



Riverdale Public Library District
FALL FLEA MARKET FUNDRAISER

Individual/Small Business Vendor Registration Form

Join us on the last Saturday of September from 10:00am-3:00pm for our first in forever Fall Flea Market Fundraiser! The Flea Market takes place outside in our front parking lot and grassy lot adjacent to the library. Setup is from 8:00am-10:00am on the day of the event. Late set-up or early breakdown requests must be made at time of registration and are subject to approval. Vendor fees are \$25 per space for Individuals/Small Businesses and \$50 for Food Trucks/Restaurant Vendors.

All proceeds go towards library outreach programs.

To register, submit the completed registration form with waiver and applicable fee to the Riverdale Public Library, 208 W 144th St, Riverdale, IL 60827.

For questions, call 708-841-3311 ext. 225 or email library@rpld.org.

DATE OF EVENT: Saturday, September 28, 2024 (rain date: Saturday, October 5th)

TIME OF EVENT: 10:00 am - 3:00 pm | Vendor Set-up: 8:00 am - 10:00 am

EVENT LOCATION: Riverdale Public library 208 W 144th St, Riverdale, IL 60827

Registration closes Wednesday, September 25, 2024!

All information must be filled out.

Vendor Name: _____

Business Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Description of items to be sold: _____

Business License Number (if applicable): _____

Number of 6x6 Vendor Spaces Reserved: _____ X \$25/space = Total Registration Fee:\$ _____

Note: Tent, table, chairs, etc. are NOT included. Electricity and/or water is NOT provided. You must provide your own tents, tables, and chairs. Limited tables and chairs available upon request for additional fee of \$25.

Payment is by cash only due with registration form. All payments are final and non-refundable.

OFFICE USE ONLY:

Date Received/Paid: _____ **Receipt #** _____ **Space assigned:** _____



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Flea Market Rules & Waiver

Set up

- The Fall Flea Market operates Saturday, September 28, 2024 (rain date: October 5, 2024)
- Vendors may arrive and set up between 8:00 AM and 10:00 AM
- Market hours are 10:00 AM to 3:00 PM
- You must be ready to sell at 10:00 AM
- Set up after 10:00 AM or break down prior to 3:00 PM **is not allowed** unless an emergency occurs or due to weather. In the event of an emergency, please notify a Library Flea Market Representative immediately. In the event of other issues or weather related breakdowns, a Flea Market representative will instruct you to start breaking down early.
- Late set-up or early breakdown requests must be made at time of registration and are subject to approval.
- You must provide your own tables, chairs, tents, etc. Your setup cannot exceed your reserved space(s).
- We do not preassign or hold vendor spaces. Spaces are designated as determined by the Market Manager on a first registered basis on the day of the event.

Site Rules

- No animals, tobacco, firearms, illegal products, or other prohibited items can be sold.
- Only baked goods, namely, non-potentially hazardous foods, such as cookies, cakes and fruit pies may be sold at individual vendor tables. "Baked goods" vendors must display a clearly visible sign at their table stating the following: "This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens."
- You are responsible for the handling of your own transactions and the collection of any applicable sales tax.
- This is a clean space environment. You must maintain a clean, healthy, safe, and orderly space. Leave no trace when you have completed the day.
- This is a family friendly environment. No loud and/or inappropriate music or conversation allowed.
- No animals, except for service animals, allowed.
- No smoking allowed.
- All vendors are required to participate in the raffle event. You must give all purchasers one (1) raffle ticket for every item purchased. Raffle tickets will be provided.

Food Vendors

- All food trucks and vendors must have any and all applicable licenses necessary to serve food. This includes all necessary Cook County Department of Health approvals, licenses, and registrations.

Payment

- Payment is by cash only due at the time of registration. All payments are final and nonrefundable.
- Each space is \$25 per 6X6 space or \$50 for Food Vendors (excluding those selling baked goods).

The Riverdale Public Library District assumes no responsibility for any loss or damages to personal belongings or property. You are wholly responsible for the security and maintenance of your own property, belongings, and goods.

I agree to all the above terms and conditions.

Signature _____ Date: _____