



Downs Village Market @Dooley Park

June 3 – September 30, 2026 Wednesdays 4-6pm

In this packet you will find:

- Downs Village Marketing Operating Guidelines 2026
- Downs Village Market Registration 2026
- The 2026 McLean County Health Department guidelines, which vendors must comply with.
- State of Illinois Special Events Sales tax information
- State of Illinois mandatory Point of Origin Labeling information

You can sell at our market on a **Weekly** basis or as a **Seasonal** vendor. Fill out the registration form in this packet and send it to the address below with a check for either \$20/date or \$100 for the whole season.

Weekly - *We strongly recommend that weekly vendors call ahead to make sure there is a space available.*

Seasonally – If you plan to sell with us on five or more dates, this will be the best plan for you. It's the best deal in McLean county.

We are very excited to announce our new plans for the market and hope to attract more people and vendors to visit us!

Some of the things include:

- Option for Community Booths. Get involved! Know something? Teach others!
- More advertising from social media to radio
- More sponsorship from local companies
- More opportunities for people to get involved, volunteers and members of the FFA
- 4th of July raffle
- End of Season Vendor Appreciation Dinner

Downs Village Market Registration 2026

Name or Business Name _____

Contact Person _____

Phone _____

Address _____

City _____ State _____ Zip _____

State of Illinois Tax Number (optional) _____

Email _____

Number of weeks you plan to participate _____

Description of ALL your products:

Please circle the dates you/your business plans to participate in the 2026 Downs Village Market.

Full Season
(18 weeks)

Jun: 3 10 17 24

Jul: 1 8 15 22
30

Aug: 5 12 19 26

Sep: 2 9 16 23
30

I, _____ certify I understand and will comply with all details
printed name

in the document, Downs Village Market Operating Guidelines 2026. I will also **pay any applicable registration fees prior** to setting up/attending the market.

Signature Required **Date**

Please send this signed form with payment to the address below. Make checks payable to:

Downs Village Market
P.O. Box 18
Downs, IL 61736



Downs Village Market @Dooley Park

Downs Village Market Operating Guidelines 2026

The Downs Village Market (DVM) exists to provide fresh, locally grown foods, locally homemade crafts, musical entertainment and educational booths; Uplifting and connecting local farmers, crafters, business and educators with the people of Downs and the surrounding communities.

Market Schedule:

Every Wednesday 4-6pm June - September Rain or Shine

** No sales prior to 4pm or after 6pm. A bell will ring to signal the start of the market.

** The market will only be canceled if there is imminent danger (lightning/tornadoes/hail/etc...).

Fees:

\$100 Season OR \$20 per week as available

** All fees non refundable. Missing more than 5 weeks will forfeit fees for the season.

** free for non-profits

Products to be sold:

- Fresh, high quality fruits, vegetables, herbs, vinegars, flowers, bedding plants, potted plants, and other horticultural products may be sold at the market.
- Meat, cheese and eggs may be sold with the required health department authorizations.
- The majority of products should be grown or produced by the vendor. Compliance with this provision will be determined by the Downs Village Market committee.
- All items sold at the Downs Village Market must be produced in Illinois. Exceptions may be made at the discretion of the Downs Village Market Committee.
- Value added products sold at the market must be based on ingredients grown or produced by the vendor selling the products.
- High quality, handmade arts and crafts may be sold with the Downs Village Market Committee approval. The committee will limit the number of non-food vendors to maintain the Downs Village Market's identity as a food market.

- Bake sales are limited to one bake sale on each market date, and the sale of baked goods will be limited to non-profit groups. Any bake sales at the market must comply with McLean County Health Department guidelines.

Theme days:

- Flag Day
- 4th of July
- Last day of market - Halloween Costume Contest

Obligations/Compliance:

Downs Village Market Committee:

- Promote the market through advertising.
- Represent the market to the Downs Village.
- Setup market, allowing 12'x24' stalls with 1 vehicle.
- Assign/Communicate stall assignments. Seasonal vendors will use the same stall all season.
- Final arbiters of any problems and/or disputes.

Vendors:

- Are responsible for understanding and complying with all applicable laws and regulations.
- **Must contact a DVM Committee member 24hrs before the market if you can not attend that day. Failure to notify DVM committee for 2 events will forfeit ability to participate in the market.**
- Must clean up all trash/waste within and around their allotted space.
- **Sales Practices:**
 - By state of Illinois Law, vendors must clearly display the name and physical address of the farm business where all products are grown and/or produced, or the name and address of the farm business where any products have been purchased. Vendors must post prices for all items being sold. No crying out, hawking, or other aggressive sales techniques are allowed. In addition, no sales are allowed on the market site outside of regularly scheduled market times and dates.
- **Safety:**
 - The market is a Family Friendly environment. Please refrain from swearing. Smoking should be done in or behind your vehicle.
 - Must secure all tents and canopies to prevent disruption/injury if there were high winds.
- **Code of Conduct:**
 - The Downs Village Market is a public market, and as such, is a special event. A vendor may be prohibited from participating in the market if the market staff determines that a vendor is ineligible or fails to meet the requirements set forth in this document. In no event shall the approval or denial of an application be based upon the applicant's race, sex, color, religion, creed, or national origin, physical or mental disability, age, sexual orientation, marital status, or any other protected status. Any **behavior** deemed by the market staff to be **disruptive in any way** shall be the cause for eviction of the vendor and possible legal action. Common courtesy and mutual respect are essential for a successful market. No vendor shall use any action or language to insult another vendor, shopper, market staff, or to intimidate a shopper into purchasing the product being sold. Any complaints regarding a vendor should be directed to the market staff who will investigate the complaint.
 - 1st Offense/Complaint: Verbal Warning issued by market staff
 - 2nd Offense/Complaint: Written Warning issued by market staff.

- 3rd Offense/Complaint: Suspension of Market Vendor privileges
- **Hold harmless Clause and Insurance:**
 - All vendors participating in the Farmers Market shall be individually and severally responsible for any loss, bodily or personal injury, death, and/or property damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees. By signing the **2025 Village of Downs Farmers Market Agreement**, each vendor agrees to indemnify and save the Village of Downs and their officers, agents, and employees harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by reason of the vendors negligence or that of its servants, agents, and employees; provided that the vendor shall not be responsible nor required to indemnify the Village of Downs for their negligence or that of their officers, agents, or employees. No insurance is provided by the Village of Downs for the benefit of participants in the farmers market. Food vendors must maintain a policy of insurance covering their obligation under this agreement, naming the Village of Downs as additional insured.