



2016 Vendor Application

McKinley Park Farmers Market

The McKinley Park Farmers Market is operated by the McKinley Park Advisory Council (MPAC). The Farmers Market seeks to create a welcoming, alternative marketplace in order to enhance the quality of life in the greater McKinley Park neighborhood.

Our primary goals include:

Provide everyone equal access to fresh and locally produced foods

- Everyone deserves access to fresh, healthy foods! We seek to enhance the quality of life in the greater McKinley Park area by supporting environmentally sound and sustainable agriculture. The Market provides an outlet for the sale of these foods as well as offers education about healthy living. We strive to offer the whole community, regardless of economic level, an affordable alternative to healthy foods by accepting LINK/SNAP programs at the Farmers Market.

Strengthen and expand community development

- By providing an outlet for local entrepreneurs, we take the lead in showcasing the community as a great place to do business. The Farmers Market aspires to raise the profile of the neighborhood and reinforce a positive image of McKinley Park.

Afford creative space for community gathering

- We embrace the opportunity to create an environment that fosters social gathering and interaction among the community. We are a neighborhood of great diversity. By creating a space of common experience directly in the park we are able to establish a safe, enjoyable environment for all of us. When celebrating our differences we come to know one another better, thus generating a stronger community.

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 May 1, 2016.

The Market season will run on Sundays from July 10th through September 25th

General Information

(please print)

Business Name:_____

Contact Name:_____

Business Address:_____

City, State, ZIP:_____

Business Phone:_____

Cell Phone:_____

Contact E-Mail Address:_____

Email is the primary way we communicate with our vendors.

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
- ☐ Processor
- ☐ Prepared Food
- ☐ Non-Food

PAYMENT TYPES ACCEPTED:

- ☐ Cash only ☐ Checks ☐ Debit Cards
- ☐ Link (if applicable)

- ☐ Credit Cards
- please specify:_____

MARKET PARTICIPATION

Please list any Farmers Markets that you have sold at in the past and those that you intend to sell at in 2016:

The market season will run from July 10th through September 25th 2016, with the potential to extend into October. While it is encouraged for Vendors to commit to the entire season, we are understandable if it does not fit with your business plan. Please indicate the dates that you **WILL BE ABLE TO PARTICIPATE** below:

MARKET DATES – SUNDAYS: 10am – 2pm

- | | | |
|----------------------------------|------------------------------------|---------------------------------------|
| ☐ July 10 | ☐ August 7 | ☐ September 4 |
| ☐ July 17 | ☐ August 14 | ☐ September 11 |
| ☐ July 24 | ☐ August 21 | ☐ September 18 |
| ☐ July 31 | ☐ August 28 | ☐ September 25 |

- ☐ I will participate on all of the above listed regular-season Market dates.

Our market spaces are approximately eleven feet square, for 10' x 10' tents. Vendors are required to provide their own tents and tables. Vendors must keep all goods within the boundaries of such vendor's booth.

Please indicate the number of spaces you need.

- ☐ 1 space of approximately 11'x11', fitting a 10'x10' canopy
- ☐ 2 adjacent spaces of approximately 11'x11' each space

FEE STRUCTURE

VENDOR TYPE	WEEKLY PAYMENT per Market per stall	FULL SEASON 12 Market days per stall due in advance
Farmer/Producer	\$30	\$300
Processor	\$35	\$350
Prepared Food	\$40	\$400
Non-Food	\$50	\$500

Please select your preferred fee structure.

- ☐ **Weekly Payment:** Vendors will be charged for all selected participation dates unless the Market Manager is notified by noon the Friday before the Market. Payment may be made directly to MPAC each week at the Market by cash or check. Non-payment may result in suspension or removal from the market.
- ☐ **Full Season Advance Payment:** Payment is due by July 1, 2016. Payment may be made by check or money order mailed to MPAC. This payment is non-refundable.

Checks should be made to McKinley Park Advisory Council with Farmers Market in memo

PLEASE DESCRIBE THE SIZE OF YOUR FARM OR OPERATION

(Number of acres, employees):

How long have you been in operation? _____

SUSTAINABILITY

Are your products Certified Organic?

☐ YES

☐ NO

Do you hold any other certification?

☐ YES

☐ NO

Please list certifying agency/agencies (please attach a copy of certification):

Please describe how your farming and/or production methods produce a high quality product and show care and respect for the environment, your farm or business, and your community. If applicable, please discuss pest and weed control practices and animal nutrition, health and physical surroundings.

PRODUCT LINE DETAILS

McKinley Park Farmers Market requires that vendors provide a list of all items intended for sale. Please list all products you plan to sell and when the product will be available (estimate). If you wish to add to your product line during the season, please contact the Market Manager.

FARMERS & PRODUCERS

Please provide a list of all produce in your product line and estimate the dates of availability. Please continue on a separate page if necessary.

Produce	Number of varieties	Acreage, rows, beds	Green house/ Field	July	Aug	Sept	Organic

Please attach additional sheets if necessary.

FARMERS & PRODUCERS (continued)

Please identify the minimally processed animal products you plan to offer this season and estimate the date of availability.

Products listed on this page should include:

- Dairy (e.g., milk, cream, butter)
- Whole chickens, turkeys, etc
- Eggs
- Cuts of meat (e.g., lamb chops, ground beef, dog bones, etc)
- Honey, honey comb, etc

Any processed or value-added products (sausage, cheese, etc) with additional ingredients should be listed in the Processed Products section.

Product	Processor's Name	License Location	License #	July	Aug	Sept

Please attach additional sheets if necessary.

PROCESSING: Are all meat and dairy products processed at USDA licensed facilities?

☐ NO ☐ YES (location): _____

FOOD SAFETY: Please describe how you intend to maintain proper internal temperatures during transport and throughout the market day. There will be no electricity available. Generators are not allowed.

PRODUCT LINE DETAILS CONTINUED

PROCESSED PRODUCTS and PREPARED FOOD

Please provide details for all processed products, including bakery goods, jams, salsas, honey, cider, juice, syrups, granola, soaps, oils, etc.) Non-Food items such as art, crafts may be listed below in product section.

Product	Processor's Name	License Location	License #	July	Aug	Sept

Please attach additional sheets if necessary.

PRODUCT DETAILS

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

LETTER OF AGREEMENT

I have read this application and the attached McKinley Park Farmers Market 2016 Market Rules and Regulations and if accepted into this Market, I hereby agree to abide by all Rules and Regulations of the McKinley Park Farmers Market and accept all decisions and interpretations made by interpretations made by McKinley Park Advisory Council (MPAC), 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 McKinley Park Advisory Council, 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 MPAC 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/herself and, if different, for the person, business or organization on behalf of whom this application is submitted, hereby agrees to indemnify MPAC, the Chicago Park District, 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 will be collected on each market day if not prepaid prior to the first market date, July 10, 2016, and payable upon receipt of bills therefore, and that non-payment may, at the sole discretion of MPAC, result in suspension or removal from the Market.

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

Name of Business: _____

Signature: _____ Date: _____

APPLICATION CHECK LIST

Applications are due May 1, 2016.

(The following three items are mandatory)

- ☐ Application, fully completed
- ☐ Certificate of Commercial Liability Insurance with all of the following as additional insured:
McKinley Park Advisory Council, 2210 W. Pershing Rd., Chicago, IL 60609
Chicago Park District, 541 N. Fairbanks, Chicago, IL 60611
City of Chicago, 121 N. LaSalle St., Chicago, IL 60602
- ☐ Signed Letter of Agreement

IF APPLICABLE:

- ☐ Organic Certificate
- ☐ Processed Product and Ingredients List
- ☐ Health Department Permit and/or Certifications Health Inspection (within last six months*) (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 January 10, 2016. A more recent inspection is preferred.

Please send your completed application, and supporting documents to and/or Full Season Advanced Payment:

McKinley Park Farmers Market
c/o McKinley Park Advisory Council
2210 W. Pershing Rd., Chicago, IL 60609

OR

Send electronically to:

chicagompac@gmail.com

All questions and inquiries should be addressed to:
Samantha Hertel, McKinley Park Farmers Market Manager
E-mail: chicagompac@gmail.com
(847) 902 - 4299