

# 2023 Business/Nonprofit 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: \_\_\_\_\_

EIN (required): \_\_\_\_\_

### BUSINESS TYPE (check only one):

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

### LOCAL CHAMBER OF COMMERCE MEMBERSHIP:

- No
  - Yes
- Please specify:* \_\_\_\_\_

### PLEASE DESCRIBE THE NATURE OF YOUR BUSINESS/NONPROFIT

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

## MARKET PARTICIPATION

Please list any Farmers Markets that you have participated at in the past and those that you intend to participate at in 2023:

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The market season will run from June 3 through October 14, 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 materials within the boundaries of their respective booth. Business and Nonprofit participants are able to use a single market space.

1 space of approximately 11'x11', fitting a 10'x10' canopy

- \$350 per week, for businesses without proof of membership of a local Chamber of Commerce
- \$125 per week, for businesses with proof of membership of a local Chamber of Commerce
- \$0 per week, for nonprofits with proof of 501(c)(3) status

## MARKET DAY REQUIREMENTS

All market participants are required to adhere to the market day requirements. By checking each of the below boxes, you are acknowledging that you understand and will comply with each requirement:

- Participants must provide a canopy of approximately 10'x10' that will cover your market space
- Participants must provide a folding table and cover/cloth on which to display your business/nonprofit materials
- Participants must display a banner or signage that contains the name of your business/nonprofit
- Participants must be onsite at the market location by no later than 8:20 am
- Participants must be fully set up in their assigned market space by 8:55 am
- Participants must be present in their assigned market space for the duration of the market, from 9:00 am to 1:00 pm
- Participants may begin take down of their market space at 1:00 pm and not earlier
- Participants must have completed take down and removed any trash from their market space by 2:00 pm

# 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 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 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 the Horner Park Advisory Council, 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

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

## BUSINESS APPLICANT CHECKLIST

- 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
- City, State Business Licenses
- Proof of membership of a local Chamber of Commerce, if applicable

## NONPROFIT APPLICANT CHECKLIST

- Application, fully completed (NOTE - No application fee for nonprofits)
- 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
- City, State Business Licenses
- Proof of 501(c)(3) status

## VENDOR FEES AND SPACE RATES

- A non-refundable fee of \$35 must accompany all business applications (non-profit organizations are exempt).
  - Participants may utilize 1 booth per market date.
- The cost per market is as follows:  
\$350/week for businesses, \$125/week for businesses w/proof of Chamber membership, \$0/week for nonprofits.
- 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 rental fee.
  - Applications from vendors with balances due will not be considered until all invoices are paid in full.

### ELECTRONIC SUBMISSION PREFERRED

Please send your completed application and supporting documents to:  
**FarmersMarket@hornerpark.org**

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.

Manual submissions also accepted.

Please make your \$35 check payable to:  
Horner Park Advisory Council

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

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)