**2023 Illinois Product Farmers Market**

**Vendor Checklist**

* Participation Form (*please enter the same name and contact information as the Vendor Guidelines and Agreement*)
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* Certificate of Liability Insurance – There are Insurance Liability requirements, and it is mandatory that the Illinois Department of Agriculture be listed as additional insured.
* Date Schedule (mark dates plan to attend the Market)
* Illinois Product Farmers Market Link Benefits Form and/or Double Link Benefits Form (if applicable)
* Payment – Checks should be made payable to the Agricultural Products Promotional Fund and sent or taken to:

**Illinois Department of Agriculture**

**Bureau of Marketing, Promotion & Grants**

**801 E. Sangamon Avenue**

**Springfield, IL 62702**

**Attn: Nicole Moore**

**Online –**Online payment is accepted through: <https://magic.collectorsolutions.com/magic-ui/en-US/Login/ill-agriculture> and click on make a onetime payment. Select Bureau of Marketing in Payment Category and Marketing Event in Payment Type. Continue to complete the form and hit submit.

**Questions?**

**Please call Nicole Moore at 217-524-9129**

**E-mail nicole.moore@illinois.gov**