



Sugar Grove Public Library District
Second Saturday Wintermarket 2018-2019

Thank you for your interest in the Wintermarket at the Sugar Grove Public Library. Our goal is to make valuable civic space open to serve our patrons, help our local economy, and assist local food producers in meeting the needs of their community.

Please note the following information and requirements:

- A submission does not necessarily guarantee selection. We would like to make sure each event has a variety of vendors and producers to choose from.
- We do not intend to doublebook a particular company or type of product/item if of great similarity.
- Each vendor will be allotted one table, more depending upon the amount of vendors interested.
- First priority for participation will go to those “most local” in our service area or ones already participating in very local markets; Kaneland and Illinois have priority for selection.
- As the primary focus on this event is “food” and “agriculture”, a smaller ratio of alternative vendors will be selected as space and interest allows.
- In keeping with the spirit of community partnership per our meeting room policy, we are making the space available for this event at no charge to patrons or producers. We would encourage a small donation to the Friends of the Library in lieu of a fee.
- **Each vendor will be responsible for set-up, break down, trash removal and vacuuming of their space. The Library does not have extra resources for custodial services. We reserve the right to cancel a vendor’s participation if any issues arise.**
- The hours of the market will be 11 a.m. – 3 p.m. each session. Producers may arrive for set up no earlier than 10 a.m. each day. The hours of the Library on each event day are 10 a.m. – 4 p.m. The hours of the market give ample time for set-up and break down within the operational hours of the Library.
- Final decisions with regards to Wintermarket are the responsibility of the Library Director.
- Applicable laws with regards to food storage, handling and preparation must be followed by each vendor. Sales tax collection as well as all associated regulations for sales should be followed by each vendor. The Library is not responsible for sales, services, nor monitoring of such.

We welcome your questions and comments as we start this new adventure in a creative use of our civic space. We look forward to partnering with you, and wish you the best success!

Please complete the attached submission form and submit to:

Shannon Halikias Library Director shannon@sgpl.org

Or 125 S. Municipal Drive/Sugar Grove/Illinois/60554



Sugar Grove Public Library
Second Saturday Wintermarket 2018-2018

Producer/OrganizationName: _____

Contact Person: _____

Address: _____

Phone number: _____ e-mail: _____

Web Page: _____

Description of Products:

Requested dates of participation– Please note these dates are all the “Second Saturday” of each month:

- | | |
|---|---|
| <input type="checkbox"/> <i>October 13</i> | <input type="checkbox"/> <i>February 9</i> |
| <input type="checkbox"/> <i>November 10</i> | <input type="checkbox"/> <i>March 9</i> |
| <input type="checkbox"/> <i>December 8</i> | <input type="checkbox"/> <i>April 13</i> |
| <input type="checkbox"/> <i>January 12</i> | <input type="checkbox"/> <i>May 11 (depending on weather)</i> |

I have read and agree to the SGPL information and requirements:

Print Name: _____

Signature: _____ Date: _____