

2023 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, 2023.

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 2023:

The market season will run from June 3 through October 21, 2023.
Please indicate the dates that you **WILL BE ABLE TO PARTICIPATE** below:

MARKET DATES - SATURDAYS

- | | | | | |
|--|--|--|---|---|
| <input type="checkbox"/> June 3, 2023 | <input type="checkbox"/> July 1, 2023 | <input type="checkbox"/> August 5, 2023 | <input type="checkbox"/> September 2, 2023 | <input type="checkbox"/> October 7, 2023 |
| <input type="checkbox"/> June 10, 2023 | <input type="checkbox"/> July 8, 2023 | <input type="checkbox"/> August 12, 2023 | <input type="checkbox"/> September 9, 2023 | <input type="checkbox"/> October 14, 2023 |
| <input type="checkbox"/> June 17, 2023 | <input type="checkbox"/> July 15, 2023 | <input type="checkbox"/> August 19, 2023 | <input type="checkbox"/> September 16, 2023 | |
| <input type="checkbox"/> June 24, 2023 | <input type="checkbox"/> July 22, 2023 | <input type="checkbox"/> August 26, 2023 | <input type="checkbox"/> September 23, 2023 | |
| | <input type="checkbox"/> July 29, 2023 | | <input type="checkbox"/> September 30, 2023 | |

- 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.

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.

- Fruits
 - Vegetables

 - Herbs
 - Flowers
 - Sprouts or Micro-Greens

 - Flour or Grains
 - Cornmeal
 - Dried Beans
 - Nuts

 - Maple Syrup
 - Honey
I have attached proof of bee colony registration with State of IL Dept. of Agriculture

 - Other (please specify):

- Baked goods
 - Coffee
 - Jam/Jelly
 - Cider/Juice
 - Vinegar/Oil

 - Eggs, flock 3,000 or fewer
 - Eggs, flock 3,001 or larger
I have attached proof of Illinois Dept. of Agriculture Limited or Full Egg Handlers License

 - Poultry
 - Milk or Dairy Products
 - Fish
 - Meat

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 2023 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 3, 2023, 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)

**Applications are due April 1, 2023
for first consideration.**
**Applications are accepted throughout the season
if there is available space.**

- 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:	SPECIALTY FOODS:	PREPARED FOODS:
<input type="checkbox"/> All 4 of the above items, plus: <input type="checkbox"/> Organic Certificate (if applicable) <input type="checkbox"/> Additional sheets and pages (if necessary)	<input type="checkbox"/> All 4 of the above items, plus: <input type="checkbox"/> Copies of Applicable City & State Licenses <input type="checkbox"/> Processed Product and Ingredients List <input type="checkbox"/> Health Department Permit and/or Certifications <input type="checkbox"/> Health Inspection (within last six months*) <input type="checkbox"/> Additional sheets and pages (if necessary)	<input type="checkbox"/> All of the items listed for Specialty Foods at left, plus: <input type="checkbox"/> 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 3, 2022. 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 2023 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.

<p>ELECTRONIC SUBMISSION PREFERRED</p> <p>Please send your completed application and supporting documents to: FarmersMarket@hornerpark.org</p> <p>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.</p>	<p>Manual submissions also accepted.</p> <p>Please make your \$35 check payable to: Horner Park Advisory Council</p> <p>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</p>
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All questions and inquiries should be addressed to:
Gretchen Helmreich, Horner Park Farmers Market Manager
E-mail: FarmersMarket@hornerpark.org
(708) 658-HPFM (4736)