



Community Table Application
Every Saturday, June 1 – October 12, 2019

The Arlington Heights Farmers Market offers each market day, during the season, a free Community Table for non-profit organizations and groups that work to make our neighborhood a better place. The Community Table provides market-goers an opportunity to learn about the area's organizations and programs that affect us all.

If you are interested in participating, please complete this form and mail to:
Arlington Heights Historical Museum, c/o Michelle Bonnette, 110 W. Fremont St., Arlington Heights, IL 60004.

By completing this form, you agree to abide by the rules as attached, as well as, any instructions given by the Market Manager.

Organization: _____

Address: _____

Contact: _____

Email: _____

Phone: _____ Second Phone: _____

Brief description of the organization and its mission/goals: _____

Please indicate if you require any reasonable accommodations: _____

Items to be handed out: _____

Dates requested:

1st choice _____ 2nd choice _____ 3rd choice _____

The Arlington Heights Farmers Market Board of Directors will review the application and requested dates. You will be contacted once approved and a date has been assigned.

Location: The Farmers Market is located in parking Lot "S" which is bordered by Fremont Street on the north, St James Street on the south and Vail Avenue on the east, across the street from the Arlington Heights Memorial Library.

Hours of Operation: The 2019 Farmers Market will operate every Saturday from June 1 through October 12. Farmers Market hours are 7:30 am to 12:30 pm.

Arlington Heights Farmers Market
Rules and Guidelines of Operation for Community Table
2019

The Arlington Heights Farmers Market is a public market where Vendors sell their products directly to consumers. The Arlington Heights Historical Society manages the Market.

Rules:

- Parking is available in Lot "S" as well as 4 hour street parking on Vail and Fremont.
- We will provide a canopy, table and chairs.
- No food or beverage may be distributed.
- Anything handed out cannot compete with items for sale by vendors at the market.
- Anything sold, such as tickets to fund-raisers, must be approved in advance.
- Ability to provide appropriate tax-exempt status documentation.

Liability: The Village of Arlington Heights, the Arlington Heights Historical Society and the Arlington Heights Park District are not responsible for the theft or damage of property or equipment on Market premises.

Guidelines for participants at the Farmers Market

The Arlington Heights Farmers Market purpose is to provide a connection between our community and local farmers and vendors of fresh foods, natural, garden, kitchen, handmade and health focused products. The Farmers Market is intended to be a pleasant, safe and family friendly community gathering and shopping experience.

The Community Table at the Farmers market is offered as a means to engage local non-profit organizations and community groups. **The criteria for participation is that the group provide services to village residents and offer information on basic human needs, health, safety, education or recreational services.**

The Market Managers have full authority to decline any application that does not meet the above criteria. Please note: political organizations, candidates, or elected officials of any kind will not be approved.

In the spirit of these guidelines, our community table is not to be used as a means of soliciting residents for commercial, religious or political purposes. Any organization that does not follow the stated guidelines will be asked leave the Community Table immediately.

Guidelines for the Community Table participants are:

1. **Do** engage and educate visitors to promote your organization.
2. **Do** provide signage for your table and handouts for visitors.
3. **Do not** give away "free" items that are in direct competition with vendors at the market.
4. Bake sales/candy are **not** allowed due to licensing and insurance requirements of food vendors.
5. **Do** stay in your community table area, walking through the market to engage visitors and/or distributing your information away from your table is not allowed.
6. Petitions are **not** allowed at the Farmers Market.

These guidelines and the spirit of community that the Farmers Market pursues should make the experience enjoyable for all vendors, community table participants and visitors.

I, _____, hereby agree to the Rules and Guidelines of Operations of the Arlington Heights Farmers Market . Further, I acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Village of Arlington Heights, The Arlington Heights Historical Society, and the Arlington Heights Park District harmless and to indemnify the Village of Arlington Heights, The Arlington Heights Historical Society, and the Arlington Heights Park District from any and all claims arising under this permit.

Organization: _____

Date: _____

Name: _____

Title: _____