin's social
media until payment has been secured.

I understand and agree that any violation or falsification will result in the loss of opportunity
to participate at the '**Made in Elgin' Pop Up Market**. I certify that the statements contained
within the application and this affidavit, are true.

Signature

Name of Business

Date
