



## 2018 Outdoor Season Prepared Food Application

Thank you for your interest in the Logan Square Farmers Market. Interested applicants must be the primary producer of a food or agricultural product, based within the Chicago foodshed (within 250mi or less of Logan Square, Chicago). Please note: We receive a large number of applications and select applicants that best meet market needs. Application does not guarantee acceptance to the market. Incomplete applications and applications without an accompanying fee and documents will not be read or considered. The application fees are non-refundable, whether or not the applicant has been accepted.

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There are three distinct "Primary Producer" Vendor Applications for the Logan Square Farmers Market's Outdoor 2018 Season. Please select and complete the forms that best correspond to your products. There are some instances where vendors may need to submit 2 applications for consideration. (For example, 1 Farm/Producer Stall and 1 Prepared Food Stall.)

**Farmer/Producer Application**, for farmers or producers of raw or minimally processed agricultural (i.e., produce, livestock/dairy farmers, fishermen, beekeepers, etc.);

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

**Prepared Food Vendor Application**, for qualified makers of prepared foods intended for immediate consumption.

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To apply for the 2018 Outdoor Season of the Logan Square Farmers Market as a **Prepared Food Vendor who prepares food intended primarily for immediate consumption in whole or in part at the Market**, please complete this form in its entirety.

Your complete application, including a nonrefundable \$100 application fee and all supporting documents, must be submitted or postmarked by **March 21, 2018**. *Incomplete applications, including applications unaccompanied by subsequent application fees and supporting documentation will not be considered. Returning applicant vendors with outstanding dues will not be considered until their balance is paid in full.*

Early submission is strongly recommended. Applications submitted by March 21, 2018, will be notified of the status of their application no later than April 15, 2018. All applications submitted after March 21, 2018, including applications that are incomplete on that date, will be subject to an additional nonrefundable late fee of \$50.

The Outdoor Market will be held every Sunday beginning May 13, 2018, through October 28, 2018, for a 25-week season, along Logan Blvd. just east of Milwaukee Avenue. (Street address for GPS devices is 3107 W. Logan Blvd., Chicago, IL 60647). The Market is open for business from 10am until 3pm, rain or shine.

Logan Square Farmers Market is operated by:  
Logan Square Chamber of Commerce  
3147 W. Logan Blvd., Suite 12, Chicago, IL 60647  
Office Phone: 773-489-3222  
Fax: 773-489-3760

[www.logansquarefarmersmarket.org](http://www.logansquarefarmersmarket.org)

# Contact Information

Business Name:

Primary Contact Name:

Billing Street Address:

City:

County:

Zip:

Business Phone:

Cell Phone:

Email:

Website:

Facebook Page:

Instagram Page:

Business Ownership (Check all that apply):

- Family-Owned       Corporation       Limited Partnership  
 Non-profit Organization

Alternate Contact Name, Title:

Alternate Contact Phone:

Alternate Contact E-mail:

Market Staff Contact Name, Title:

Market Staff Title:

Phone:

E-mail:

# Participation Information

Is this your first time applying to the LSFM?

Yes     No

Preferred Frequency:

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

How many 10' x 10' stalls do you require?

- 1 stall (maximum front facing)
- 2 stalls
- Prefer shared stall with: \_\_\_\_\_

Weekly Vendors are expected to commit to the entire May through October Season. If you're applying as a Weekly Vendor, please list any dates you cannot attend, and explain why the absence is necessary. If you're applying as an Occasional or Short Season Vendor, please list the dates you'd like to attend (with a brief explanation). Note that vendors who can attend the entire Market Season are strongly preferred.

If you're a returning vendor, when have you sold at the LSFM previously?

Please list any other markets you've sold at previously:

Please list any other markets you plan to sell at during the 2018 Outdoor Season:

Please select your preferred payment method:

- Pay as you go: \$55 per stall per scheduled appearance
- Advanced Full Season Payment (Weekly Vendors Only, due no later than May 1, 2018): \$1210 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). A current Certificate of Liability Insurance must be submitted with this application, postmarked by March 21, 2018. If accepted, Vendors must submit an updated proof of insurance naming both the City of Chicago and the Logan Square Chamber of Commerce as additional insureds, no later than May 1, 2018.

Insurance Company:

Policy #:

Expiration Date:

If your business is licensed by a local 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:

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 respond in detail.):

Please describe how your production methods produce a high quality product and show care for the environment, as well as your business and community. Please note, Prepared Food Vendors are required to use certified compostable disposables and source at least one prominent ingredient per market day from an LSFM Farmer, with the menu labeled. Strong preference is given to vendors sourcing local and sustainable ingredients.

Are your products certified organic?

Yes     No

If yes, please list the third party certification you currently hold, including certifying body and effective dates, and please send a copy of those certificates to [whitney@loganchamber.org](mailto:whitney@loganchamber.org) & [rosie@loganchamber.org](mailto:rosie@loganchamber.org).

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Please list every item planned for sale at the Market that you produce.

List *all* major ingredients and specific source of these ingredients (i.e., wholesaler, distributor, farmer), that go into your prepared food products. Again, note that Prepared Food Vendors must source one prominent ingredient each market day directly from an LSFM Farm, with the item highlighted on the menu each market day. We give strong preference to PF Vendors sourcing local ingredients, with a special emphasis on fresh produce and agricultural products.

Do you personally oversee production of your products?

Yes       No

**Associate Vendor Relationships:** List each item planned for sale at the Market that you do not produce. Detail the source for these items. (See the Associate Vendor Policy in the Section III of the Rules & Guidelines for more information. See the Beverage Policy on page 11 of the Rules & Guidelines, noting beverage restrictions.)

Please 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.

Without exception, at all times when food is being handled, a person who has completed the Summer Festival Sanitation training for the current year must be present at the booth, with their original certificate. Please check below if you can guarantee this. For more information, including how to sign up for training, please read the City of Chicago's Guideline for Food Handling at Special Events.

- A person who has completed the Summer Festival Sanitation Training for the current year will be present at my booth at all times.

If you intend to sell foods that require hot or cold storage to prevent spoilage, how do you intend to keep them at the correct Health Department stipulated temperatures during transport and at the Market? (Reminder: Electricity is not available at the Market. Refrigerated trucks may not be left running while parked. Generators must seek approval from Management and, if approved, meet standards.)

**AFFIDAVIT**

I have read the Logan Square Farmers Market 2018 Rules & Guidelines and this application in full. 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 2018 Waste Management procedures, in full, including compost practices, and Plastic Bag guidelines listed in the Rules & Guidelines document on pages 8 and 9.

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. Associate Vendor products must follow procedures outlined in the Rules & Guidelines.

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 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 suspension or removal from the Market.

I agree to allow Market Management and/or representatives of the Market at any time to inspect the premises where the products offered for sale are grown/raised/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 City of Chicago and their officers, agents, employees and assigns for and to hold them harmless from any liability and/or 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 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 and accurate.

Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signer Name: \_\_\_\_\_

Date: \_\_\_\_\_