

# 2024 Vendor Application Horner Park Farmers Market

*The mission of the Horner Park Farmers Market is to make sustainable, regionally produced foods available to our whole community. We welcome your interest in our market and are confident you will enjoy joining our community.*

## INSTRUCTIONS

Please answer all applicable questions as completely as possible, attaching additional sheets of paper as necessary.

**While we do accept applications during our season, for fullest consideration, please submit your application before April 1, 2024.**

## General Information (please print):

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

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

*Email is the primary way we communicate with our vendors.*

Website Address: \_\_\_\_\_

**Illinois Sales Tax License # (required):** \_\_\_\_\_

### BUSINESS TYPE (check only one):

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

### VENDOR TYPE (check only one):

- Farmer/Producer
- Flowers/Herbs
- Specialty Foods
- Prepared Foods

### PAYMENT TYPES ACCEPTED:

- Cash only
- Checks
- Credit Cards
- Debit Cards

*Please specify:* \_\_\_\_\_

## PLEASE DESCRIBE THE SIZE OF YOUR FARM OR OPERATION

*(number of acres, employees):*

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How long have you been in operation? \_\_\_\_\_

## MARKET PARTICIPATION

Please list any Farmers Markets that you have sold at in the past and those that you intend to sell at in 2024:

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The market season will run from June 1 through October 12, 2024.  
Please indicate the dates that you **WILL BE ABLE TO PARTICIPATE** below:

### MARKET DATES - SATURDAYS

- |  |  |  |   |   |
|--|--|--|---|---|
| <input type="checkbox"/> June 1, 2024  | <input type="checkbox"/> July 6, 2024  | <input type="checkbox"/> August 3, 2024  | <input type="checkbox"/> September 7, 2024  | <input type="checkbox"/> October 5, 2024  |
| <input type="checkbox"/> June 8, 2024  | <input type="checkbox"/> July 13, 2024 | <input type="checkbox"/> August 10, 2024 | <input type="checkbox"/> September 14, 2024 | <input type="checkbox"/> October 12, 2024 |
| <input type="checkbox"/> June 15, 2024 | <input type="checkbox"/> July 20, 2024 | <input type="checkbox"/> August 17, 2024 | <input type="checkbox"/> September 21, 2024 |   |
| <input type="checkbox"/> June 22, 2024 | <input type="checkbox"/> July 27, 2024 | <input type="checkbox"/> August 24, 2024 | <input type="checkbox"/> September 28, 2024 |   |
| <input type="checkbox"/> June 29, 2024 |  | <input type="checkbox"/> August 31, 2024 |   |   |

- I will participate on all of the above listed regular-season Market dates.

Our market spaces are approximately eleven feet square, for 10' x 10' tents. Vendors are required to provide their own tents and tables. Vendors must keep all goods within the boundaries of such vendor's booth. Please indicate the number of spaces you need.

- 1 space of approximately 11'x11', fitting a 10'x10' canopy (\$30 per week)
- 2 adjacent spaces of approximately 11'x11' each space (\$40 per week)
- 3 adjacent spaces of approximately 11'x11' each space (\$50 per week)
- 1 food truck space (\$40 per week)

## SUSTAINABILITY

Please describe how your farming and/or production methods produce a high quality product and show care and respect for the environment, your farm or business, and your community. If applicable, please discuss pest and weed control practices and animal nutrition, health and physical surroundings.

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## CHAMBER AND NON-PROFIT OPPORTUNITIES

Additional opportunities exist for local chamber/business association members. For more information on these opportunities call 708-658-HPFM (4736) or email FarmersMarket@hornerpark.org. Local businesses will receive first priority for vendor space at market.

# General Product Line Information

Horner Park Farmers Market requires that vendors provide a list of all items intended for sale. Please list all products you plan to sell and when the product will be available (estimate). If you wish to add to your product line during the season, please contact the Market Manager.

You will provide more specific product information on the following pages.

<input type="checkbox"/> Fruits	<input type="checkbox"/> Baked goods
<input type="checkbox"/> Vegetables	<input type="checkbox"/> Coffee
<input type="checkbox"/> Herbs	<input type="checkbox"/> Jam/Jelly
<input type="checkbox"/> Flowers	<input type="checkbox"/> Cider/Juice
<input type="checkbox"/> Sprouts or Micro-Greens	<input type="checkbox"/> Vinegar/Oil
<input type="checkbox"/> Flour or Grains	<input type="checkbox"/> Eggs, flock 3,000 or fewer
<input type="checkbox"/> Cornmeal	<input type="checkbox"/> Eggs, flock 3,001 or larger
<input type="checkbox"/> Dried Beans	<i>I have attached proof of Illinois Dept. of Agriculture Limited or Full Egg Handlers License</i>
<input type="checkbox"/> Nuts	<input type="checkbox"/> Poultry
<input type="checkbox"/> Maple Syrup	<input type="checkbox"/> Milk or Dairy Products
<input type="checkbox"/> Honey	<input type="checkbox"/> Fish
<i>I have attached proof of bee colony registration with State of IL Dept. of Agriculture</i>	<input type="checkbox"/> Meat
<input type="checkbox"/> Other (please specify):	
_____	
_____	
_____	

## SUSTAINABILITY

Are your products Certified Organic?

- NO
- YES

Please list certifying agency/agencies (please attach a copy of certification):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Product Line Details: Farmers & Growers

Please provide a list of all produce in your product line and estimate the dates of availability. Please continue on a separate page if necessary.

Produce	# of varieties	Acreage, rows, beds	Hoop/Field	AVAILABILITY					Organic?
				JUN	JUL	AUG	SEP	OCT	

Please attach additional sheets if necessary.

# Product Line Details: Farmers & Growers (continued)

Please identify the minimally processed animal products you plan to offer this season and estimate the date of availability. Products listed on this page should include:

- Dairy (e.g., milk, cream, butter)
- Eggs
- Honey, honey comb, etc
- Whole chickens, turkeys, etc
- Cuts of meat (e.g., lamb chops, ground beef, dog bones, etc)

Any processed or value-added products (sausage, cheese, etc) with additional ingredients should be listed in the Processed Products section.

Product	Processor's Name	License Location	License #	AVAILABILITY				
				JUN	JUL	AUG	SEP	OCT

Please attach additional sheets if necessary.

## PROCESSING

Are all meat and dairy products processed at USDA licensed facilities?

NO     YES (location): \_\_\_\_\_

## FOOD SAFETY

Please describe how you intend to maintain proper internal temperatures during transport and throughout the market day. There will be no electricity available. Generators are not allowed, unless by specific permission of the Market Manager.

\_\_\_\_\_

\_\_\_\_\_

# Product Line Details: Processed Products

Please provide details for all processed products, including bakery goods, jams, salsas, honey, cider, juice, syrups, granola, soaps, oils, etc.):

Product	Processor's Name	License Location	License #	AVAILABILITY				
				JUN	JUL	AUG	SEP	OCT

Please attach additional sheets if necessary.

## PRODUCT DETAILS

Please describe how you make your products, including your personal involvement in the physical processing:

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# Affidavit

I have read this application and the attached Horner Park Farmers Market 2024 Market FAQ and Guidelines and if accepted into this Market, I hereby agree to abide by all Rules and Regulations of the Horner Park Farmers Market and accept all decisions and interpretations made by interpretations made by Horner Park Farmers Market (HPFM), 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 HPFM, its Market Manager 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 Manager and/or representatives of the Market at any time 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 HPFM 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 HPFM, the Chicago Park District, and City of Chicago 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 will be collected monthly prior to a Vendor's participation each month if not prepaid prior to the first market date, June 1, 2024, and payable upon receipt of bills therefore, and that non-payment may, at the sole discretion of HPFM, result in suspension or removal from the Market. I authorize the Horner Park Advisory Council to charge my listed credit card for any market fees, including missed market fees and departure fees, not paid for a market day.

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

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

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

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

Credit Card Number: \_\_\_\_\_

Name as appears on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Zip Code: \_\_\_\_\_

# Application Checklist

(the following four items are mandatory)

- Application, fully completed
- \$35 Non-Refundable Application Fee  
Please make checks payable to **Horner Park Advisory Council**; write "Farmers Market" in Memo or pay via Square.
- Certificate of Commercial Liability Insurance with all of the following as additional insured:  
Horner Park Advisory Council, 2741 W. Montrose Ave., Chicago, IL 60618  
Chicago Park District, 541 N. Fairbanks, Chicago, IL 60611  
City of Chicago, 121 N. LaSalle St., Chicago, IL 60602
- Signed Affidavit

**Applications are due April 1, 2024  
for first consideration.  
Applications are accepted throughout the season  
if there is available space.**

## FARMER/PRODUCER/FLOWERS/HERBS:

- All 4 of the above items, plus:
- Organic Certificate (if applicable)
- Additional sheets and pages (if necessary)

## SPECIALTY FOODS:

- All 4 of the above items, plus:
- Copies of Applicable City & State Licenses
- Processed Product and Ingredients List
- Health Department Permit and/or Certifications
- Health Inspection (within last six months\*)

## PREPARED FOODS:

- Additional sheets and pages (if necessary)
- All of the items listed for Specialty Foods at left, plus:
- Summer Festival Food Vendor Sanitation Certificate

**For Non-Profits & Local Businesses, please complete the separate application found on our website.**

\*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 December 1, 2023. A more recent inspection is preferred.

## VENDOR FEES AND SPACE RATES

- A non-refundable fee of \$35 must accompany all vendor applications (non-profit organizations are exempt)..
- Vendors may rent up to 3 adjacent spaces each week. The cost per market is as follows: 1 for \$30/week; 2 for \$40/week; 3 for \$50/week; 1 food truck space for \$40/week.
- Market space rental fees will be collected monthly via electronic invoicing. Non-payment may result in suspension or removal from the market. Missed markets are subject to a \$70 fee per market in addition to the market space fee.
- Vendors who pay for the entire 2024 season of 20 markets prior to the first market will receive a discount of two free markets. (You pay for only 18 markets instead of all 20).
- Applications from vendors with balances due will not be considered until all invoices are paid in full.

<b>ELECTRONIC SUBMISSION PREFERRED</b>	Manual submissions also accepted.
Please send your completed application and supporting documents to:	Please make your \$35 check payable to: Horner Park Advisory Council
<b>FarmersMarket@hornerpark.org</b>	Please mail your check, completed application, and supporting documents to: Horner Park Farmers Market c/o Horner Park Advisory Council 2741 W. Montrose Ave. Chicago, IL 60618
Upon receipt, you will receive an electronic invoice for the \$35 application fee. Applications will only be reviewed once the application fee has been paid.	

All questions and inquiries should be addressed to:  
Gretchen Helmreich, Horner Park Farmers Market Manager  
E-mail: [FarmersMarket@hornerpark.org](mailto:FarmersMarket@hornerpark.org)  
(708) 658-HPFM (4736)