

**Logan Square
Indoor Farmers Market
2011 - 2012 Vendor Application**
A Project of the Logan Square Chamber of Commerce

Please answer all applicable questions as completely as possible, attaching additional sheets of paper as necessary. For fullest consideration, submit your application on or before October 21, 2011.

Contact Information

Business Name: _____

Business Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: _____ Cell Phone: _____

Contact E-mail Address: _____

Alternate Contact Name: _____

Phone: _____ Cell Phone: _____

Alternate Contact E-mail Address: _____

Business 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 one or more):

Farmer/Producer of raw, minimally processed agricultural products
 Processor of raw ingredients, 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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Section I - Market Specifics:

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

In operation since (year) _____

2. Please list any Farmers Markets that you have sold at in the past year and those that you intend to sell at during the coming Indoor season: _____

3. Generally, vendors are expected to participate in the Market for the entire season, from November through March. If you are unable to meet this expectation, please explain why, and list the dates on which you will NOT be present (The market will not occur on November 27, December 25 and January 1): _____

4. Space at the Indoor Market location is limited. Would you consider participating in the Market on an alternating or rotating schedule with another vendor? Yes _____ No _____

5. Indoor Market spaces are slightly more than 6 feet wide. How many spaces would you like to use? (Generally, the maximum number of stalls for any vendor is two.) _____

6. List any products you plan to purchase or take on consignment from others to sell at the Market. _____

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Section III - For Processors 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 the ingredients for each item or category of items listed above. Please note 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:

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AFFIDAVIT

I have read this application and the Logan Square Indoor Farmers Market 2011 - 2012 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 the Congress Theater 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
- I have read the Logan Square Farmers Market Guidelines
- \$50 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
- Payment option circled below. (Advanced Payment is due at first Market, November 6, 2011)

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)
- Site plan (Prepared food 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 May 6, 2011. A more recent inspection is preferred.

Please CIRCLE your preferred payment plan on the Vendor Fee Schedule below:

Logan Square Chamber of Commerce Indoor Farmers Market November 2011 thru March 2012 Fee Schedule

Vendor Type	Application Fee (non-refundable)	Pay-As-You-Go, per Market, per space	18 Market Season Advance Payment Rate, per space
Farmer -- Producer or Processor	\$50	\$25	\$360
Prepared Food (eat on site)	\$50	\$35	\$540
Non-Food (Chamber Member)	n/a	\$75	n/a
Non-Food	n/a	\$125	n/a

Notes: **Pay-as-you-go:** Will be charged for all scheduled dates unless Market Manager is notified of cancellation by noon Friday before the Market.
Advance Payment: Non-refundable. Will be charged at pay-as-you-go rates if Market is extended after March 2012.

- 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.
 - All credit card and link sales will be deducted from your stall fees.
- Applications from vendors with balances due will not be considered until all invoices are paid in full.

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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
Megan Larmer, Market Manager, e-mail: Megan@loganchamber.org