



## Vendor Application

The Market 59 program is designed to attract small businesses and create retail shopping in downtown Pontiac. This program offers an opportunity to sell and showcase products of interest to area residents and visitors. Vendors located in the shops will be exposed to traffic from the Downtown Farmers Market, festivals, retail events, and all other events held Downtown and on Block 59. Shops are available for a summer season running May 1, 2023 through September 5, 2023. If any shops are still available after the start of the season, shops will be available for lease for a prorated amount.

We expect all vendors to participate in Downtown's retail events and promotions.

Your application WILL NOT be considered unless it is complete. Applications will be reviewed to ensure a variety of products that also meet acceptable community standards. The following are examples of, although not an exhaustive list of, products not allowed to be sold:

- Multi Level Marketing Products
- Illegal, prescription, recreational drugs, and unsafe supplements
- Tobacco Products
- Alcohol
- Ammunition, explosives, or weapons
- Animals
- Adult Entertainment Products, Pornography, or products depicting overtly sexualized positioning or acts of violence
- Digital media or electronic devices
- Real, virtual, or fake currency
- Counterfeit branded goods or items that are an infringement of a third party company
- Items that are discriminatory or generally offensive in nature

Each application will be reviewed Team to ensure they meet standards. Applicants will be notified as soon as possible if their application has been accepted. If accepted, a final lease will be provided, and location and date assignments will be given by staff. Please note full payment with the signed lease agreement is required when lease is signed.

No refunds for vendor cancellations will be given. Vendors may not sub-let their location to another vendor. Vendors who do so will forfeit their lease and will not receive a refund. Only vendors listed and approved on the original application will be allowed.

Business Name: \_\_\_\_\_ Business Tax ID/EIN: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you currently operate a retail business?: Yes ☐ No ☐

Website: \_\_\_\_\_

Social Media: \_\_\_\_\_

Please describe your items to be sold: \_\_\_\_\_

If you currently operate a retail business, where do you house it and how long have you been in business?

Do you plan on moving your business to a more permanent space in the future? If yes, where?

Why do you want to be in a Market 59 Shop? \_\_\_\_\_

Please attach between 5 and 15 photos of what you'll be selling.

Please attach your business plan if created.

Please attach any necessary licenses (ie: food establishment permit).

Your application will not be considered unless it is filled out entirely with those items attached.

Is there anything else the selection team should know when reviewing your application?

Please submit the completed application to Pontiac City Hall (115 W. Howard St, Pontiac, IL 61764).

Incomplete applications will not be considered. Please note that all information in this application is subject to the final lease agreement.

**Thank you for your interest in Downtown Pontiac and Market59!**