

# A Guide to Getting a Community Booth at the Farmers' Market



*Whether you want a bake sale booth or an information booth, follow these few steps to ensure you get a community booth space during the outdoor season.*

All community groups are required to fill out an application this year. If your group is approved for a date, you will owe a one-time application fee of \$15.

Fill out an application at: [www.managemymarket.com](http://www.managemymarket.com).

- ❖ Select the dates you want to participate. If you're wanting a bake sale booth, a minimum of three is required.
- ❖ When creating your product registry, select "baked goods" if you're applying for a bake sale and "community materials" if applying for an information booth.
- ❖ When choosing a vendor type, select "bake sale" or "community group."
- ❖ For stall size, select "single stall."
- ❖ For payment type, select "community single stall (\$0)."
- ❖ When you are asked to provide an Illinois Business Tax ID # reply "not applicable."

For additional rules and regulations, please see the [email link](#).