



2017-18 INDOOR SEASON APPLICATION for NEW or FORMER* VENDORS only

WHAT IS THE LOGAN SQUARE FARMERS MARKET?

Since 2005, the Logan Square Farmers Market has been an open-air food market and weekly community gathering. In 2009, it expanded its operation to include an indoor market. The Market is operated by Logan Square Chamber of Commerce, a tax exempt 501(c)6 not-for-profit community organization, of nearly 150 local businesses, whose mission is to advance the civic and commercial interests of Logan Square.

WHAT IS THE MISSION OF THE LOGAN SQUARE FARMERS MARKET?

The Market is a place where regional farmers and sustainable food producers sell their goods and build relationships with consumers, where residents come to see their neighbors, be fed and entertained, and participate in the Logan Square community.

There are three primary goals of the Market:

- **To Build an Alternative Food System:** The Market is an outlet for delivering nutritious, conscientiously grown and locally produced foods to all members of our community regardless of income level.
- **To Foster Entrepreneurship and Support Family and Small-Scale Food Producers:** The Market functions as an incubator for small-scale, local entrepreneurs, especially those in the food sector.
- **To Build Community:** The Market serves the community by raising the profile of the neighborhood, reinforcing a positive image of Logan Square, and creating a site for civic engagement and entertainment.

The Logan Square Chamber of Commerce

3147 W. Logan Blvd., Suite 12, Chicago, IL 60647

office phone 773-489-3222
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www.logansquarefarmersmarket.org

INDOOR MARKET SEASON

The Indoor Market will run Sundays beginning November 5, 2017, through March 25, 2018, excluding November 26 (the Sunday following Thanksgiving), December 24 (Christmas Eve) and December 31 (New Year's Eve) at Emporium Arcade Bar Logan Square at 2363 N. Milwaukee Ave, Chicago, IL 60647. The Market will be open for business from 10am until 3pm. Emporium will be opening early to accommodate us.

Vendors are expected to commit to the entire season. If your business model requires an alternate schedule of participation, this must be noted in your application and arranged directly with the Market Manager before the season begins.

APPLICATION INSTRUCTIONS

This application is for New Vendors or Former Vendors wishing to participate in the 2017-18 Indoor Season. Former Vendor applies to any vendor who has sold at the Logan Square Farmers Market prior to the Outdoor 2017 Season.*

Complete all applicable questions carefully & completely. Incomplete applications will not be considered. Vendors with unpaid balances due to the Logan Square Chamber of Commerce will not be considered until their balance is paid in full.

Your complete application, including a \$50 non-refundable application fee and all supporting documents, **must be submitted by midnight on October 15, 2017.** Early submission is recommended. Applications submitted after this date, or incomplete applications (includes unaccompanied by the application fee, missing information and/or supplemental documentation) will be subject to an additional late fee of \$50. Fees are non-refundable, regardless of acceptance status.

All vendors must submit supporting documents as listed in the application below. Supplemental documents may be sent by email to "whitney@loganchamber.org" as converted 8x11" printable PDF attachments, faxed or mailed to the LSCC.

Applications will be reviewed by the Market Management Team and representatives of the Logan Square Chamber of Commerce. **You will be notified of the status of your application by October 22, 2017.** After the official application process has closed, the Chamber of Commerce reserves the right, in its sole discretion, to admit additional vendors to the Market at any time.

PLEASE NOTE: Due to the new location and space layout, the Chamber may be accepting fewer applicants for the 2017-2018 Indoor Season than in past seasons. Preference will be given to vendors who are able to participate for the entire season.

PLEASE READ THE 2017-2018 LOGAN SQUARE FARMERS MARKET RULES AND REGULATIONS BEFORE COMPLETING THIS APPLICATION. ALL VENDORS ARE ACCOUNTABLE FOR THE REQUIREMENTS DESCRIBED THEREIN.

I have read the Rules and Regulations

I. Contact Information

Business Name: _____

Primary Business Contact Name: _____

Business Mailing Address: _____

City, State, Zip: _____

Township: _____ County: _____

Business Phone: _____ Secondary Phone: _____

E-mail address: _____

Website Address: _____

Business Type (check one):

Individual Family Partnership LLC For-profit Corporation
 Not-for-profit Corporation Other

Is this your first time applying to the Logan Square Farmers Market? Yes No

If you are a former vendor, please list the seasons you have sold at the Logan Square Farmers Market. (eg. 2010 Outdoor, 2011 Outdoor, 2011-12 Indoor, etc.)

Individual(s) responsible for market-day stall management and sales other than yourself, if any:

1. Name: _____ Title _____

Cell Phone: _____ E-mail address: _____

2. Name: _____ Title _____

Cell Phone: _____ E-mail address: _____

3. Name: _____ Title _____

Cell Phone: _____ E-mail address: _____

II. Vendor Specifications

1. Choose one of the following Vendor categories:

___ **Farmer/Producer** of raw, minimally processed agricultural products

___ **Baker/Processor** of raw ingredients produced by others creating a value added product

___ **Prepared Foods** produced in whole or part at the Market, intended primarily for immediate consumption

___ **Associate Vendor** in partnership with _____
(Name of Primary Vendor)

2. Are you applying to be considered as a:

___ **Weekly Vendor**, November through March

___ **Biweekly Vendor**, November through March

___ **Occasional or Short-Season Vendor**

3. Stalls at the Market are no more than eight feet square, intended for a maximum 6' long folding table, with some room for product storage to the rear. Farmer/Producers may request one or two stalls, while other vendors will be limited to one stall. Because the Market's layout is dictated by the venue's floorplan, not all stalls will allow equal amounts of space and may not be perfectly square. How many stalls are you requesting?

___1___2

4. Electricity is available for a limited number of vendors at the Market.

Do you require an electrical outlet? ___ Yes ___ No

If "Yes", please explain why you require electricity below and any wattage requirements:

1. Please list any markets other than Logan Square where you have sold in the past and those where you intend to sell during the 2017-18 Indoor Season:

Previously: _____

Anticipated: _____

2. Which FEE SCHEDULE do you prefer?

Vendor Type	Non-refundable Application Fee	Pay-As-You-Go & Pop-Up Vendors	Advanced Pay for Full Season Vendors 18 MARKETS due by Nov. 5, 2017
Farmer/Producer	\$50	\$30	\$450
Baker/Processor	\$50	\$35	\$540
Prepared Food	\$50	\$45	\$630
Commercial Stall for Chamber Member	n/a	\$100	n/a
Commercial Stall for Non-Chamber Member	n/a	\$150	n/a
Non-refundable Late Submission Fee	+\$50 for a Total App Fee of \$100	n/a	n/a
Associate Vendor	\$125 one-time fee	n/a	n/a

_____ - **Advance Payment, available to full-season, weekly vendors only:** due by November 5, 2017. Payment may be made by check or money order mailed to LSCC or by credit card by calling gate LSCC office. This payment is non-refundable. *Please note: advanced payment may be available to alternating or rotating vendors. Upon acceptance, please discuss with Market Management to arrange.*

_____ - **Pay-as-you-go, available to all vendors excluding pop-up vendors:** Vendors will be charged for all scheduled dates unless the Market Operations Manager is notified by noon the Friday before the Market. Payment may be made directly to LSCC each week at the Market by cash, credit 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 processed by LSCC. Payment of the balance of this statement is due upon receipt. Excessive cancellations and/or non-payment may result in removal from the Market.

_____ - **Pop-Up Vendors, appearing fewer than 5 times in a season:** Upon acceptance, pop-up vendors will be required to pay their stall rental fees to reserve their space for scheduled dates at the market. These fees are due immediately upon acceptance and are non-refundable.

7. Vendors are expected to commit to the entire November through March season. Those able to commit to the whole season will be given preference. If this is not possible for you, please use this space to explain. Specify which dates you would like to attend, or on which you will be absent, whichever is most concise.

8. Would you sell at the Market on an alternating or rotating basis?

No Yes Yes, but I would prefer to come each week.

9. If a weekly space is not available, would you be willing to sell at the Market on an alternating or rotating basis?

No Yes Yes, but I would prefer to start November 5th.

Comments: _____

III. Sales Tax & Insurance

A. Sales Tax: Please note that Illinois requires that sales tax be collected on the sale of food. Therefore, you must have an Illinois Sales Tax Number before applying to this market.

Illinois Sales Tax # _____

B. Insurance: All applicants must have a current minimum \$1,000,000 per occurrence Commercial General Liability Insurance Policy which must be submitted with this application. If accepted to the market, you must update this insurance with the following two entities listed as additionally insured: DDMB 2 LLC 2363 N Milwaukee Ave Chicago, IL 60647 and the Logan Square Chamber of Commerce. Upon acceptance, your updated insurance must be submitted no later than October 29, 2017 (one week advance of the first Indoor Market).

Initial that you understand and will comply: _____

Insurance Co. _____

Policy # _____ Expiration Date: _____

IV. General Information

Please answer the following questions in the space below, or attach separately.

A. Farm/Business History: Please provide us some background on the history of your farm or business. Do you consider yourself a small or family business? Why or why not? How many people do you employ?

B. Fit for the Market:

Considering the Logan Square Farmers Market mission and your personal experience with the Logan Square community, what makes your business a good match for the Market?

C. Sustainability:

Please describe how your farming and/or production methods result in a high quality product and show care for the environment and your community. Consider your environmental and community impact (ie. Local or direct sourcing, waste management, sustainable packaging). We'll share this information with the public. Note: Farmers/Producers, discuss your pest and weed control practices, animal handling practices, and waste management. Bakers/Processors and Prepared Food Vendors will be asked to source appropriate ingredients from a local farm. All Vendors must source compostable disposables for use at the LSFM (sampling items, utensils, cups, lids, straws, bowls, plates, napkins, ready-to-eat to-go containers).

Are your products USDA Certified Organic? Yes No

Do you hold or are you actively seeking any other 3rd party certification? Yes No

For each 3rd party certification you currently hold or are actively seeking, please enter the following information (attach a separate sheet if necessary):

Certifying Agency: _____

Effective Date: _____ Expiration (or Next Inspection) Date: _____

Contact information for certifying agency/ inspector:

Name: _____ Phone #: _____

Attach a copy of your certificates and/or certification letters to this application.

V. Farmers/Producers Only

1. Farm/Orchard Site Location Information

(For farmers/producers only)

Please list all production sites including a map or GPS ready address for each. If items are wild gathered, identify the location(s). If the land is rented, shared or leased, please include contact information for the owner. This information will be used in the event that Market Management decides to perform a site visit. Please make sure of its accuracy.

Land Description and Address: _____

County: _____ City: _____ State: _____

Number of Acres: _____ Total Acreage in production: _____

Greenhouse (# and sq ft): _____ Tunnels (# and sq ft): _____

Landlord: _____ Phone: _____

Land Description and Address: _____

County: _____ City: _____ State: _____

Number of Acres: _____ Total Acreage in production: _____

Greenhouse (# and sq ft): _____ Tunnels (# and sq ft): _____

Landlord: _____ Phone: _____

Land Description and Address: _____

County: _____ City: _____ State: _____

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Landlord: _____ Phone: _____

Land Description and Address: _____

County: _____ City: _____ State: _____

Number of Acres: _____ Total Acreage in production: _____

Greenhouse (# and sq ft): _____ Tunnels (# and sq ft): _____

Landlord: _____ Phone: _____

2. Products: Do you grow and/or raise all products or ingredients that you plan to sell at the Market?

___Yes ___No

If “No,” please list all items produced by others and specify their origin. *See the Rules and Guidelines Section III for further information. Note that Associate Vendors whose products you intend to sell for them are required to submit a completed application and, if accepted, an associate vendor fee. This is a Producer-Only market, and the percentage of associate vendor products must be minimal to meet Producer market standard.

3. Produce Farmers Only - List your suppliers for seeds. Do you use seeds treated with insecticides or fungicides?

4. Animal Product Farm Vendors (meat, fish, poultry, eggs and dairy) & Farmers with Added Value Products (jams, preserves) - Please list your licensed processing locations below. If necessary, attach additional information.

Product	Processor’s Name & Location	Licensed By			License#
		USDA	FDA	Dept. of Health	

5. Animal Product Farm Vendors Only (meat, fish, poultry, eggs, and dairy) - List your suppliers for feed. What kind of feed do you use for your animals? Do you use GMO feed?

4. How are your products packaged? *Note that the Market favors sustainable and aesthetically pleasing packaging. The following compostable disposable products are required for use at the LSM: sampling wares, ready-to-eat containers, utensils, napkins, plates, bowls, straws, cups, lids, etc. Styrofoam is strictly prohibited, and plastic wrapping should be kept to a minimum. See R & G for more information.

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

6. Licensed Food Processing Locations (where products are fabricated):

Product	Processors Name & Location	Licensed by	License #

7. If you are required to have a health department license or safe food handling certificate, please attach a copy to your application.

8. 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? (Electricity is only available for a limited number of vendors at the Market.) Describe the system you will use to verify that these temperatures are being maintained throughout the day.

VII. PREPARED FOODS

1. **On a separate piece of paper, please list each item planned for sale at the Market that you produce.** Be as specific as possible, including ingredients and sources of ingredients. Please make special note of locally sourced ingredients or any ingredients which are organically certified. Note that the vendor must be the primary producer of all items offered for sale at the Market, including beverages offered. Please review the beverage policy and note that all coffee sales are strictly prohibited.

___ I have attached my product list to my application. List the major ingredients that you grow that go into your products. Be specific about sourcing for ingredients, highlighting locally sourced ingredients, ingredients you have grown or produced yourself, or any ingredients which are organically certified. It is strongly encouraged that processed goods contain ingredients directly sourced from local LSFM farm vendors, as well as other local and sustainable producers. Please note where you anticipate transitioning ingredients, if accepted.

2. **Describe how you prepare your products** and using what methods, including any and all preparation that will be done off site as well as on-site at the Market.

3. **Vendors are required to use the following compostable disposable items:** utensils, sampling spoons and cups, plates, bowls, ready-to-eat containers, straws, napkins, lids. Please note that products labeled biodegradable, plant-based, or bio-based do not qualify as compostable. To qualify, products must clearly state they are compostable or be certified compostable. **Please initial that you understand and will comply.** _____

4. Attach a copy of your health department license and/or safe food handling certificate, to your application. Without exception, at all times food is being handled, a person who has completed Festival Sanitation training for the current year must be present at the booth, with their certificate. (See Rules & Guidelines: Prepared Food Vendors). _____ (Attached)

AFFIDAVIT

I have read this application and the Logan Square Farmers Market 2017-18 Indoor 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 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 Logan Square Chamber of Commerce, its Market Management 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 Management and/or representatives of the Market at anytime 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 Hold-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 venue 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 are due and payable upon receipt of bills, 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 understand that all application fees and subsequent fees are non-refundable, regardless of application or participation status.

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

Name of Business: _____

Signature: _____

Date: _____

APPLICATION CHECK LIST

____ Application, fully completed

____ I have read the "Logan Square Farmers Market 2017 - 18 Rules and Guidelines"

____ *\$50 non-refundable application fee

____ *\$50 non-refundable late fee, if submitted after October 15, 2017

*(Please make checks payable to Logan Square Chamber of Commerce)

____ Current Copy of Certificate of Liability Insurance (If accepted you will need to re-submit the Insurance with Logan Square Chamber and DDMB 2 LLC as named additional insureds by October 29, 2017.)

____ Signed Affidavit

If Applicable:

____ Certificates from any 3rd party certifying agencies

____ Additional Product List

____ Health Department Permit and/or certifications

____ Health Inspection (within last six months*) (Prepared food vendors only)

____ Copies of applicable licenses and sanitation certificates

____ 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 July 1, 2017. A more recent inspection is preferred.

Please send completed application, supporting documents and a check made payable to Logan Square Chamber of Commerce as soon as possible. Preference will be given to those applications received no later than October 15th, 2017.

Logan Square Chamber of Commerce

3147 Logan Blvd, Suite 12, Chicago IL, 60647

phone 773-489-3222 fax 773-489-3760

All questions and inquiries should be addressed to both:

LSFM Special Projects Manager, Whitney Richardson: whitney@loganchamber.org

LSFM Operations Manager, Rosie Fitz: rosie@loganchamber.org

cc'd to:

Paul Levin, Executive Director, email: paul@loganchamber.org