



2018 RULES AND GUIDELINES

OUTDOOR SEASON:

May 13, 2018 through October 28, 2018

Every Sunday from 10am to 3pm, rain or shine

Operated by The Logan Square Chamber of Commerce

3147 W. Logan Blvd., Suite 12

Chicago, IL 60647

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www.logansquarefarmersmarket.org

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RULES AND REGULATIONS FOR MARKET VENDORS

All applicant vendors who wish to participate in the Logan Square Farmers Market must read the following document fully and carefully. These rules govern the operation, administration and management of the Logan Square Farmers Market (LSFM). Please note, LSFM may change, delete, or modify these Market rules and regulations from time to time, and take any action to enforce them.

I. ADMISSION OF VENDORS AND PRODUCTS

Application Process

Admission to the LSFM is granted to Vendors based on the following criteria:

- The submission of a complete application, including non-refundable application fees and required supplemental documentation. For returning applicant vendors, outstanding fees from previous seasons must be paid in full for consideration.
- The submission of all applicable permits and licenses required by the health department, city, county and state for legal sale of the goods offered by the Vendor at the Market. Please see checklist at the end of the application.
- The Vendor's positive history with LSFM. (Including adherence to market rules and regulations, seniority, market attendance, and payment of fees.)
- LSFM strives for a mix of vendors, with a primary focus on local producers. At least 50% of stalls are reserved for primary producers of local fruit, vegetables, and other non-processed food vendors.
- Small-scale producers are strongly encouraged to participate in the Market. Small, individual and family farms and businesses will receive preference.
- Priority is given to applicants whose products are:
 - Grown using organic and sustainable practices including IPM; humane treatment of animals; non-GMO seeds and crops, limited/no use of pesticides, herbicides, fungicides, synthetic fertilizers, antibiotics, etc.;
 - Are grown or produced in close proximity to the Market; and
 - Unique or unusual items.

In addition, prepared food vendors will be evaluated based on:

- Use of seasonal, local ingredients, with preferential sourcing from LSFM vendors;
- Use of certified organic or sustainably grown ingredients;
- Green business practices, including required use of compostable disposables;
- Innovative product and marketing;
- Previous experience in outdoor food service; and
- Existing Logan Square neighborhood location or production site.

Vendor Types

1. Farmer/Producer Vendor: sells raw or minimally processed agricultural products that they farm and/or produce from within 250mi of Chicago.
2. Processor/Baker Vendor: sells value-added food items that they process/bake from raw or minimally processed ingredients. Please note: only coffee roasters roasting within 250mi of the Market are eligible for consideration.
3. Prepared Food Vendor: sells prepared foods produced in whole or in part at the Market, intended primarily for immediate consumption.
4. Associate Vendor: sells products by way of another vendor at the Market for the entire season. See additional information on page 5.

5. Other: although the Market is primarily a place for local farmers, processors of agricultural products and prepared foods, a limited number of vendors of other goods may be accepted at the discretion of LSFM management.

II. FEES, INSURANCE AND CUSTOMER ELECTRONIC PAYMENTS

Application and Attendance Fees

All Logan Square Market Vendors are subject to a non-refundable application fee and stall rental fees that help to cover the cost of running the Market. Vendors submitting applications after March 21, 2018, are subject to an additional, non-refundable late fee. These fees are non-refundable regardless of the status of acceptance.

- All applications must be accompanied by a non-refundable \$100 fee. Applications submitted without the application fee will not be considered.
- All application materials (including proof of insurance, supporting materials, etc.) must be submitted or postmarked by March 21, 2018. Any applications that are incomplete or not received by this deadline are subject to an additional non-refundable \$50 late fee, due at the time of completion or submission.
- Applications from vendors with outstanding balances owed to LSFM will not be considered until payment paid in full is received.

FEE STRUCTURE

Vendor Type	Application Fee (non-refundable; due with application; **late fee-additional \$50)	Pay-As-You-Go/ Occasional Vendor (per market day, per stall)	Advanced Payment (full-season weekly vendors only, per stall; non-refundable)
Farmer, Producer	\$100	\$35	\$770
Processor	\$100	\$40	\$880
Prepared Food	\$100	\$55	\$1210
Associate Vendor	\$0	n/a	\$125
Non-Food Chamber Member	n/a	\$100	n/a
Non-Food	n/a	\$300	n/a

Advanced Payment (for weekly vendors only): Due on or before May 1, 2018. Payment may be made by check or money order mailed to LSCC, by credit card on the LSCC website or by calling the LSCC office. This payment is non-refundable. If payment is not received by market start date, vendor will be billed as "Pay-As-You-Go."

Pay-As-You-Go Vendors: Vendors will be charged for all scheduled dates unless the Market Manager is notified by noon the Friday before the Market. Payment may be made directly to LSCC each week at the Market by cash 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 and incentive dollars processed by LSCC. Payment of the balance of this statement is due upon receipt. Excessive cancellations of scheduled dates and/or non-payment may result in removal from the Market.

Occasional Vendors (advanced billing required): Vendors accepted on an occasional basis (appearing five times or less) will be billed in advance for the scheduled dates. Payment must be made to hold these dates and is non-refundable.

Insurance Requirements

All applicants must have and submit proof of Commercial General Liability Insurance. Upon acceptance, vendors will be expected to submit, by May 1, 2018, an updated copy of their policy naming the City of Chicago (City of Chicago, Department of Business Affairs and Consumer Protection, City Hall, 8th Floor, Chicago, IL 60602), and the Logan Square Chamber of Commerce as additionally insured, with a minimum coverage of \$1 million per occurrence and aggregate including:

- Broad Form Coverage
- Products/Completed Operations
- Personal Injury
- Automobile
- Advertising Injury Coverage

Customer Electronic & LINK Payment provided by The Chamber of Commerce

- LINK/Farmers Market Nutrition Coupons: All Farmers/Producers/Processors selling qualified products at the Market must participate in the Farmers Market Nutrition Program to accept USDA-issued Coupons for WIC & Senior participants and participate in the LINK program processed by the Chamber. The Coupon Program requires Farmer Vendors to register with the State of Illinois Department of Agriculture or Department of Human Services.
- Link Up Illinois Double Value Program: When funding is available, all Farmers/Producers selling qualified products at the Market must participate in the Link Up Illinois Double Value Coupon program administered by the Chamber.
- The Chamber operates wireless payment devices at its table within the Market. These devices enable the administration of the Electronic Benefit Transfer (EBT) Program (to process LINK/SNAP payments), and processing of debit and credit cards for payment. The Chamber pays all processing and infrastructure fees associated with providing this service at no cost to vendors. Vendors may choose to process debit/credit card sales independently (while still using the Chamber to accept LINK/SNAP payments). Vendors not accepting card payments directly must permit customers to use cards through the Chamber processing system.
- At the end of each month during Market season, each vendor is mailed a statement showing any fees due to the Chamber, and, as credits, any electronic sales processed for the vendor by the Chamber (EBT/credit/debit cards) plus the amount of any redeemed Double Value coupons submitted by the vendor during the month. Credits are first applied to cover any fees due. Any remaining credit owed to the vendor is paid by Chamber check, included with a monthly statement.

III. POLICIES AND REQUIREMENTS REGARDING FARMERS, PRODUCERS, PRODUCTS AND VENDOR INSPECTIONS

Producer Only Rule and Exceptions

Logan Square Farmers Market places high priority on being a Producer market. This means that vendors must only sell produce they have grown on their own land or land they control, prepared food vendors may only sell food that they have personally created, and other types of vendors may only sell products they have had a primary role in manufacturing.

Historically, LSFM has allowed limited exceptions to the Producer Only Rule. We have adopted the following policy for “One Time” and “Associate Vendor” cases.

“One Time” Exception – Farmers may sell a product from another farmer for a short period of time provided that:

- The farmer submits a request for this one time exception in writing to the Market Manager at least two weeks before the intended sale date and waits until the exemption is approved;
- It is a product that would otherwise be acceptable to sell at the Market;
- The period of time the product is sold does not exceed 4 weeks; and
- A “farm of origin” label is displayed with the product.

“Associate Vendor” Exception – Farmers or producers may sell a product(s) from another farmer or producer (Associate Vendor) for the entire season provided that:

- The Associate Vendor fills out the "Associate Vendor" application for his/her product, submitted with the Primary Vendor's application.
- The Associate Vendor pays a nominal, one time non-refundable fee of \$125 to participate in the Market. (Due upon acceptance to the Market). This fee is not pro-rated to the market season start time.
- The Primary Vendor may have not more than 5 Associate Vendors, whose products can make up no more than 25% of products at the stand.
- A “farm of origin” label is displayed with the product(s).

We encourage the Associate Vendor to accompany the Primary Vendor to at least 2 markets per season and be present at the Primary Vendor stall to answer customer questions.

Prohibited Products:

- Live birds or animals
- Fresh meat and poultry
- Unauthorized agricultural products
- Products purchased by the vendor from third parties but not approved by the Market Manager, such as but not limited to: pre-made, commercial beverages including sodas, water products, coffee, teas and manufactured goods.
- Reusable totes. (This particular type of bag can only be sold by the Logan Square Chamber of Commerce unless approval has been given, in advance, to the Vendor by the Chamber.)
- Processed products improperly labeled or made in an unlicensed facility or processed products that fail to follow preservation standards established by the USDA or other governmental agency.

IV. GENERAL MARKET POLICIES AND RULES

Stall Assignment

The Market Manager will make initial stall assignments based on:

- The Market's product mix and customer traffic flow;
- The quality of the Vendor's product display and customer service;
- Vendor's consistent prompt attendance; and
- Vendor's tenure at the LSFM.

The LSFM does not guarantee a Vendor's stall assignment and changes to the Market layout may be made at the Market Manager's discretion.

Arrival, Departure and Selling Time

The Logan Square Farmers Market will run every Sunday from May 13, 2018, through October 28, 2018 for a run of 25 weeks. The Market is open to the public at 10:00 am and closes at 3:00 pm, rain or shine.

- Vendors may begin set up at 8:00am and must be fully set up and ready to sell by 10:00am market start, when the market bell is rung.
- Late arrival may result in denied participation on that market day, future market dates, and/or seasons. If running late, call the market phone as soon as possible.
- After unloading, vendors must promptly move vehicles to an appropriate parking site. The southernmost, eastbound lane of Logan Boulevard is reserved for vendors on a first come, first serve basis. Vendors must observe parking signs along the curb. Be courteous to residents along the boulevard, allowing flow of residential traffic. Vendors may not park on the curb, parkway, lawn, or in thoroughfares.
- Vendors will be provided with a sign to display on the dashboard of their vehicle identifying them as market participants. ****Note that display of the sign does not guarantee immunity from enforcement of posted parking regulations.**
- **Vendors are prohibited from conducting public sales before 10:00am.** No electronic sales will be processed by LSFM before 10:00am. A bell will be rung at 10:00am to indicate that the Market is open to the public and vendors may begin selling. Exception: CSA pick up, wholesale pre-paid orders, and sales to other LSFM vendors/volunteers may take place before 10:00am.
- The Market closes at 3:00pm, when the bell will again be rung. It is prohibited for vendors to break down or leave their assigned stall before **3:00pm** without prior approval from Market Management.
- Vendors may leave the market site only after the Market is closed and when a safe exit can be made.

Attendance Policy

If weather conditions, traffic problems, or other extenuating circumstance cause a delayed arrival or force a vendor to miss a market day, the Operations Manager should be notified as far in advance as possible. Vendors may call the Market cell phone for this purpose. Vendors will be billed for any market day missed if the Operations Manager does not receive notice of their non-attendance by noon on the Friday before market day. Excessive absences or late arrivals will result in review of the vendor's eligibility to participate in the Logan Square Farmers Market.

Tables, Tarps, Tents and Generators

- Vendors must furnish their own tables, chairs and tents. Outdoor stalls will be no larger than 10'x10'.

- To preserve the integrity of the soil and turf, vendors are graciously asked to provide weight offsetting mats behind tables and high customer traffic zones.
- The use of drop cloths is encouraged for any vendor selling products with potential to stain or damage pavement or sidewalks.
- No electrical power is available on-site. If electricity is needed, Vendors running a generator must get approval from Market Management. If approved, the Vendor must supply a portable generator in good operating condition. Generators emitting excessive noise or fumes are prohibited, and all generators must be kept in a noise-cancelling device or enclosure.
- Refrigerated trucks cannot run during market hours. This is in order to reduce the noise and pollution levels in the residential area where the market occurs.
- Tables must not be loaded beyond capacity. Products and display items must be sufficiently secured against movement caused by wind, vibration, or jostling.
- All tents must be weighted sufficiently to be secure and stable during inclement weather. Failure to secure a tent may result in expulsion of the vendor.
- Tablecloths made of cloth or vinyl are required for all tables.
- During cool months when no precipitation is forecast, vendors are allowed to forgo use of a tent in order to take advantage of the sunlight.

Vendor Identification

All vendors must display a sign, with lettering at least three inches high, clearly identifying the name of their establishment, phone number, and the location of their production. Vendors carrying associate vendor products must clearly label the product's origin. Vendors selling EBT-eligible items will receive a sign to display on the face of the tent. It is strongly encouraged to display product and price lists.

Product Signage and Disclosure of Growing Practices

- Each product for sale must be clearly labeled with product name, price per unit, variety, and growing method if not grown in the field (i.e., aquaponic).
- Farming practices must be fully and truthfully disclosed at a customer's request.
- It is absolutely prohibited to use the word "organic" in labeling or signage unless they have been certified by a USDA-approved third party certifying agency, and a copy of the current certificate has been provided to Market Management.
- Upon request, vendors must agree to permit Market Management to visit your production site.

Samples

Vendors are encouraged to offer samples of their products. When offering samples, Vendors should adhere to these guidelines:

- Keep samples in clean, covered containers;
- Use toothpicks or biodegradable utensils to distribute samples;
- Use clean, disposable gloves when handling samples;
- Use cutting boards that are smooth, non-absorbent, and easily cleaned;
- Provide a waste container at the sampling area for public use; and
- Use biodegradable sample packaging or sample containers.

Potentially Hazardous Foods

It is the responsibility of the Vendor to abide by Chicago Department of Health guidelines concerning storage and vending of potentially hazardous products. These include, but are not limited to, low acid preserved fruits and vegetables, meats, poultry, fresh eggs, dairy products, and cheeses.

Product Temperature

The Vendor is responsible for monitoring and maintaining proper temperatures in accordance with health codes. Vendors who sell products that must be kept refrigerated or frozen must have an accurate thermometer on site.

- Meats and Poultry must be held at zero degrees or lower.
- Eggs must be held at forty degrees.
- Dairy and cheese must be held at forty degrees.

Trash Management

- **The market site is used by the community 7 days a week.** Before leaving, Vendors must remove all trash and debris from the area in and around the stall and common walkway, **whether or not it originated in their stall**, leaving the area "broom clean."
- Consumer trash not originating with the vendor may be disposed of in appropriate containers on-site. **All other trash (including but not limited to boxes, packaging, sample waste, charcoals, etc.) must be taken with the Vendor for disposal following the "Haul in, haul out" policy.**
- Any vendor using charcoal for cooking must provide a fire proof metal container with a close-fitting lid for used charcoal and ash, which must be disposed of off-site.
- Failure to follow the above policies will subject the vendor to disciplinary action and a fee of \$30 per offense. This includes but is not limited to food waste left on the ground, produce boxes, cardboard, empty product packaging and trash liners used at the tent during market hours for, gloves, plastic wrap, etc.

Unsold Food Products

The Logan Square Farmers Market partners with neighborhood food pantries to glean any unwanted, unsold food items by Vendors. When the program is running, we encourage vendors to donate unsold products which would otherwise spoil to the pantry. Vendors will be notified when representatives will return to accept donations before the end of each market.

V. ADDITIONAL REQUIREMENTS

Plastic Bag and Food-ware Requirements for All Vendors

- In February 2017, the City of Chicago instituted a Checkout Bag Tax, which may affect how you conduct bag transactions in Chicago and at Chicago markets. Vendors are expected to check the City of Chicago website for more information about how this ordinance applies to them.
- Vendors are encouraged to provide compostable paper bags to customers and/or encourage customers to bring their own bags. The LSFM strongly discourages use of plastic bags.
- Encourage customers to donate unwanted reusable bags to the Market Reusable Bag Exchange or pick up a Logan Square Farmers Market tote.

- Bags labeled “100% degradable” or “30% recycled plastic” are highly discouraged to avoid confusion with compostable bags.
- Vendors are urged to discuss acceptable types of bags and request referrals for compostable food service item suppliers with Market Management.
- Vendors using disposable products (sampling utensils, cups, utensils, plates, bowls, cups, straws, lids, etc.) must use certified compostable products at the LSFM.

Requirements for Vegetable, Fruit, Meat and Poultry Producers

- Raw agricultural products should be minimally handled or processed before packaging for Market.
- Waxed produce is not allowed unless approved by the Market Manger. Labels on produce are prohibited.
- No commercially pre-packaged, wrapped or labeled products are allowed.

Requirements for Meat and Poultry Producers

The following potentially hazardous foods may be sold in the frozen state within these requirements:

- All beef and bison stock held for sale shall have been raised by the vendor for at least 50% of the live weight or for twelve months at slaughter.
- For meat and poultry products processed by others (e.g. sausage) the vendor must produce the meat ingredients. All processing must take place in a USDA or state licensed facility.
- The vendor must ensure that the processed product contains a majority (75%) of the original raw ingredient grown by the producer for processing.
- Meats (beef, lamb, pork, bison and goat) and poultry must meet the requirements of the Chicago Food Service Sanitation Municipal Code 4-8, 7-40 and 7-42 and the Rules and Regulations of the Chicago Board of Health.
- All items must be packaged and frozen at the time of slaughter and remain frozen until sold.
- Product temperature must be maintained at 0°F or below and the temperature must be checked every two hours. Insulated chests with dry ice or cold plates or electric freezers must be used to meet this standard.
- Packaging and labeling of meat and poultry must meet USDA standards and clearly state safe handling guidelines.
- Meat and poultry must be stored in a licensed facility and a copy of the last inspection of the Vendor’s storage facility must be provided before permission to sell is granted.

Requirements for Egg Vendors

Vendors must comply with State regulations for egg production and selling including packaging and labeling requirements, candling requirements, and licensing. Eggs must be held at 40 degrees Fahrenheit after harvesting, during transportation, and at market.

Requirements for Bedding Plant, House Plant, Herb Plant Vendors

- The Vendor shall have performed the propagation, germination, planting of cuttings or division work for all potted plants, trees, or nursery starters that are sold.

- It is strictly forbidden for Vendors to purchase plants for the sole and immediate intent to resell them without sufficient propagation or without necessary growing time. Noncompliance will result in expulsion from the market.
- Purchased plant materials must be grown on vendor's premises for at least 60 days before being offered for sale.

Requirements for Floral and Ornamental Producers

- Products offered for sale must be grown or, if wild, gathered, by the vendor.
- Must not be treated with any substance other than a clear lacquer spray. Dyes and paints are prohibited.

Requirements for Value-Added Vendors

- Processors who are not growers must be able to verify that 75% of their ingredients are purchased from local growers/producers. An exception may be granted by the Market Manager for tropical ingredients such as cocoa, chocolate, coffee, tea, or spices.
- All value-added products must satisfy all public health labeling, permitting, and other requirements pertaining to processed products.
- Abide by the Beverage policy listed in the Prepared Foods section on the following page.
- Packaging should be biodegradable or made of paper, cardboard, glass, steel, aluminum, plastic #1, 2, 3, 4, 5 or 7 (no #6).

Requirements for Bakery Vendors

- It is strictly forbidden for Vendors to purchase ready-made or frozen baked goods with the intent to resell them.
- All bakery items must be made from scratch. Vendors may not sell items made from purchased pre-made dough, batter, crust, or dry ingredient mixes. For example, the shortening (fats and oils), the leavening, and the salt must be added by the Vendor to comply with this rule.
- A Vendor must participate consistently in the physical production of the product.
- The Vendor must keep all recipes and receipts for ingredients on file and must be able to produce them at an inspection.
- Logan Square Farmers Market strives to support participating Farmers/Producers and encourages other businesses to support them and source their raw ingredients through them whenever possible.
- Packaging should be biodegradable or made of paper, cardboard, glass, steel, aluminum, plastic #1, 2, 3, 4, 5 or 7 (no #6).

Requirements for Honey Producers

- Honey must be produced by bees kept by the Vendor, or, if bees are on vendor's land for pollination, the Vendor may sell the resulting honey with prior approval by Market Management.
- Honey must not be adulterated.

Requirements for Soap Vendors

- Hand-milled soap must be processed by the Vendor and contain either an emollient or fat or both that is produced by the Vendor, unless otherwise permitted by Market Management.

- Vendor-produced ingredients must be at least 50% of the value of the product.
- Soap must be sold in bar form.
- All ingredients must be FDA approved.
- Label must include all ingredients.

Beverage Requirements for Bakers/Processors & Prepared Food Vendors

- Beverages may only be sold by value-added processors and prepared food vendors.
- All beverages offered must be personally handcrafted. Vendors must be able to supply proof of sourcing, production process and production whereabouts.
- Commercial beverages are not permitted. Sale of pre-made beverages from other businesses is not permitted, unless done through an associate vendor relationship with a fellow LSFM Vendor.
- Value-added coffee vendors are the *only* vendors permitted to carry coffee beverages at the LSFM.
- Bottled water sales may only be offered by single-product value-added vendors.

Requirements for Prepared Food Vendors

Before completing your application, please review the Guidelines for Food Handling at Temporary Food Service Events document, published by the Mayor's Office of Special Events. (A copy is available on the Logan Square Farmers Market web site, www.logansquarefarmersmarket.org.) Include with your application a copy of the most recent "approved" health inspection certificate from your production facility.

If cooking or using open flame at the Market, be aware of Fire Department regulations requiring fire extinguishers and fire safety. Grills and cooking appliances must be kept in the back of stalls, away from the public walkway and access.

Take-away packaging should be certified compostable.

Requirements for Other (Non-food) Vendors

Please attach to your application a detailed description of what you would like to sell at the Logan Square Farmers Market. Be sure to include where and how it is produced, where the raw ingredients and materials come from and who will benefit from the sales of these items at the market.

Take away packaging should be compostable or made of paper, cardboard, glass, steel, aluminum, plastic #1, 2, 3, 4, 5 or 7 (no #6).

VI. COMPLIANCE POLICY

All vendors are expected to comply with the Market Rules and Guidelines. If Vendors do not comply, Market staff reserves the right to cancel the Vendor's participation in the Market for the remainder of the season, or permanently.

Vendors should note that past non-compliance with Rules and Guidelines - including continual tardiness, unexpected absences, and trash management violations - will be heavily considered when reviewing applications for upcoming seasons.

Refund Policy: Suspension from the Market due to policy violations will not trigger any refund of stall rental or other fees that had been paid in advance.

THE MISSION OF THE LOGAN SQUARE FARMERS MARKET:

The Market is a place where farmers and sustainable food producers from the region 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. The Market has three primary goals:

- **To Build an Alternative Food System:** The Market provides an outlet for nutritious, conscientiously grown and produced local foods, and education about these foods, for all members of our community regardless of income level. This is accomplished by thorough assessment of the vendors and by facilitating SNAP benefit sales and credit or debit card sales.
- **To Foster Entrepreneurship:** The Market functions as an incubator for small-scale, local entrepreneurs, especially those in the food sector. Applications from small scale farmers, producers and other food businesses will be given preference. The Chamber also provides space throughout the season to Logan Square connected, non-food businesses to help them increase their visibility to current and potential customers.
- **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 , education and entertainment.