



2017-18 INDOOR SEASON APPLICATION for CONTINUING 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 their operations 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 Outdoor 2017 Season Vendors wishing to continue Indoors.

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 GUIDELINES BEFORE COMPLETING THIS APPLICATION. ALL VENDORS ARE ACCOUNTABLE FOR THE REQUIREMENTS DESCRIBED THEREIN.

___ Yes, I have read the 2017-18 Indoor Season Rules and Guidelines.

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

Please list all 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
- 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**

1. 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

3. 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:

4. 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: _____

5. 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 | n/a | n/a |
| Associate Vendor Fee | \$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.

6. 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.

7. 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 come each week.

8. Would be willing to join the Market beginning later in the season, when spots initially occupied by produce vendors become available?

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

III. Sales Tax & Insurance

A. Sales Tax: Please note that Illinois requires that sales tax be collected on the sale of food and goods. 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

A. Farm/Business History: Please briefly provide us a description of your farm or business, for updated records (highlight business history and mission).

B. 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 and direct sourcing, waste management, sustainable packaging). Farmers, discuss your pest and weed control practices, animal handling practices, and waste management. Bakers, processors and prepared food vendors must source appropriate items from 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). We'll share this information with the public.

C. Please note any significant changes to your business since the last application and list and describe any new products you intend to bring to the Indoor Market.

V. Farmers/Producers Only

1. Operation: Please describe any significant changes to your operation since May of 2017. This may include land acquisition, ownership or management, pest management, new certifications, business strategy, sales and marketing outlets, etc.

2. If your products are certified organic, who is your USDA-approved certifier?

2a. If your products are certified organic, indicate how you will submit a copy of your certification below (email to whitney@loganchamber.org, fax or mail a copy to LSCC)?

3. Do you hold or are you actively seeking any other 3rd party certification?

Yes No

3a. If so, please describe what certification you're holding or seeking below:

4. Do you grow or raise all raw agricultural products 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.

**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 II, for further information.*

5. Attach a copy of the 2017-18 Itemized Edible Crop & Consumable Raw Agricultural Product List, including dates when they'll become available. (See p.9)

6. Attach a copy of the 2017-18 Itemized Cut Flowers and Potted Plant List. (See p.10)

VI. Bakers/Processors & Prepared Food Vendors Only

If you intend to sell anything at the Market other than crops in their whole, unadulterated form, please fill out this section insofar as it applies to your products.

1. Licensed Food Processing Locations (where products are fabricated)

| Product | Processors Name & Location | Licensed by | License # |
|---------|----------------------------|-------------|-----------|
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2. Sourcing: Please note where you source your ingredients for your products. Be specific. Market Management expects that at least one ingredient will be sourced directly from a Market Vendor, where possible. We place priority to admittance of vendors who source ingredients in the following order: (a) from fellow LSFM farms and vendors, (b) Chicago farms and producers, (c) small Illinois farms and producers, (d) surrounding states, (e) sustainable producers.

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

4. 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.**

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CUT FLOWERS AND POTTED PLANT LIST

Please list the types of cut flowers and potted plants that you intend to sell at the Market.
Include decorative holiday greens under "cut flowers".

| Cut Flowers | | Potted Plants | |
|-------------|--|---------------|--|
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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