

2016 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.

For fullest consideration, please submit your application before April 1, 2016.

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
Please specify: _____
- Debit Cards

PLEASE DESCRIBE THE SIZE OF YOUR FARM OR OPERATION

(number of acres, employees):

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 2016:

The market season will run from June 4 through October 1, 2016.
Please indicate the dates that you **WILL BE ABLE TO PARTICIPATE** below:

MARKET DATES - SATURDAYS

- | | | | | |
|--|--|--|---|--|
| <input type="checkbox"/> June 4, 2016 | <input type="checkbox"/> July 2, 2016 | <input type="checkbox"/> August 6, 2016 | <input type="checkbox"/> September 3, 2016 | <input type="checkbox"/> October 1, 2016 |
| <input type="checkbox"/> June 11, 2016 | <input type="checkbox"/> July 9, 2016 | <input type="checkbox"/> August 13, 2016 | <input type="checkbox"/> September 10, 2016 | |
| <input type="checkbox"/> June 18, 2016 | <input type="checkbox"/> July 16, 2016 | <input type="checkbox"/> August 20, 2016 | <input type="checkbox"/> September 17, 2016 | |
| <input type="checkbox"/> June 25, 2016 | <input type="checkbox"/> July 23, 2016 | <input type="checkbox"/> August 27, 2016 | <input type="checkbox"/> September 24, 2016 | |
| | <input type="checkbox"/> July 30, 2016 | | | |

- 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 (\$20 per week)
- 2 adjacent spaces of approximately 11'x11' each space (\$30 per week)
- 3 adjacent spaces of approximately 11'x11' each 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.

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:

Affidavit

I have read this application and the attached Horner Park Farmers Market 2016 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 on each market day if not prepaid prior to the first market date, June 4, 2016, 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, 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: _____

Application Checklist

(the following four items are mandatory)

**Applications are due April 1, 2016
for first consideration.**

- Application, fully completed
- \$35 Non-Refundable Application Fee
Please make checks payable to **Horner Park Advisory Council**; write "Farmers Market" in Memo.
- 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

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*)
- Additional sheets and pages (if necessary)

PREPARED FOODS:

- 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 4, 2015. 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 booths each week.
The cost per booth is as follows: 1 for \$20/week; 2 for \$30/week; 3 for \$40/week.
- Market space rental fees will be collected at each market by a HPFM representative.
Non-payment may result in suspension or removal from the market.
Missed markets are subject to a \$50 fee per market.
- Vendors who pay for the entire 2016 season of 18 markets prior to the first market will receive a discount of two free markets. (You pay for only 16 markets instead of all 18).
- Applications from vendors with balances due will not be considered until all invoices are paid in full.

Please send your \$35 application fee, completed application, and supporting documents to:

Please make your \$35 check payable to:

Horner Park Advisory Council

The check memo should specify: Farmers Market

Horner Park Farmers Market
c/o Horner Park Advisory Council
2741 W. Montrose Ave.
Chicago, IL 60618

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