



## Outdoor 2016 Season Processor/Bakery Application

For 2016 there are three different application forms for the Logan Square Farmers Market. Please select and complete the correct form(s). They are:

**2017 Farmer/Producer Application**, for farmers or producers of raw or minimally processed agricultural products

**2017 Processor/Bakery Application**, for processors or bakers of products made from raw or minimally processed ingredients and,

**2017 Prepared Food Application**, for sellers of prepared foods produced in whole or in part at the Market, intended primarily for immediate consumption.

To apply for the 2016 Outdoor Season of the Logan Square Farmers Market as a **processor or baker of raw or minimally processed ingredients** please complete this form in its entirety. For complete application, include a \$100 application fee and all supporting documents, must be submitted or postmarked by March 20, 2016. **Incomplete applications, including applications unaccompanied by subsequent application fees and supporting documentation, will not be considered.**

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The Logan Square Chamber of Commerce  
3147 W. Logan Blvd., Suite 12,  
Chicago, IL 60647

phone 773-489-3222

fax 773-489-3760

info@loganchamber.org

www.logansquarefarmersmarket.org

# Contact Information

Business Name:

Contact Name:

Billing Street Address:

City:

County:

Zip:

Website:

E-mail:

Business Phone:

Cell Phone:

Facebook Page:

Twitter/Other:

Business Ownership (Check all that apply):

- Family Owned       Corporation       Limited Partnership  
 Non-profit Organization

Alternate Contact Name:

Alternate Contact Cell Phone:

Alternate Contact E-Mail:

Individual(s) responsible for market-day stall operations other than primary contact listed above, if any:

Name:

Title:

Cell Phone:

E-mail:

Name:

Title:

Cell Phone:

E-mail:

# Participation Information

Preferred Frequency:

- Weekly Vendor - May through October  
 Either Weekly/Biweekly - May through October  
 Biweekly Vendor - May through October  
 Occasional or Short Season Vendor

How many 10' x 10' stalls will you require:

- 1                       2 (maximum)

Is this your first time applying to the Logan Square Farmers Market?

- Yes       No

Weekly Vendors are expected to commit to the entire May through October season. If you are applying to be a Weekly Vendor, please list any dates you cannot attend the market and explain why the absence is necessary. If you are applying as an Occasional Vendor, please list the dates you are hoping to attend (and, if warranted, give a brief explanation). Note that vendors who can attend the whole market season are strongly preferred.

If you are a returning vendor, when have you have sold at the Logan Square Farmers Market?

Please list any other markets you have sold at previously:

Please list any other markets you plan to sell at during the 2016 summer season:

Please select your preferred payment method:

- Pay as you go: \$40 per stall  
 Full season (Weekly Vendors only, due by May 1, 2016): \$840 per stall

# Sales Tax, Insurance and Business License

Illinois Sales Tax License # (Required)

All Vendors must carry a Commercial General Liability Insurance Policy (\$1 million minimum coverage) naming both the City of Chicago and Logan Square Chamber of Commerce as additional insureds. A current Certificate of Liability Insurance must be submitted with this application or mailed to LSCC by April 1, 2016.

Insurance Company:

Policy #:

Expiration Date:

If your business is licensed by a local city or municipality please provide the

following: Name of licensing body/location:

License #:

Date Issued:

Expiration Date:

By initialing here I confirm that I take full responsibility for keeping informed of all laws and ordinances (whether dictated by the state, county, municipality, city, health department or other governmental organization) in so far as they apply to my business operation and that my business complies with these laws and ordinances.

Initials:

# Business Description

Business Location:

Operating Since (year):

Approximate Distance to Logan Square:

Owned or Leased?

Owned

Leased

Both

Describe your business history and philosophy. Please mention any connection that you and your business have with Logan Square. (New vendors please describe in detail.)

Please describe how your production methods produce a high quality product and show care and respect for the environment, your business, and your community. (New vendors please describe in detail.)

Are your products USDA Certified Organic?

Yes  No

Please list any other third party certification you currently hold or are actively seeking, including effective dates, and please attach a copy of those certificates to this application:

Please list each item planned for sale at the market that you produce:

Please list each item planned for sale at the market that you **do not** produce and detail where these items come from:

*\*Note that Associate Vendors whose products you will sell for them are required to submit a completed application as well. See the Rules and Guidelines, Section III for further information.*

List the major ingredients that go into your products:

Do you personally oversee production of your products?

Yes     No

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

If you use a co-packer or co-producer, please explain what involvement you have in the development and production of your product:

List your licensed food processing locations (where products are fabricated).

Product 1:

Processors Name & Location 1:

Licensed by 1:

Licensed # 1:

*If you have additional licensed processing locations please fill out the Processor Supplement A and submit along with this application.*

If you are required to have a health department license or safe food handling certificate, please attach a copy to your application. More information on health department licensing can be found at the [Illinois Department of Public Health website](#).

If you intend to sell foods that require hot or cold storage to prevent spoilage, how do you intend to keep them at correct Health Department stipulated temperatures during transport and at the Market? (Note: electricity is not available at the market and refrigerated trucks may not be left running while parked).

**AFFIDAVIT**

I have read this application and the Logan Square Farmers Market 2016 Market Rules 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 have read, understand, and agree to abide by the 2016 Waste Management procedures and Plastic Bag guidelines outlined in the Rules and Guidelines document on pages 8, 9 and 14.

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 to 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 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 Holda 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 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 quasias 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 therefore, 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 & accurate.

Business Name:

Signature:

Date:

**Checklist:**

*Did you include a...*

\*Check?

\*Certificate of Liability Insurance?

\*Safe Handling Certificate?

\*Associate Vendor application (if applicable)?