

Logan Square Farmers Market 2010 Vendor Application

A Project of the Logan Square Chamber of Commerce

Instructions

Please answer all applicable questions as completely as possible, attaching additional sheets of paper as necessary. For fullest consideration, please submit your application before March 15, 2010.

Contact Information

Business Name: _____

Contact Name: _____

Business Address: _____

City, State, Zip: _____

Phone: _____ Cell Phone: _____

Contact E-mail Address: _____

Website Address: _____

Illinois Sales Tax License # (REQUIRED) _____

Business Type (check only one):

Individual Family Partnership LLC
 For-profit Corporation Not-for-profit Corporation Other

Vendor Type (check only one):

Farmer/Producer of raw, minimally processed agricultural products
 Processor of raw ingredients produced by others, creating a value-added product
 Prepared Foods produced in whole or part at the Market, intended primarily for consumption at the Market
 Other (non-food)

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Please describe the size of your farm or operation (number of acres, employees):

How long have you been in operation? _____

Market Participation

1. Please list any Farmers Markets that you have sold at in the past and those that you intend to sell at in 2010: _____

2. Generally, vendors are expected to participate in the market for the entire season, from June through October. If you are unable to meet this expectation, please explain why:

3. Because the Logan Square Farmers Market has become so successful we are at our limit, space wise. Would you consider participating in the Market on an alternating or rotating schedule with another vendor? Yes _____ No _____

4. Our market stalls are eleven feet square, for 10' x 10' tents. Please describe your planned setup at the market, including the number of stalls you would like to use. *The maximum number of stalls for any vendor is two.*

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FOR PROCESSED PRODUCTS ONLY

(including bakery goods, cheese and other dairy products, jams, salsas, honey, cider, juice, syrups, granola, sandwiches, all meat items, soaps, clothing, oils...):

1. Please list all products and licensed processor locations:

Product	Processor's Name & Location	Licensed by	License #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Are all meat and dairy products processed at USDA licensed facilities? _____

3. On a separate piece of paper, please list all food or other products you plan to sell at the market. Please list ingredients for each item or category of items. Please make notes of ingredients sourced locally and any organic certification of the ingredients.

4. Please describe how you make your products, including your personal involvement in the physical processing:

5. If you intend to sell foods that require cold or hot storage to prevent spoilage, how do you intend to keep them at correct Health Department temperatures during transportation and at the market? (Electrical power is not currently available at the market.)

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AFFIDAVIT

I have read this application and the attached Logan Square Farmers Market 2010 Market FAQ and Guidelines and if accepted into this Market, I hereby agree to abide by all Rules and Regulations of the Logan Square Farmers Market and accept all decisions and interpretations made by the Logan Square Chamber of Commerce, the operator of the Market, as final.

I agree to sell at the Market only those products listed in this application. I also acknowledge those products must be of my own production or produced at the location described on my application. I agree to comply with all relevant government rules and regulations related to this business and pay all taxes due in a timely manner. I acknowledge full responsibility for actions taken at the Market by myself and all those employed by or assisting me.

I acknowledge the sole authority of the Logan Square Chamber of Commerce, its Market Manager and staff, to enforce and interpret the Rules of the Market, to immediately settle any disputes regarding product legitimacy, procedural or vendor conduct violations and impose any penalties, including possible suspension or removal from the market.

I agree to allow the Market Manager and/or representatives of the Market at any time to inspect the premises where the products offered for sale are produced, and acknowledge that failure to allow an inspection will constitute a violation of Market rules.

I understand that the Logan Square Chamber of Commerce does not carry insurance covering individual participants and that I am required to carry such insurance.

Indemnification and Hold-Harmless Agreement: The undersigned, for himself and, if different, for the person, business or organization on behalf of whom this application is submitted, hereby agrees to indemnify the Logan Square Chamber of Commerce and City of Chicago and their officers, agents, employees and assigns, for and to hold them harmless from any liability and/or for any contractual or quasi-contractual obligations to third parties in connection with any activity, event(s), use or occurrence at the Market.

I understand that market fees are due and payable upon receipt of bills therefor, and that non-payment may, at the sole discretion of the Logan Square Chamber of Commerce, result in suspension or removal from the market; and that final fee payment is due no more than 30 days after the last market day.

I certify that the information contained in this application is true and accurate.

Name of Business: _____

Signature: _____ Date: _____

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APPLICATION CHECK LIST

- ___ Application, fully completed
- ___ \$100 **Non- Refundable** application fee
(Please make checks payable to Logan Square Chamber of Commerce)
- ___ Proof of Commercial Liability Insurance with Chamber and City as named insured
- ___ Signed Affidavit

If Applicable:

- ___ Organic Certificate
- ___ Processed Product and Ingredients List
- ___ Health Department Permit and/or certifications
- ___ Temporary Food Vendor License Application (Prepared food vendors only)
- ___ Health Inspection (within last six months*) (Prepared food vendors only)
- ___ Summer Festival Food Vendor sanitation certificate (Prepared foods vendors only)
- ___ Site plan (Prepared foods vendors only)
- ___ Copies of applicable licenses
- ___ Additional sheets and pages

*note that the City of Chicago will require an inspection dated no more than 6 months prior to the start of the Market, i.e., after December 1, 2009. A more recent inspection is preferred.

Vendor Fees and Stall Rates

- A **non-refundable** fee of \$100 must accompany all Vendor applications
 - Farmer/Producer or Processor: \$20 each 11' x 11' stall/space per market day.
 - Prepared Foods: \$30 each 11' x 11' stall/space per market day.
 - Other: determined on an individual basis.
 - Market stall rental fees are normally billed **monthly** and payment is **due upon receipt**. Non-payment may result in suspension or removal from the market.
- Applications from vendors with balances due will not be considered until all invoices are paid in full.***

Please send completed application, supporting documents and check made payable to Logan Square Chamber of Commerce to:

Logan Square Chamber of Commerce
3147 W. Logan Blvd., Suite 12
Chicago, IL 60647
(773) 489-3222 FAX: (773) 489-3760

All questions and inquiries should be addressed to:
Paul Levin, Executive Director, e-mail: paul@loganchamber.org or
John Pennycuff, Market Manager, e-mail: john@loganchamber.org