

LOGAN SQUARE FARMERS MARKET



2019-20 INDOOR SEASON @ EMPORIUM LOGAN SQUARE

2019-20 INDOOR MARKET SEASON RULES AND GUIDELINES

Every Sunday running 10am until 3pm from November 3, 2019 through March 29, 2020
snow, blizzard, sleet, ice or shine

(excluding December 1st, and *December 29th TBD*)

at Logan Square Emporium Arcade Bar, 2363 N. Milwaukee Ave

Operated by The Logan Square Chamber of Commerce 3147 W.

Logan Blvd., Suite 12

Chicago, IL 60647

office phone 773-489-3222

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**LSFM Manager, Rosie Fitz - rosie@loganchamber.org
LSCC Executive Director, Jessica Wobbekind - jessica@loganchamber.org**

All vendors wishing to participate in the Logan Square Farmers Market (LSFM) must read the following document in full. These rules govern LSFM operations. LSFM will implement and enforce all rules and regulations pertaining to Market operations. LSFM may modify or delete rules and regulation from time to time, and take reasonable action to enforce them.

I.ADMISSION OF VENDORS AND PRODUCTS

Approval: LSFM's approval of selling privileges is for a limited period of time, never exceeding one market season. All products sold at the Market must be approved by and are subject to restrictions by the LSFM. Admission to the Market is granted to Vendor Applicants based on the following criteria:

- The submission of a **complete application** with accompanying nonrefundable application fees, any outstanding balances and all applicable supporting documents.
- 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. All applicants must have an Illinois Sales Tax Number before applying to the Market.
- The LSFM is a **Producer Only** market. Vendors must produce the vast majority of products they carry at the LSFM. See pg. 5 for more details.
- The Vendor's **positive history** with LSFM. (Including long-term adherence to market rules and regulations, courtesy, seniority, market attendance, and payment of fees).
- **Availability** and capacity to attend all markets.
- LSFM strives for a **mix of vendors**, with a primary focus on local (within 250mi of the Market) agricultural and food producers. Strong preference will be given to **small-scale producers** selling raw agricultural products. Small, individual and family farms and independent businesses will receive preference.
- Priority is given to applicants whose products are:
 - Produced with sustainability in mind, which may include products: grown using **organic and sustainable practices** including IPM; humane treatment of animals; limited or non-use of pesticides, herbicides, fungicides, non- organic fertilizers, antibiotics, GMO technology, use of compostable packaging, etc.;
 - Are grown in Chicago or produced in **close proximity** to the Market;
 - **Unique or unusual**, contributing to market variety and attractiveness;
 - **Made using ingredients sourced from LSFM farm vendors.**
 - Other criteria may include distance from our location and Chicago.

In addition, Prepared Food Vendors will be evaluated based on:

- Mandatory use of compostable (products labeled biodegradable or "bio-based" do not indicate compostable) disposables, including utensils, flatware, cups, lids, straws, napkins, bowls, plates, to-go containers, and bags;
- Use of seasonal, local ingredients, including those from LSFM farmers and vendors;
- Use of certified organic or sustainably grown ingredients;
- Sustainable business practices;
- Innovative product and marketing concepts;

- Previous experience in food service at festival style events; and
- Existing Logan Square neighborhood location or production site.

Vendor Types

1. Farmer/Producer – Primary producer of primarily raw agricultural products including produce farmers, livestock producers, fishermen, makers of products who raise the primary raw agricultural ingredients used in the product's production, and beekeepers. Farmers/Producers must grow/produce/raise 100% of what they sell. Please note any exceptions to this in your application and/or to Market Management for approval in advance of sales of such an item. This category may include Farmer/Producer-owned cooperatives.
2. Baker/Processor – Any vendor who sells a value-added product but is not the primary grower or producer of the raw ingredients used to make that product.
3. Prepared Foods - Any vendor, including Farmer/Producers and Bakers/Processors, that intends to prepare food for immediate, on-site consumption, is considered a Prepared Foods Vendor.

Fees, Insurance, and Electronic Payments

LSFM charges all vendors an application fee and stall rental fees to help cover the operating costs of the Market.

- Preference will be given to applicants with all application materials (including proof of insurance, supporting materials, etc.) submitted or postmarked **by October 1, 2019, 5pm. All submissions must be accompanied by a non-refundable application fee.**
- Application fees are based on vendor placement at market. **See fee structure** below. Only qualifying continuing vendors are eligible for continuing vendor fee (i.e. vendor from outdoor market chooses to apply to indoor market)
- Any incomplete, including applications missing the fee and supporting documents, or late applications received after this deadline, are subject to a non-refundable \$50 late fee due at the time of submission.
- Applications from vendors with outstanding balances owed to LSFM will not be considered until paid in full.
- Applicants will be notified of the decision by **October 12, 2019.**

2019-2020 Indoor Market Fees

Vendor Type	Non-refundable Application Fee	Pay-As-You-Go Rate per market day	Advanced Pay for Full Season Vendors TBD based on dates confirmed by venue
New Vendor Application Fee	\$50	n/a	n/a
Continuing Vendor (*from 2019 Outdoor Market) Application Fee	\$25	n/a	n/a
Farmer/Producer	--	\$30	TBD
Baker/Processor	--	\$35	TBD
Prepared Food	--	\$45	TBD
Commercial Stall for LSCC Member	n/a	\$50	n/a
Commercial Stall for Non-Chamber Member	n/a	\$200	n/a
Non-refundable Late Submission Fee	+\$100	n/a	n/a
Associate Vendor Fee	\$100 one-time fee	n/a	n/a

Advance Payment, available to full-season, weekly vendors only: If accepted by the LSCC, vendors who elect to do so may pay in advance, as indicated in the application form. Advanced payment is due no later than November 3rd, 2019. Advanced fees will be determined on final confirmation of number of markets based on vendor, management, and venue preferences.

Payment may be made the following ways: through Paypal to info@loganchamber.org; by check or money order mailed to LSCC or by credit card by calling the LSCC office. Payment is non-refundable. *Please note: advanced payment may be also available to alternating or rotating vendors. Upon acceptance, please discuss with Market Management to arrange.*

Pay-as-you-go, weekly rates: 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.

Insurance Requirements

All applicants must have a Commercial General Liability Insurance Policy. **If accepted**, vendors must update their Commercial General Liability Insurance Policy to name both as additional insured:

DDMB 2 LLC	Logan Square Chamber of Commerce,
2363 N Milwaukee Ave.,	3147 W. Logan Blvd., Suite 12,
Chicago, IL, 60647,	Chicago, IL, 60647,

It must have a minimum of \$1 million per occurrence and aggregate and include:

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

Electronic Payment at the Market as Provided by The Chamber of Commerce

- The Chamber operates wireless payment devices at its table for the convenience of all vendors and customers (and requires all vendors without their own credit/debit processing device to utilize this service). These devices enable the use of LINK (aka SNAP/EBT), and Credit/Debit Cards (Visa, Discover and Mastercard) for payment. The Chamber of Commerce pays all the processing and infrastructure fees associated with providing this service to Vendors and customers. **The LSFM will add a 2.8% processing fee to offset the cost of processing credit cards.**
- Vendors may choose to process credit card sales independently; however, LINK transactions must be processed using the Chamber of Commerce wireless system.
- LINK/Double Value Program/Federal Assistance Programs: All vendors selling qualified EBT-eligible products at the Market must accept USDA Coupon and Link Card payments, as processed by the LSCC. During the 2019-2020 Indoor Season, the Chamber will offer the Double Value Program for LINK-card users to increase purchasing power at the Market, matching purchases made using LINK dollar-for-dollar up to \$25/market day in coupons to spend (like cash) on fresh produce (fruits, vegetables, herbs and food-producing plants at the LSFM). Vendors will be given educational material on how the program works.
- Electronic sales figures are reported to vendors by the Chamber of Commerce on a monthly basis. Vendors will receive payment from the Chamber of Commerce in the form of a check early each month for the previous month's sales. These payments will be net of any stall fees, or other, due from the Vendor to LSFM.

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

Producer Only Rule and Exceptions

The LSFM places high priority on being a Producer Only market. This means that farmers must only sell raw agricultural products they have grown/raised themselves within 250mi of the LSFM (unless otherwise approved by the LSFM on a case-by-case basis); 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 processing. LSFM has allowed limited exceptions to the Producer Only Rule with the following policies.

“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 the exemption in writing to the Management team at least two weeks before the intended sale date and the exemption is approved;
- The period of time the product is sold does not exceed 4 weeks;
- A “farm of origin” label is displayed with the product; and
- The product otherwise complies with LSFM requirements.

“Associate Vendor” Exception – Farmers/Producers (Primary Vendor) may sell a product(s) from another Farmer/Producer (Associate Vendor) for the entire season provided that:

- The Associate Vendor fills out an application for products intended for sale, submitted along with the Primary Vendor’s application. In lieu of an application fee, the Associate Vendor pays a one-time fee of \$100 to participate in the Indoor Season of the LSFM (due only upon acceptance to the LSFM).
- A “farm of origin” label must be displayed with the product(s).
- If at all possible, the Associate Vendor accompanies the LSFM vendor to 2 markets per season, and is present at the LSFM stand to answer questions and meet customers. Please alert management to these dates.
- The Primary Vendor may have not more than 3 Associate Vendors, and no more than 30% of the products sold at the stand can be provided by the associate vendors.
- The product otherwise complies with LSFM requirements

Products to be Sold

Market Management reserves the right to prohibit a vendor at any time from selling any product not previously approved in the application process.

- Products at the Market must be of the highest and freshest quality.
- The resale of agricultural products produced by others is prohibited, except under the “One time” or “Associate Vendor” exceptions.
- Products must not be labeled “organic” unless they have been certified by a USDA approved third party certifying agency, and a copy of the current certificate stating such has been provided to Market Management.

Prohibited Products

- Live birds or animals;
- Fresh meat, poultry and fish (These products must be frozen.);
- Processed products improperly labeled or made in an unlicensed facility or that fail to follow preservation standards established by the USDA or other governmental agency;
- Unauthorized agricultural products; and
- Commercially-manufactured products purchased by the vendor from third parties but not approved by the Market Manager, such as but not limited to: sodas, water, coffee, tea and other commercially manufactured goods.
- The LSFM encourages consumers to bring reusable totes. **Totes can only be sold by the Logan Square Chamber of Commerce** at the Logan Square Farmers Market. Vendors may not sell or give away totes at the Logan Square Farmers Market.

Beverage Requirements for Processors & Prepared Food Vendors

- Beverages may only be sold by Added-Value Processors and Prepared Food Vendors, excluding beverages from farmers made using ingredients they have grown themselves (ie. apple cider, grape juice, etc.).
- All beverages must be personally handcrafted. Vendors must be able to supply proof of sourcing, production process and production whereabouts.
- Pre-made beverages from other parties are not permitted. Commercial beverages are not permitted.
- Ready-to-drink coffee may not be sold by any LSFM vendor.
- Bottled water may only be offered by single-product vendors (for example, juice and tea vendors) with LSFM permission.

Product Validity

LSFM reserves the right to question the validity of any product sold at the Market. LSFM also reserves the right to request proof of any product’s origin, and the right to inspect any Vendor’s stated location of product production, at any reasonable time, without prior notice. A Vendor requested to submit proof of a product’s validity or site of production will be required to submit this proof to Market Management upon request. Failure to provide the necessary information will be deemed a violation of the rules and may result in removal from the Market.

GENERAL MARKET POLICIES AND RULES

Stall Assignment

The Market Manager will make initial stall assignments based on:

- The Market's product mix, space requirements and customer traffic flow
- The quality of the Vendor's product display and customer service
- The participation of owners at the Market
- Vendor's history and tenure at the market

The LSFM understands that the Market and Vendors benefit from consistent location of vendors within the Market from week to week. However, LSFM **does not guarantee** a Vendor's stall assignment and changes to the Market layout can be made at the Market Manager's discretion and on an as-needed basis. In particular, Vendor's late arrival, changes in the number of Vendors attending on any given day, and changes in the Market layout may result in changes to vendor locations.

Arrival, Departure and Selling Time

The Logan Square Farmers Market will run weekly on Sundays from November 3rd, 2019 through March 29th, 2020. **The market will be closed on December 1st, and is confirming holiday closures based on vendor needs for December 29th and January 5th.** The Market is open to the public at 10am and closes at 3pm.

- Vendors may begin set up at 8:15am, when the loading doors to the venue will be open. Vendors must be set up by 10am Market start. Loading and unloading must take place at the loading entrance on Fullerton Avenue.
- Late arrival may forfeit Vendor's assigned stall and Vendor may be denied participation for that day. If you are running behind, please notify Market Management immediately by calling the Market Manager.
- Vendors who are not ready to sell by 10am are subject to fines and/or Market suspension. "Warnings" will be issued by the Market Manager. After three warnings, a \$25 fine will be issued. Six warnings = \$50 fine. Excessive tardiness will result in a review of the Vendor's eligibility to participate in the rest of the season.
- Vendors are prohibited from conducting sales before 10am, when the public is admitted to the venue; however, sales to vendors and market staff, CSA pick up and wholesale pre-paid orders may be picked up before 10am. Credit, debit and LINK sales will be processed by LSFM beginning at 10am.
- Vendors may leave only after the Market ends at 3pm and when a safe exit can be made.
- Vendors may not leave before the Market closes without approval of the Market Manager.

Parking

After unloading, Vendors must move their vehicles to a legal parking space in a timely manner. Parking may be available *strictly* for semi-trucks, trailers and large vehicles/vans. Pick-up trucks do not qualify. Further details will follow upon acceptance.

Limited street parking is available along Fullerton and residential neighboring streets through to Logan Blvd. Follow the appropriate signs and ensure you are parking legally. Parking is not free on this area of Milwaukee Ave. Refrigerated trucks and generators

cannot be run during Market hours, and will not be permitted to remain near the loading zones during Market hours.

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 Market Manager should be notified as far in advance as possible. **Vendors will be billed for any market day missed if the Market Manager does not receive notice of their non-attendance by noon on the Friday before market day.** Excessive absences will result in review of the Vendor's eligibility to participate in the Market.

Display, Tables and Electricity

- Vendors must supply and furnish their own tables and chairs.
- Vendor staff must keep personal and consumable items off of display.
- Tables must not be loaded beyond capacity, and all products and display items must be sufficiently secured against movement caused by jostling.
- Tablecloths made of cloth or vinyl are required for all tables.
- The use of drop cloths is encouraged for any vendor selling products with potential to stain or damage flooring, sidewalks, pavement, etc.

- A limited number of stalls have access to electrical outlets. If electricity is needed, this must be noted in the vendor's application, where requested.
- For any prepared food vendor utilizing cookware: all cooking equipment must operate with propane or electricity. Type of preparation must be detailed in the application.
- Please be respectful of the Emporium venue. Any damages to Emporium property may result in fines and/or removal from the Market.
- Vendors may not store materials on-site.

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 full address of the physical location of the farm or farms or production facilities. Vendors will not be permitted to install signage in the aisles that obstructs flow of pedestrian traffic.

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 (ie. hydroponic, aquaponic, etc.).
- Farming practices must be fully and truthfully disclosed at a customer's request.
- All products sold as "organic" must be prominently labeled as "Certified Organic" with the certifying agency name. It is absolutely prohibited to use the word "organic" in any labeling unless the product is certified by a USDA approved third party certifier.

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 other compostable disposable utensils to distribute samples.
- Use clean, disposable gloves when handling products to be sampled out. Compostable gloves are preferred.
- Use cutting boards that are smooth, non-absorbent and easily cleaned.
- Provide a waste container at the sampling area for public use, being sure to keep compostable waste streams free of landfill detritus.

Potentially Hazardous Foods

It is the responsibility of the Vendor to abide by the Chicago Department of Health and State of Illinois guidelines concerning the storage and vending of potentially hazardous products. These include but are not limited to meats, poultry, fresh eggs, dairy products and cheeses. Cottage food producers will not be considered; please be aware that Illinois Cottage Food Producer Regulations are superseded by those of the Chicago Department of Health.

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

LSFM requires separation of compostable (non-waxed paper waste, all organic waste) and landfill items. Compostable items will be collected by WasteNot Compost at the end of the Market day. At this time, vendors may be permitted to dispose of compostable waste, provided that it has been properly overseen and managed by trained vendor staff. Privileges will be revoked if landfill waste (including plastic bags, metal objects, plasticware, etc.) is contaminating the compost stream.

To ensure waste management policy is followed, Management requires the following...

- **Vendors must keep their own waste streams separated between compostable and landfill items.** Vendors will only be permitted to dispose of uncontaminated compostable items at the end of the Market day. If you're unsure if an item is compostable, consult with LSFM staff. **All other trash must be taken with the Vendor for disposal following the "Haul it in, haul it out" policy.**
- Before leaving the Market, **each Vendor must remove all trash and debris, whether or not it originated in their stall**, leaving their area "broom clean." This includes the area around the stall and the common walkway.
- Trash not originating with the vendor may be disposed of in appropriate containers on-site. Trash generated by the vendor (cases, packaging, etc.) must always be removed

along with the vendor upon departure.

Failure to follow the above policies will subject the vendor to disciplinary action, which may be punishable by 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 site during market hours for, gloves, plastic wrap, etc. If a vendor or vendor's representative repeatedly fails to adhere to the policy, the vendor is subject to removal from the Market.

Unsold Food Products

When available, the LSFM opts to partner with a community gleaning partner to utilize leftover perishables from the Market. Market Management will alert Vendors to gleaning program.

Standards of Conduct for Vendors, their Representative, and Market Staff

- Be knowledgeable about how products are used, grown or produced. Be able to communicate this information clearly to customers.
- Be courteous, professional and presentable at all times.
- Display products in a sanitary, presentable and attractive manner. No personal items, consumable goods, trash or waste on the tables, please. Meals and beverages being consumed by vendors should be kept off the display table and out of sight.
- Behave in a polite manner and practice clean personal hygiene. Drinking alcohol, yelling, throwing objects, swearing, name-calling, slanderous remarks, and other rude behavior will not be tolerated.
- Be respectful and gracious toward all Emporium staff. Disrespect toward Emporium property and/or staff may result in immediate removal from the Market.
- Refer difficulties with customers to Market Management.
- Make complaints about other Vendors, Market staff or volunteers, or the Market Rules and Regulations in writing to the Market Manager. Complaints about Market Management are to be directed to the Executive Director of the Logan Square Chamber of Commerce.
- Stalls should be staffed at all times.

Complaint Process

- If the Market Manager receives a complaint (including complainant's name, address and phone number) pertaining to quality, conduct, or inappropriate practices of a Vendor, the Market Manager will contact and/or visit the Vendor and request that the complaint be remedied. The Market Manager will follow up to confirm compliance.
- Vendors are required to satisfy any customer complaint. They must accept a returned item and dispose of it off-site.

Refund Policy

Application fees, late fees, advanced stall fees and advanced pop-up vendor fees are non-refundable. Suspension from the Market due to accumulated fines or policy violations will not trigger any refund of stall rental or other fees that had been paid in advance.

Requirements for Vegetable, Fruit, Meat and Poultry Producers

- Raw agricultural products should be minimally handled or processed before packing for Market. Preference is given to farmers bringing field-run or better grades.
- Waxed produce is not allowed. Labels and/or stickers on produce are prohibited.
- No commercially prepackaged, wrapped or labeled products are allowed.
- Products offered for sale must be grown or, if wild, gathered, by the Vendor.

Requirements for Meat, Poultry and Fish 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.
- 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), poultry and fish 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 candling requirements and licensing, labeling and packaging. Eggs must be held at 40°F 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 and vendors 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.
- Packaging should be compostable 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 on a regular basis 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 compostable 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 the Market Manager.
- 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 the Market Manager.
- Vendor-produced ingredients must be at least 50% of the value of the product.
- All ingredients must be FDA approved.
- Label must include all ingredients.

Requirements for Prepared Food Vendors at the Indoor Market

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 website, www.logansquarefarmersmarket.org.)

Prepared Food Vendors are required to provide compostable disposables to their customers. These include utensils (forks, knives, spoons, chopsticks), flatware (bowls, plates), to-go containers, cups, lids, straws, napkins and bags. We encourage Prepared Food Vendors to source compostable gloves, as well. Please note that products labeled biodegradable, bio-based, plant-based, eco-friendly or green do not qualify as compostable products. Products must be labeled compostable or be certified compostable to qualify. Vendors can ask Market Management for a referral for compostable food service item suppliers.

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 Indoor 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.

THE MISSION OF THE LOGAN SQUARE FARMERS MARKET

The Logan Square Farmers 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.