



# 2025 RULES AND REGULATIONS

WE ARE NOT ACCEPTING NEW VENDOR APPLICATIONS IN 2025. ONLY 2024 RETURNING VENDOR APPLICATIONS WILL BE ACCEPTED.

**APPLICATION CLOSES: 2/1/25**

These rules and regulations govern the operation, administration and management of the Logan Square Farmers Market. Please note, the Logan Square Chamber of Commerce (LSCC) & the Logan Square Farmers Market (LSqFM) Teams may modify these rules and regulations at any time and can take any action to enforce them.

All vendors are expected to comply with the 2025 Rules and Regulations. If vendors do not comply, the Market Manager reserves the right to cancel the vendor's LSqFM participation for the remainder of the season and/or permanently depending on the reason for removal. Vendors should note, past non-compliance with Rules and Regulations i.e. continual tardiness, trash management violations, outstanding balances, will be considered when reviewing applications

All vendors are asked to be flexible, nimble and patient through the application process as well as throughout the season. This is a dynamic market with 100+ vendors on the roster with many moving parts, at all times, throughout the season - shift happens. The Market Manager has the right to make shifts where needed, regardless of vendor tenure.

Expect 6-10 weeks of possible shifts for the Market Manager and logistics crew to organize all applicants accordingly. Please be aware, not all vendors apply for all market days and some vendors start later than others and some only show 1x a month. We leave buffers during the initial 6-10 weeks to allow for upcoming accommodations and shifts to be made.

The card stored in your Manage My Market profile will be auto-charged for your weekly stall fee quickly after attendance is taken every market Sunday. Please ensure it's loaded as we will not play collections this season and if this issue persists, we will remove you from the roster.

The late arrival fee is \$50. We will cut off access to the main thoroughfare at 7:50AM as we need to have the thoroughfare cleared out by 8AM. If you arrive at this time, you'll need to find parking and lug your things over as you will not be able to enter the market footprint.

We operate rain or shine and need a 48 hour cancellation notice. If you call off the morning of the market or do not give us ample notice, are a no-call/no-show, we will bill you for the day. Please ensure your staff is prepared for all weather conditions.

There is no vendor parking on either side of the service lane on N. Kedzie Boulevard. This service lane is the street in front of Cara Cara, Lula Cafe, Logan Vegan, etc. If you persist in parking here, you will be removed from the roster. We must respect our businesses' customer parking.

## **ABOUT THE MARKET:**

The LSqFM, ***powered by the Logan Square Chamber of Commerce (LSCC)***, is an alternative food system and a community event. We strive to support local farms, local processors, small businesses, entrepreneurs and local makers. The market is a 75% food based market, meaning at least 75% of the vendor roster is made up of farmers and food processors.

## **HOURS OF OPERATION: Sun, 5/11/25 through Sun, 10/26/25**

The “LSqFM’s 2025 Outdoor Season” is a 25 week continued shopping experience. We kick off on Mother’s Day weekend, Sun, 5/11/25 and close out the season on Halloween Sunday, 10/26/25. \*Costumes are encouraged on the last market Sunday. The Market Manager and staff select the best vendor costume. \*Winner receives a pair of [Vibram](#) water shoes.

## **REFUND POLICY:**

Farmers Market application fees are non-refundable. Suspension from the LSqFM due to policy violations will not trigger any refund of stall rental or other fees that have been paid in advance.

## **APPLICATION PROCESS:**

**This is the 2nd year into our grandfathered-in vendor roster. In 2026, the application will go live to our entire database. Things will look dramatically different as we are still not sure how much space our new forever home (Milwaukee Ave. between Logan Blvd. & Kedzie Ave.) will afford us. We are preparing processors, prepared foods, artisans and bazaar vendor types in advance to not depend on the Logan Square Farmers Market like in year’s past to set expectations early.**

Admission to the LSqFM is granted to vendors based on the following criteria:

- The submission of a complete application, including non-refundable application fees and required supplemental documentation
- Outstanding fees from previous seasons must be paid in full for consideration
- The submission of all applicable permits and licenses required by the health department, city, county and state for legal sale of the goods offered by the vendor at the LSqFM.  
**\*Please see the checklist at the end of the application based on what you sell.**
- The vendors’ history with the LSqFM is taken into consideration. (Including adherence to market rules and regulations, adherence to code of conduct, market attendance, and payment of fees, etc.)
- LSqFM’s primary focus is on local producers

## **Priority is given to applicants who are:**

- Small-scale producers, individuals and family farms
- Sells products grown using organic and sustainable practices including IPM; humane treatment of animals; non-GMO seeds and crops, limited/no use of pesticides, herbicides, fungicides, synthetic fertilizers, antibiotics, etc.
- Sell unique/niche foods

- Operate as an NFPO
- Source and use two ingredients from fellow LSqFM Vendors; audit is conducted 1x a month
- Use of certified organic or sustainably grown ingredients
- Sustainable business practices
- Innovative product and marketing
- Existing Logan Square neighborhood location or production site

### **VENDOR TYPES:**

The LSqFM is primarily a place for local farmers, processors of agricultural products and 75% of vendor slots are reserved for food vendors.

1. **Farmer/Producer:** sells raw or minimally processed agricultural products that they farm and/or produce from within 250 miles from the LSqFM location
2. **Processor/Baker:** sells value-added food items that they process/bake from raw or minimally processed ingredients
3. **Prepared Food:** sells prepared, ready-to-eat food that has been prepared off-site or at the event location
4. **Artisan Vendor:** Goods (non-food) made in and produced in Chicago. (No reselling, or wholesale)
5. **Bazaar Vendor:** sells vintage clothing, jewelry, household goods, collectibles, handmade goods, etc.
6. **Community Booth:** is offered each market day. The community tent offered is free of charge for NFPOs, schools, and community organizations
7. **Commercial/Sponsor Booth:** is offered each market day to 1) help raise funds for the Chamber and 2) help small businesses promote their brands and 3) feature Chamber Sponsors. \*Up to 3 commercial booths can be on-site on any given Sunday. Please note, some Chamber Sponsors can be big box

### **INSURANCE REQUIREMENTS:**

All applicants must have and submit proof of Commercial General Liability Insurance with a minimum coverage of \$1 million per occurrence and aggregate including:

- Broad Form Coverage
- Products
- Completed Operations
- Personal Injury
- Automobile
- Advertising Injury

Upon acceptance, vendors will be expected to load all insurance documents to their Manage My Market (MMM) profile under, "Licenses," by: **April 11th, 2025.**

### STALL ASSIGNMENT:

This is a dynamic market with 100+ vendors on the roster. A vendor's stall assignment and changes to the LSqFM layout may be made at the Market Manager's discretion at any time. Stall assignments are determined by:

- vendor schedules
- market product assortment
- customer traffic flow
- quality of the vendor's product display
- vendor's customer service
- vendor's consistent prompt attendance
- vendor schedules

### FEES & INSURANCE:

All applications must be accompanied by a non-refundable \$100 fee. Applications submitted without the application fee will not be considered even if you're a grandfathered-in vendor.

All application materials (including proof of insurance, supporting materials, etc.) must be submitted or postmarked by April 11, 2025. Any applications that are incomplete or not received by this deadline are subject to an additional non-refundable \$50 late fee, due at the time of completion or submission.

### FEE STRUCTURE:

LSqFM Fee Structure			
Vendor Type	Application Fee	Weekly/Biweekly	Full Season Payment
	Required to be paid in full with application. Those who do not render payment will not be considered without additional \$50 late fee	Fees are auto-charged via Manage My Market (MMM) every market Sunday after attendance	Pay ahead for the entire season for an 8% discount. Must be paid in full by April 30, 2025
Farmer/Producer	\$125	\$35	\$805
Processor/Baker	\$125	\$45	\$1,035
Prepared Food	\$125	\$60	\$1,380
Artisan	\$125	\$75	N/A
Bazaar	\$125	\$50	N/A

<b>Community</b>	<b>\$25</b>	<b>\$0</b>	<b>N/A</b>
<b>Commercial</b>	<b>\$125</b>	<b>\$300/Sunday</b>	<b>N/A</b>

**Full Season Payment:** Due on or before April 11, 2025. This payment is non-refundable. If payment is not received by market start date, you will be billed weekly without the discount.

#### **ALTERNATIVE FORMS OF PAYMENT ACCEPTED AT THE LSqFM:**

- **LINK/EBT:** All Farmers/Producers/Processors selling qualified products at the LSqFM must accept SNAP dollars. These are the brown LSqFM market dollars. The Chamber operates wireless payment devices at its booths at both the Fullerton Ave. and Logan Blvd. entrances. These devices enable the administration of the Electronic Benefit Transfer (EBT) Program (to process LINK/SNAP payments). Vendors are reimbursed via Zelle or PayPal for these payments the first Sunday of the month. First SNAP/Link payout will be on Sun, 6/1/25.
- **Farmers Market Nutrition Program are USDA-issued Coupons for WIC & Senior participants.** The Coupon Program requires Farmer Vendors to register with the State of Illinois Department of Agriculture or Department of Human Services. You are required to do so in order to sell at the LSqFM. Please email zachary.mabus@illinois.gov in order to apply. Proof of acceptance of WIC coupons or proof that you've applied is required.
- **Link Up Illinois Double Value Program (AKA: Link Match Coupons):** When funding is available, all Farmers/ Producers selling qualified products at the LSqFM must participate in the Link Up Illinois Double Value Coupon program administered by the Chamber. ***Paper Double Value coupons with the value of a dollar each are only to be used on fresh fruits and vegetables.***
- We do not process debit and credit card payments for vendors.

#### **ATTENDANCE:**

If weather conditions, traffic problems, or other circumstances cause a delayed arrival or forces a vendor to miss a market day, the Market Manager should be notified as far in advance as possible. Vendors may call Nilda (773.575.1912) for this purpose. ***\*Vendors will be billed for any market day missed if the Market Manager does not receive notice of their non-attendance by noon on the Friday before market day.*** Excessive absences or late arrivals will result in review of the vendor's eligibility to participate in the LSqFM.

**ARRIVAL, SET UP & TEAR DOWN:** The main thoroughfare must be cleared of all vehicles by 7:50AM

- You must arrive before 7:50AM to set up and you must tear down and clear N. Kedzie Boulevard by 4pm.

- Vendors may begin set-up as early as 6AM
- Vendors must be fully set up and ready to sell by 8:30am
- Any vendor who arrives late and is still setting up after 8:30am is subject to a \$50 late fee. If you are running late, call Nilda as soon as possible: 773.575.1912 to coordinate assistance
- You must unload all your items and promptly move your vehicle. You must be fully set up by 8:30AM

## **POLICIES & REQUIREMENTS REGARDING FARMERS, PRODUCERS, PRODUCTS AND INSPECTIONS:**

### **Producer Only Rule and Exceptions**

The LSqFM places high priority on being a Producer Market. This means that vendors must only sell produce they have grown on their own land or land they control, prepared food vendors may only sell food that they have personally created, and other types of vendors may only sell products they have had a primary role in manufacturing. The LSqFM allows limited exceptions to the Producer Only Rule. Some exceptions include,

- Farmers that are permitted to sell produce from farmers within their collective or cooperative
- An agreement with another local producer to sell their product(s) *\*Must provide proof*

### **Prohibited Products:**

- Live birds or animals
- Fresh meat and poultry
- Unauthorized agricultural products
- Products purchased by the vendor from third parties, such as but not limited to: pre-made, commercial beverages including sodas, water products, coffee, teas and manufactured goods
- Reusable totes
- Processed products improperly labeled or made in an unlicensed facility or processed products that fail to follow preservation standards established by the USDA or other governmental agencies.

## **GENERAL MARKET POLICIES AND RULES**

### **MARKET EQUIPMENT:**

-Vendors must supply their own tables, chairs and tents. Outdoor stalls will be no larger than 10'x10

-**MANDATORY:** All tents must be weighted sufficiently to be secure and stable during inclement weather. 40lb weights minimum per tent leg. Failure to secure a tent may result in expulsion of the vendor -The use of drop cloths is encouraged for any vendor selling products with potential to stain or damage pavement or sidewalks

-No electrical power is available on-site. If electricity is needed, vendors running a generator must get approval from Market Management. If approved, the vendor must supply a portable generator in good operating condition. Generators emitting excessive noise or fumes are

prohibited, and all generators must be kept in a noise-cancelling device or enclosure. All generators must be shut off if rain commences

-Tables must not be loaded beyond capacity. Products and display items must be sufficiently secured against movement caused by wind, vibration, or jostling

-Tablecloths made of cloth or vinyl are required for all tables

-During cool months when no precipitation is forecast, vendors are allowed to forgo use of a tent in order to take advantage of the sunlight

### **VENDOR IDENTIFICATION:**

All Vendors must display a sign, with lettering at least three inches high, clearly identifying the name of their establishment, contact information (phone number or email), and the location of their production. Vendors selling EBT-eligible items will receive a sign to display on the face of the tent. It is strongly encouraged to display product and price lists.

### **Product Signage and Disclosure of Growing Practices**

- Each product for sale must be clearly labeled with product name, price per unit, variety, and growing method if not grown in the field (i.e., aquaponic).
- Farming practices must be fully and truthfully disclosed at a customer's request.
- It is absolutely prohibited to use the word "organic" in labeling or signage unless they have been certified by a USDA-approved third party certifying agency and a copy of the current certificate has been uploaded to Manage My Market (MMM)
- Upon request, vendors must agree to permit Market Management to visit your production site

### **SAMPLING:**

*In order to sample you must obtain your **Chicago Summer Sanitation Certificate OR 180 DAY SPECIAL EVENT FOOD BOOTH LICENSE APPLICATION**. If your samples are prepackaged in your production facility before they are brought to the farmerr market and brought to the market sealed and enclosed, you do not need certifications above.*

Vendors are encouraged to offer samples of their products. When offering samples, vendors should adhere to these guidelines:

- Keep samples in clean, covered containers
- Use toothpicks or biodegradable utensils to distribute samples
- Use clean, disposable gloves when handling samples
- Use cutting boards that are smooth, non-absorbent, and easily cleaned
- Provide a waste container at the sampling area for public use
- Use biodegradable sample packaging or sample containers.

### **POTENTIALLY HAZARDOUS FOODS:**

It is the responsibility of the vendor to abide by Chicago Department of Health guidelines concerning storage and vending of potentially hazardous products. These include, but are not

limited to, low acid preserved fruits and vegetables, meats, poultry, fresh eggs, dairy products, and cheeses.

### **PRODUCT TEMPERATURE:**

The vendor is responsible for monitoring and maintaining proper temperatures in accordance with health codes. Vendors who sell products that must be kept refrigerated or frozen must have an accurate thermometer on site.

- Meat and Poultry must be held at zero degrees or lower.
- Eggs must be held at forty degrees.
- Dairy and cheese must be held at forty degrees.

### **TRASH MANAGEMENT:**

The market site is used by the community 7 days a week. Before leaving, vendors must remove all trash and debris from the area in and around the stall and common walkway, whether or not it originated in their stall, leaving the area clean

Consumer trash not originating with the vendor may be disposed of in appropriate containers on-site. All other trash (including but not limited to boxes, packaging, sample waste, charcoals, etc.) must be taken with the vendor for disposal

Failure to follow the above policies will subject the vendor to disciplinary action and a fee of \$30 per offense. This includes, but is not limited to food waste left on the ground, produce boxes, cardboard, empty product packaging and trash liners used at the tent during market hours for, gloves, plastic wrap, etc.

### **ADDITIONAL REQUIREMENTS:**

#### **PLASTIC BAG & FOOD-WARE REQUIREMENTS:**

- Plastic bags that are not certified compostable are not allowed at the market
- Vendors are encouraged to provide compostable paper bags to customers and/or encourage customers to bring their own bags
- Encourage customers to pick up a Logan Square Farmers Market tote bag
- Bags labeled "100% degradable" or "30% recycled plastic" are highly discouraged to avoid confusion with compostable bags.
- Vendors are urged to discuss acceptable types of bags and request referrals for compostable food service item suppliers with Market Management.
- Vendors using disposable products (sampling utensils, cups, utensils, plates, bowls, cups, straws, lids, etc.) must use certified compostable products at the LSqFM.

#### **VEGETABLE, FRUIT, MEAT, & POULTRY PRODUCERS:**

- Raw agricultural products should be minimally handled or processed before packaging for the Market
- Waxed produce is not allowed. Labels on produce are prohibited



- No commercially pre-packaged, wrapped or labeled products are allowed

#### MEAT & POULTRY PRODUCERS:

The following potentially hazardous foods may be sold in the frozen state within these requirements:

- All beef and bison stock held for sale shall have been raised by the vendor for at least 50% of the live weight or for twelve months at slaughter
- For meat and poultry products processed by others (e.g. sausage) the vendor must produce the meat ingredients. All processing must take place in a USDA or state licensed facility
- The vendor must ensure that the processed product contains a majority (75%) of the original raw ingredient grown by the producer for processing
- Meats (beef, lamb, pork, bison and goat) and poultry must meet the requirements of the Chicago Food Service Sanitation Municipal Code 4-8, 7-40 and 7-42 and the Rules and Regulations of the Chicago Board of Health
- All items must be packaged and frozen at the time of slaughter and remain frozen until sold
- Product temperature must be maintained at 0°F or below and the temperature must be checked every two hours. Insulated chests with dry ice or cold plates or electric freezers must be used to meet this standard
- Packaging and labeling of meat and poultry must meet USDA standards and clearly state safe handling guidelines
- Meat and poultry must be stored in a licensed facility and a copy of the last inspection of the vendor's storage facility must be provided before permission to sell is granted

#### EGG VENDORS:

Vendors must comply with State regulations for egg production and selling including packaging and labeling requirements, candling requirements, and licensing. Eggs must be held at 40 degrees Fahrenheit after harvesting, during transportation, and at market.

#### BEDDING PLANT, HOUSE PLANT, HERB PLANT VENDORS:

- The vendor shall have performed the propagation, germination, planting of cuttings or division work for all potted plants, trees, or nursery starters that are sold
- It is strictly forbidden for vendors to purchase plants for the sole and immediate intent to resell them without sufficient propagation or without necessary growing time. Noncompliance will result in expulsion from the LSqFM
- Purchased plant materials must be grown on vendor's premises for at least 60 days before being offered for sale

#### FLORAL & ORNAMENTAL PRODUCERS:

- Products offered for sale must be grown or, if wild, gathered, by the vendor
- Must not be treated with any substance other than a clear lacquer spray. Dyes and paints are prohibited

#### VALUE-ADDED VENDORS:

- Processors who are not growers must be able to verify that at least one of their ingredients are purchased from local growers/producers

- All value-added products must satisfy all public health labeling, permitting, and other requirements pertaining to processed products
- Abide by the Beverage policy listed in the Prepared Foods section on the following page
- Packaging should be biodegradable or made of paper, cardboard, glass, steel, aluminum, plastic #1, 2, 3, 4, 5 or 7 (no #6).

#### BAKERY VENDORS:

- It is strictly forbidden for vendors to purchase ready-made or frozen baked goods with the intent to resell them
- All bakery items must be made from scratch. Vendors may not sell items made from purchased pre-made dough, batter, crust, or dry ingredient mixes. For example, the shortening (fats and oils), the leavening, and the salt must be added by the vendor to comply with this rule
- A vendor must participate consistently in the physical production of the product
- The vendor must keep all recipes and receipts for ingredients on file and must be able to produce them at an inspection
- Logan Square Farmers Market strives to support participating Farmers/Producers and encourages other businesses to support them and source their raw ingredients through them whenever possible
- Packaging should be biodegradable or made of paper, cardboard, glass, steel, aluminum, plastic #1, 2, 3, 4, 5 or 7 (no #6).

#### HONEY PRODUCERS:

- Honey must be produced by bees kept by the vendor, or, if bees are on vendor's land for pollination, the vendor may sell the resulting honey with prior approval by Market Management.
- Honey must not be adulterated.

#### SOAP VENDORS:

- Hand-milled soap must be processed by the vendor and contain either an emollient or fat or both that is produced by the vendor, unless otherwise permitted by Market Management. Vendor-produced ingredients must be at least 50% of the value of the product
- Soap must be sold in bar form
- All ingredients must be FDA approved
- Labels must include all ingredients

#### BAKERS/PROCESSORS & PREPARED FOOD:

- Beverages may **only** be sold by value-added processors and prepared food vendors
- All beverages offered must be personally handcrafted. Vendors must be able to supply proof of sourcing, production process and production whereabouts
- Commercial beverages are not permitted. Sale of pre-made beverages from other businesses is not permitted, unless done through an associate vendor relationship with a fellow LSqFM vendor
- Value-added coffee vendors are the *only* vendors permitted to carry coffee beverages at the LSqFM

#### PREPARED FOOD VENDORS:

- In order to sample you MUST obtain your Chicago Summer Sanitation Certificate unless it is prepackaged in your facility before it's brought to the market and brought to the market sealed and enclosed
- Before completing your application, please review the Guidelines for Food Handling at Temporary Food Service Events on the City of Chicago website: [cityofchicago.org](http://cityofchicago.org)
- Include with your application a copy of the most recent "approved" health inspection certificate from your production facility
- To Go packaging should be certified compostable