



# 2022 RULES AND REGULATIONS

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All applicant vendors who wish to participate in the Logan Square Farmers Market (LSqFM) must read the following document fully and carefully. These rules govern the operation, administration and management of the (LSqFM). Please note, the LSqFM may modify these Rules and Guidelines at any time and can take any action to enforce them.

**ABOUT THE MARKET** The Logan Square Farmers Market, *powered by the Logan Square Chamber of Commerce*, is an alternative food system and a community event. We strive to support local farms, local processors, and small businesses. The market is a 75% food based market, meaning at least 75% of the vendor roster is made up of farmers and food producers.

## **HOURS OF OPERATION:**

May 8, 2022 through October 30, 2022 (26 market days)

Sundays from 9am to 3pm, RAIN OR SHINE!

- Vendors are prohibited from conducting public sales before 9:00am.
- Vendors are prohibited from tearing down or leaving before 3pm unless completely sold out and given permission by management to leave.

**ATTENDANCE** If weather conditions, traffic problems, or other extenuating circumstances cause a delayed arrival or force a vendor to miss a market day, the Market Manager should be notified as far in advance as possible. Vendors may call Mandy (815.325.3092) 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 & SETUP/TEARDOWN**

- Vendors may begin set-up at 7:00am and **must be** fully set up and ready to sell by 9:00am, when the market bell is rung.
- Late arrival may result in denied participation on that market day, future market dates, and/or seasons. Any vendor who arrives late and is still setting up after 9am is subject to a \$50 late fee. If you are running late, call Mandy as possible: 815-325-3092.
- After unloading, vendors must promptly move vehicles to an appropriate parking site. The southernmost, eastbound lane of Logan Boulevard is reserved for vendors on a first come, first serve basis.
- You must tear down and clear the boulevard by 4pm.

## **PARKING** Vendors may not park on the curb, parkway, lawn, or in thoroughfares.

- Vendors are permitted to park on Logan Boulevard between Albany and Sacramento during market hours with LSqFM supplied parking permit in windshield.
- Vendors will be provided with a sign to display on the dashboard of their vehicle identifying them as LSFM participants. **\*\*Note that display of the sign does not guarantee immunity from enforcement of posted parking regulations**

**HEALTH GUIDELINES** All vendors and staff must wear a mask from 9am-10am for high risk shoppers. Disposable masks are available at each entrance, if needed. In order to hold a city permit to operate on the boulevard, we are required to adhere to city guidelines. City guidelines may change at any time.

**APPLICATION PROCESS** 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 LSqFM is taken into consideration. (Including adherence to market rules and regulations, adherence to code of conduct, market attendance, and payment of fees.)
- LSqFM's primary focus is on local producers. At least 75% of stalls are reserved for primary producers of local fruit, vegetables, and meat and eggs.

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

- Small-scale producers, individual and family farms.
- Sell 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
- Use of seasonal, local ingredients, with preferential sourcing from LSqFM Vendors
- 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. Non-food vendors will only be allowed to vend a maximum of once monthly.

1. **Farmer/Producer Vendor:** sells raw or minimally processed agricultural products that they farm and/or produce from within 250 miles from the LSFM location.
2. **Processor/Baker Vendor:** sells value-added food items that they process/bake from raw or minimally processed ingredients. Please note: only coffee roasters roasting within 250 miles from the LSFM are eligible for consideration.
3. **Prepared Food Vendor:** sells prepared, packaged "to go" foods.
4. **Artisan Vendor:** Goods (non-food) made in and produced in Chicago. (no reselling, or wholesale)
5. *One Community Tent* is offered each market day. The community tent offered is free of charge for NFPOs, schools, and community organizations

6. *One Commercial booth* is offered each market day to raise funds for the market. This 12x12 space is a \$400 fee each Sunday and is open to any business. Businesses must bring their own tent, table and chairs.

**FEES, INSURANCE AND CUSTOMER ELECTRONIC PAYMENTS** All LSqFM Vendors are subject to a non-refundable application fee and stall rental fees that help to cover the operational costs of the market. **Vendors submitting applications after March 20, 2022 are subject to an additional, non-refundable \$50 late fee.**

- All applications must be accompanied by a non-refundable \$100 fee. Applications submitted without the application fee will not be considered.
- All application materials (including proof of insurance, supporting materials, etc.) must be submitted or postmarked by March 20, 2022. **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.**
- **APPLICATION CLOSES: 3/20/2022**
- Applications from Vendors with outstanding balances owed to the LSCFM will not be considered

**FEE STRUCTURE**

<b>LSqFM Fee Structure</b>			
<b>Vendor Type</b>	<b>Application Fee</b>	<b>weekly/biweekly</b>	<b>Full season</b>
	Required to be paid in full with application. Those who do not render payment will not be considered without additional \$50 late fee	Pay each week or after invoices are issued each month	Pay ahead for the entire season for a 10% discount (only weekly vendors are eligible for discount)
<b>Farmer/Producer</b>	<b>\$100</b>	<b>\$35</b>	<b>\$819</b>
<b>Processor</b>	<b>\$100</b>	<b>\$45</b>	<b>\$1053</b>
<b>Prepared Food</b>	<b>\$100</b>	<b>\$60</b>	<b>\$1404</b>
<b>Artisan</b>	<b>\$100</b>	<b>\$75</b>	<b>N/A</b>

**Advanced Payment** (for weekly vendors only): Due on or before May 22, 2021. Payment may be made by check or money order mailed to LSCC, by credit/debit card on the LSCC website or by calling the LSCC office. Please do NOT send payment until acceptance is confirmed. This payment is non-refundable. If payment is not received by market start date, vendor will be billed by the “Pay-As-You-Go” option.

**Pay-As-You-Go Vendors:** Vendors will be charged for all scheduled dates unless the Market Manager is notified by noon the Thursday before the Market. Payment may be made directly to LSCC each week at the LSqFM by cash or check. At the end of each month, vendors will be issued a statement from LSCC showing all fees due, payments received, and any credit for electronic payments and incentive dollars processed by LSCC. Payment of the balance of this statement is due upon receipt. Excessive cancellations of scheduled dates and/or non-payment may result in removal from the LSqFM.

**Occasional Vendors:** (advanced billing required): Vendors accepted on an occasional basis (appearing five times or less) will be billed in advance for the scheduled dates. Payment must be made to hold these dates and is non-refundable.

**INSURANCE REQUIREMENTS:** All applicants must have and submit proof of Commercial General Liability Insurance. **Upon acceptance, vendors will be expected to submit, by April 25th, 2022, an updated copy of their policy naming the City of Chicago (City of Chicago, Department of Business Affairs and Consumer Protection, City Hall, 8th Floor, Chicago, IL 60602), and the Logan Square Chamber of Commerce as additionally insured with a minimum coverage of \$1 million per occurrence and aggregate including:**

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

#### **ALTERNATIVE FORMS OF PAYMENT ACCEPTED AT THE LSQFM**

- **LINK/EBT: All Farmers/Producers/Processors selling qualified products at the LSFM must accept Link tokens.** The Chamber operates wireless payment devices at its table within the LSFM. These devices enable the administration of the Electronic Benefit Transfer (EBT) Program (to process LINK/SNAP payments). Vendors are reimbursed for these payments monthly and it reflects on your monthly statement. It is first subtracted from your booth fees. Then, you are cut a check by the Logan Square Chamber of Commerce for the difference.
- **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](mailto: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:** When funding is available, all Farmers/Producers selling qualified products at the LSFM 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.** At the end of each month during the LSFM season, each Vendor is emailed a statement with the amount of redeemed Double Value coupons submitted by the Vendor during the month.

- **We do not process debit and credit card payments for vendors.**

## **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 agency.

## **GENERAL MARKET POLICIES AND RULES**

**STALL ASSIGNMENT** The LSqFM **does not guarantee** a vendor's stall assignment and changes to the LSqFM layout may be made at the Market Manager's discretion. Stall assignments are determined by:

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

### **MARKET EQUIPMENT(TENTS, TABLES, TARPS, GENERATORS, ETC.)**

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

- To preserve the integrity of the soil and turf, vendors are graciously asked to provide weight offsetting mats behind tables and high customer traffic zones.
- 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.
- Refrigerated trucks cannot run during market hours. This is in order to reduce the noise and pollution levels in the residential area where the market occurs.
- Tables must not be loaded beyond capacity. Products and display items must be sufficiently secured against movement caused by wind, vibration, or jostling.
- All tents must be weighted sufficiently to be secure and stable during inclement weather. Failure to secure a tent may result in expulsion of the vendor.
- 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 provided to Market Management.
- 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 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 following the "Haul in, haul out" policy.**
- 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.

**UNSOLD FOOD PRODUCTS** The LSqFM partners with the B2G1 + Love Fridge program to glean any unwanted, unsold food items by vendors. This program encourages customers to buy 2 items and donate one. We encourage vendors to donate unsold products which would otherwise spoil, to the program as well. Vendors can bring their surplus or unwanted items to the Love Fridge booth at the end of each market day.

### **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.
- 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 LSFM.

### **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 LSFM.
- 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.
- Bottled water sales may only be offered by single-product value-added vendors.

#### **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.
- 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.

**COMPLIANCE POLICY** All vendors are expected to comply with the 2022 Rules and Guidelines. If Vendors do not comply, the Market Manager reserves the right to cancel the Vendor’s LSqFM participation for the remainder of the season, or permanently. Vendors should note that past non-compliance with Rules and Guidelines - including continual tardiness, unexpected tardiness, and trash management violations - will be considered when reviewing applications for upcoming seasons.

**REFUND POLICY** Suspension from the LSqM due to policy violations will not trigger any refund of stall rental or other fees that have been paid in advance.