

Finders Market Important Details

- ★ PHOTOS – Please provide us with high quality product and booth pics that represent your business. We feature the best quality photos in many of our advertising pieces as well as on social media. It's a great way for you to get additional free promotion for your business! Product photos should be staged attractively with good lighting
- ★ We require a small item or a gift certificate (cash value min \$10– no percent off coupons) from each vendor to be used for market giveaways. Please have your item ready to give us at Check in before you set up.
- ★ All food vendors/concessions must be insured and obtain a food service permit from the Macon County Health Department. Contact 217-423-6988 or <http://www.maconcountyhealth.org/wp-content/uploads/2013/12/Temporary-Application.pdf> .
- ★ There is no wi-fi available at this location but there is a strong 5G tower on the edge of the property
- ★ Progress City is a Farm Property. There are no ATM's on the property. ATM's are available at the large Pilot Travel Center a few miles away at the corner of Boyd Rd and Rt 48
- ★ If you are looking for overnight accommodations, there is a Sleep Inn with very reasonable rates 1 ½ miles down the road 3920 E Hospitality Lane, Decatur... 217-872-7700. There are also several hotel options near restaurants in Forsyth about 10 minutes away.

MARKET CHECK-IN, SETUP & TEAR DOWN DETAILS

- ★ Finders Market is held at Progress City, 1 College Park Dr, Decatur, IL (next to Richland Community College). After turning into the parking lot of Richland, continue straight. Go through the stop sign. Take the next left and enter through Gate 9. Proceed to East 3rd Progress St and turn right. Vendor Check in will be just inside the large pole barn on the right.
- ★ Vendors must Check –In at the welcome table just inside the large pole barn before beginning setup
- ★ We require a small item or a gift certificate (cash value min \$10– no percent off coupons) from each vendor to be used for market giveaways. Please have your item ready to give us at Check in before you set up.
- ★ Set up times are Friday from Noon – 6PM and/or Sat (market day) starting at 6 am. All vendors who have not checked in on Friday, must be checked in by 7:30 am on Saturday. All spaces must be set up by 8:30AM on Saturday (Market day). Vendors arriving after 8AM may not be granted access to the market and vendor fees will not be refunded.
- ★ TRAILERS –Vendors who have reserved an outdoor space may keep their trailer in their space as long as it completely fits within your space (including the ramp down if it will be left down). Trucks/cars must be unhitched and parked in the nearby parking. All vehicles must be parked in one of the nearby parking areas. If you are parking your trailer, please park it at the back of any of the parking areas.
- ★ **Your Space MUST be open and staffed until 3:00pm Saturday. Those who tear down early will not be invited to return and will forfeit payments made for future markets.**

SPACE DETAIL/REQUIREMENTS

- ★ Your space is a reflection of your business. It will be worth the time you invest to create a space that's worthy of the products you are selling! Fabulous looking spaces attract Shoppers!
- ★ Vendors need to provide all items you will require for your booth setup including tables, chairs, outdoor tents, etc
- ★ Spaces with electricity are limited and given when available on a first come, first serve basis at no additional charge.
- ★ Vendors are responsible for the set up, tear down and removal of ALL items from their booth. The collecting and filing of state and local sales tax is the responsibility of each vendor. Decatur, IL sales tax is 9.25%
- ★ KJ Resources, Inc has sole discretion in the removal of items it deems inappropriate. Finders Market is family friendly

ADVERTISING

We advertise heavily through a variety of mediums. We expect each of our vendors to take a vested interest in promoting your participation at Finders Market. Here are some of the free ways you can help promote: Sharing our social media posts, tagging Finders Market in your posts, distributing our postcards, emails, etc. The more you share, the greater the reach, and the more everyone benefits.