

2018 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.

Foster sustainable and healthy initiatives

In the spirit of providing healthy and local options for McKinley Park, we focus on promoting environmentally sound practices. To truly serve the community, it is essential to respect and protect the beauty of the park we are located in. If we lead by example, we can provide an educational space for community members to learn about healthy cooking, sustainable behaviors and the importance of environmental stewardship.

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 April 30, 2018

The Market season will run on Sundays from June 4th through September 24th

Market Rules and Regulations

1. **LOCATION:** The market is located on the corner of 37th and Ashland, next to the McKinley monument.
2. **HOURS OF OPERATION:** The market is open from 10AM-2PM. The market manager will arrive approximately at 9AM. Vendors are allowed to set up early and begin selling upon arrival. The market closes promptly at 2PM. Depending on the vendors and sales, this may be up for discussion.
3. **SPACES:** All spaces will be assigned by the market manager. For marketing and familiarity, spaces will be assigned at the beginning of the season and can only be changed through a request to the market manager.
4. **GOODS FOR SALE:** All items sold at the market must be listed here in the application, or approved by the market manager. Any items or products from a farm other than the vendor must be clearly labeled with the origin and farmer/producer.
5. **COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS:** All vendors are responsible for adhering to local, state and federal laws. All vendors are individually responsible for obtaining any necessary County or State health and/or other permits.
6. **INSURANCE:** All vendors must have insurance that covers their respective activities during market hours. The following must be listed on your certificate of insurance:
 - 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
7. **LINK/EBT SALES:** The McKinley Park Farmers Market accepts LINK/EBT transactions. Under no circumstances can LINK/EBT be exchanged for cash or used to pay a credit account. Local and state taxes cannot be collected on purchased made with food stamp benefits.
8. **SALES TAX:** Each vendor is responsible for the reporting of and payment to the IL department of revenue.
9. **WASTE MANAGEMENT:** Vendors are responsible for keeping their area clean. The McKinley Park Farmers Market strongly discourages the use of plastic bags, styrofoam or plastic bottles. This suggestion is not meant to burden vendors. Please reach out the market manager with questions about this policy, or for assistance with how to comply.
10. **PARKING:** Limited parking is available in a lot located north of the marketplace. Additional street parking is also available. Vendors are permitted to drive into the park only for set up and clean up.

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 Credit Cards
Link (if applicable)

MARKET PARTICIPATION

Have you participated at the McKinley Park Farmers Market in the past? Yes
No

Please list any Farmers Markets that you have sold at in the past and those that you intend to sell at in 2018:

The market season will run from June through October 2018. While it is encouraged for Vendors to commit to the entire season, we are understandable if it does not fit with your business plan. Throughout the season we will be as flexible as possible, but to the best of your ability, indicate the dates that you **WILL BE ABLE TO PARTICIPATE** below:

MARKET DATES – SUNDAYS: 10am – 2pm

- | | |
|------------------------------------|---|
| <input type="checkbox"/> June 3 | <input type="checkbox"/> September 2 |
| <input type="checkbox"/> June 10 | <input type="checkbox"/> September 9 |
| <input type="checkbox"/> June 17 | <input type="checkbox"/> September 16 |
| <input type="checkbox"/> June 24 | <input type="checkbox"/> September 23 |
| | <input type="checkbox"/> September 30 |
| <input type="checkbox"/> July 1 | |
| <input type="checkbox"/> July 8 | <input type="checkbox"/> October 7 |
| <input type="checkbox"/> July 15 | <input type="checkbox"/> October 14 |
| <input type="checkbox"/> July 22 | <input type="checkbox"/> October 21 |
| <input type="checkbox"/> July 29 | <input type="checkbox"/> October 28 |
| <input type="checkbox"/> August 5 | |
| <input type="checkbox"/> August 12 | <input type="checkbox"/> I will participate on all of the above |
| <input type="checkbox"/> August 19 | listed regular-season Market dates. |
| <input type="checkbox"/> August 26 | |

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 22 Market days per stall
Farmer/Producer	\$30	\$550
Processor	\$35	\$675
Prepared Food	\$40	\$750
Non-Food	\$50	\$1000

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 June 1, 2018. 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, business model):

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.

Please describe your packaging materials and processes. The McKinley Park Farmers Market prioritizes vendors that follow sustainable practices. For example, providing recyclable or reusable containers, using paper over plastic, etc.

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. Be as specific as possible, this is to limit overlap between vendors.

Produce	# of varieties	June	July	August	Sept.	October	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
- Honey, honey comb, etc
- Eggs
- Cuts of meat (e.g., lamb chops, ground beef, dog bones, 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 #	June	July	Aug	Sept	Oct

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.

Please attach additional sheets if necessary.

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

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 2018 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, June 4, 2018, 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 CHECKLIST

(The following three items are mandatory for entry to market)

- 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 Affidavit

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

* Copy of Certificate of Commercial Liability Insurance is due April 30th 2018 at the latest.

**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 4, 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 Stef Funkl – McKinley Park Farmers Market Manager
1708 S Union Ave Chicago, IL 60616

OR

Send electronically to: mckfarmersmarket@gmail.com

All questions and inquiries should be addressed to:
Stef Funkl, McKinley Park Farmers Market Manager
E-mail: mckfarmersmarket@gmail.com
(312) 687 - 6484