# PLANT CHICAGO FARMERS MARKET

## SUMMER 2017 SEASON APPLICATION

Join Plant Chicago for our third year of the **Plant Chicago Farmers Market**! Plant Chicago is a 501c3 nonprofit working to make cities healthier and more efficient by developing and sharing the most innovative methods for sustainable food production, energy conservation, and material reuse. Our market is located in the Back of the Yards neighborhood at *The Plant*, a 93,500 square foot former meat packing plant being repurposed into a community of food-producing businesses focused on closing waste loops.

We had 15 regular vendors and an average of 150 shoppers per market day during our 2016 summer season. Over our 2016/17 indoor season, our average number of shoppers increased to 400, and we are looking to add more produce and food vendors in 2017 to meet demands of our growing customer base.

### Market Location & Operation Times

**SATURDAYS JUNE 3 THROUGH SEPTEMBER 16**

**10AM – 2PM**

**THE PLANT, 1400 W 46TH ST. CHICAGO, IL 60609**

**If you would like to join us for our 2017 Summer Season, please read through this entire document, complete pages 3-9, sign page 10, and send in your completed agreement by Friday, April 7th**. You may submit the application via email (elizabeth@plantchicago.org) or by mail to:

Plant Chicago, NFP
ATTN: Plant Chicago Farmers Market
1400 W 46th St.
Chicago, IL 60609

# Rules of Operation

1. **Location**: Markets will be located in the yard of *The Plant*, at 1400 W 46th St. Chicago, IL 60609.
2. **"Hours of Operation"**: Hours of operation for the market will be from 10:00am until 2:00pm. All vendors must arrive and have their space set up by 9:45am. Vendors are required to be present at the market until 2:00pm.
3. **Spaces**: All spaces will be assigned by the Plant Chicago staff and market team. ***Vendors must provide their own tents, tent weights, tables, and any other desired supplies.***
4. **Goods Offered for Sale**: Vendors at the market can sell either 1) various farm products, flowers, food products prepared on their premises, bakery goods, cheese, and/or meat OR 2) handmade handicraft/art products. *Selling food or farm products from another farm or food producer is allowed ONLY IF these items are clearly labeled with their farm/producer of origin, and its location*.
5. **Compliance with Local, State, and Federal Laws**: All vendors are responsible for obtaining all necessary County or State health and/or other permits and are responsible for compliance with all State and Federal food and drug laws, including proper labeling.
6. **Labeling**: All goods must be labeled according to IL Public Act 098-0660: "All vendors or booths… must post at the point of sale a placard or include on a label or packing slip the **physical address of the farm or farms** on which those products were grown or produced." See Page 12 for example.
7. **Insurance:** All vendors must have insurance that covers their activities while at the Plant Chicago Farmers Market. Bubbly Dynamics, LLC and Plant Chicago, NFP must be listed as additional insureds for protection against damages in the event an injury occurs at the Market or an injury is caused by the product(s) you sell at the Market.
8. **LINK/EBT Sales:** The Plant Chicago Farmers Market will accept Illinois Link cards to purchase approved food items at the Market. Under no circumstances can the Link card be exchanged for cash or used to pay a credit account. Local and state taxes cannot be collected on purchases made with food stamp benefits. (see more detailed LINK/EBT information, including a list of items that can be purchased with a LINK Card, on Page 11).
9. **Scales**: If goods are offered for sale by weight, the producer's scale must be in accordance with local county requirements and with those established standards as set by the State of Illinois.
10. **Sales Tax**: Each vendor is responsible for the reporting of and the payment to the Illinois Department of Revenue of all required taxes resulting from the sales made at the Plant Chicago Farmers Market.
11. **Clean-Up**: Each vendor is responsible for the removal of all waste and garbage from his or her own space at the closing hour of each market day.
12. **Pricing**: At the discretion of the individual vendors. Market manager and advisory group may make suggestions based on market attendees, etc.
13. **Parking**: Ample street and lot parking is available by the building.
14. **Waste Management**: Plant Chicago will provide separate bins with educational signage for garbage, recycling, and composting for general use on market days. Vendors are strongly encouraged to understand the correct method for disposing of materials used or consumed at their booths, and to properly sort and dispose of all waste materials produced at their booths throughout the market day (see more detailed information on Page 13).
15. **Bottled Water, Styrofoam, Straws & Plastic Bags: Sales of bottled water are not permitted at the Plant Chicago Farmers Market. Styrofoam packaging/cups, straws, and non-compostable plastic bags are also not allowed at the market.** This rule is not intended to cause a financial burden for vendors. Please see page 13 for more detailed information, and talk with Market Manager if this is an issue for you.
16. **Sales Reporting:** Market Manager may request reporting of daily or season sales from individual vendors for grant reporting and application purposes. We appreciate your willingness to share!

**Failure to comply with any of the above may result in suspension or expulsion from the market.**

# 2017 VENDOR APPLICATION FOR PERMISSION TO SELL

## VENDOR INFORMATION

Business Name: Producer Name:

Illinois Business Tax (IBT) #:

Address:

City, State, Zip:

PO Box: Phone: Email:

Website:

Please list in detail the items you intend to sell. If you are selling produce, **include the location (FARM ADDRESS) where each item is grown**:

Do you plan to provide taste samples? **Yes / No** Are you certified in food service sanitation? **Yes / No**

Will your setup require electricity? **Yes / No** Approx. how much space do you need (5x5, 10x10, 10x20) ?

## INSURANCE INFORMATION

All Market vendors must carry commercial liability insurance ($1 million) and name Bubbly Dynamics (the building/property owner) and Plant Chicago, NFP (market operator) as additional insureds for protection against damages in the event an injury occurs at the Market or an injury is caused by the product(s) you sell at the market.

Insurance Company:

Policy #:

Exp. Date:

Coverage Limits:

Per Occurrence:

Aggregate:

Agent Name:

Agent Business Address:

City: State: ZIP Code:

Business Phone: Business Fax:

**A COPY OF YOUR INSURANCE POLICY CERTIFICATE MUST BE ON FILE WITH PLANT CHICAGO BEFORE THE FIRST MARKET DAY IN ORDER FOR YOU TO SELL AT THE MARKET (send to elizabeth@plantchicago.org).**

## PRODUCT DETAILS & PRODUCTION PRACTICES [PRODUCE VENDORS ONLY!]

Please describe the size of your farm (# of acres, employees, etc)

How long have you been in operation?

Please list any products you offer that are Certified Organic:

Do you hold any other sustainability-related certifications:

Yes No

If yes, please list certifications & certifying agencies:

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

## PRODUCT DETAILS & PRODUCTION PRACTICES CONTINUED

Please provide a list of all items intended for sale. List all products you plan to sell and when the product will be available (check applicable months to the best of your knowledge):

| Produce Item | # & name(s) of varieties | June | July | August | September |
|---|---|---|---|---|---|
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# PRODUCT DETAILS & PRODUCTION PRACTICES
## [PREPARED FOOD & HANDICRAFT VENDORS ONLY]

Is this business your full-time job? Yes No

How many people does your operation employ (please list full-time and part-time)?

Please list any materials/ingredients you source locally (Illinois, Michigan, Indiana, Wisconsin):

| **Material/Ingredient** | **Name of Local Supplier** |
|---|---|
| **EXAMPLE:** garlic for salsa | **EXAMPLE:** ABC Farm, Chicago, IL |
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# PRODUCT DETAILS & PRODUCTION PRACTICES
## [PREPARED FOOD & HANDICRAFT VENDORS ONLY]

Please list any sustainable practices you use in your business (production, packaging, incorporating reused materials, etc.):

# 2017 VENDOR WORKSHOPS

**Plant Chicago plans to host optional educational workshops for our market vendors this year. Please fill out the survey below to help us determine what topics you are interested in and what days/times typically work best.**

I am interested in the following workshop topics :

- ☐ Cottage Food Law (selling at farmers markets)
- ☐ Biodegradable packaging & options
- ☐ Permits and Certification
- ☐ Business taxes
- ☐ OTHER (please describe):

Would you be interested (or know anyone interested in) offering a workshop for fellow farmers market vendors, community members, and tenants of the building? If so, please describe workshop topic:

I am most available to attend a workshop on the following days and times:

| | | |
|---|---|---|
| ☐ Monday | Morning ____ | Evening____ |
| ☐ Tuesday | Morning ____ | Evening____ |
| ☐ Wednesday | Morning ____ | Evening____ |
| ☐ Thursday | Morning ____ | Evening____ |
| ☐ Friday | Morning ____ | Evening____ |
| ☐ Saturday | Morning ____ | Evening____ |
| ☐ Sunday | Morning ____ | Evening____ |

Please include any other suggestions for vendor workshops:

# 2017 PLANT CHICAGO FARMERS MARKET DATES & BOOTH FEES

## (PLEASE CIRCLE DATES YOU PLAN TO ATTEND)

Markets are on Saturdays, from 10AM – 2PM

| | |
|---|---|
| **June 3** | **July 29** |
| **June 10** | **August 5** |
| **June 17** | **August 12** |
| **June 24** | **August 19** |
| **July 1** | **August 26** |
| **July 8** | **September 2** |
| **July 15** | **September 9** |
| **July 22** | **September 16** |

**# of dates circled above x $25 =**

**OR**

**Full season fee ($100 discount if attending all 16 dates) = $300**

**Booth fee can be paid in person or by check via mail, and must be paid in full by the beginning of the first market – June 3, 2017.**

If you would like to be a vendor for our 2017 season, please sign and date the section below and send your completed application by email to elizabeth@plantchicago.org or by mail to Plant Chicago, NFP, 1400 W 46th St. Chicago, IL 60609.

# Affidavit

I have read the Provided Information and Rules of Operations for the Plant Chicago Farmers Market and, if accepted into this market, I hereby agree to abide by all of its rules and regulations as described in its Rules of Operation. I acknowledge full responsibility for all my activities at the market (and for those assisting and employed by me) throughout the term of the 2017 summer market season (June 3 – September 16, 2017) and hereby agree to indemnify Plant Chicago, NFP and its officers, agents, employees, and assigns, and to hold them harmless, from any liability arising from my activities at the Plant Chicago Farmers Market. I acknowledge the authority of Plant Chicago's Market Manager to immediately settle any disputes regarding product legitimacy, procedural, and vendor conduct violations, and impose any penalties, including possible suspension or removal from the Market. I understand that Plant Chicago does not carry any insurance policies to cover individual participants and that I am required to carry such insurance. I certify that the information contained in the application is true and accurate.

Name of Producer/Business:

Signature: Date:

# LINK/ EBT VENDOR INFORMATION

The Plant Chicago Farmers Market at The Plant will accept Illinois Link cards to purchase food items at the Market. In the state of Illinois food stamps benefits are on a debit-type card called the Link card.

To use the Link Card, the customer swipes her/his card at the Market Information Booth in exchange for LINK currency, which she/he can than spend on Link-eligible items. See below for details:

| **Currency** | **What it can be used for** | **Denominations** | **How Customers Get It** |
|---|---|---|---|
| BLUE<br>Credit/Debit | Anything at the market | $1, $5 | Using credit/debit card at the info table |
| GREEN<br>Link Dollars | Only Link eligible items – NOT hot, prepared food or flowers. **NO CHANGE GIVEN** | $1, $5 | Using Link card at info table |
| DARK GREEN & BLACK | **Fresh fruits and vegetables ONLY!!** | $1, $5 | Using Link card or Senior Farmers Market Coupons at info table |
| MULTICOLOR<br>Education Market Bucks | **Food products** | $1 | Back of the Yards residents who attend PC educational program |

- Vendors will accept Market Money based on guidelines in table above
- Market Manager will collect and track Market Money amount for each vendor at the end of each market day. *Individual vendors are encouraged to keep their own records of Market Money spent each day at their stand.*
- Vendors will be reimbursed via check every other week June – Sept. and once per month Oct. – December.

**UNDER NO CIRCUMSTANCES CAN THE LINK CARD OR FOOD STAMPS BE EXCHANGED FOR CASH OR USED TO PAY A CREDIT ACCOUNT.** If this policy is ever violated, the vendor will immediately be discharged from the Market.

Local and state taxes cannot be collected on purchases made with food stamp benefits.

The items that can be purchased with a Link Card at the Plant Chicago Farmers Market at The Plant are food items for the Link shopper or their household to eat, such as:

- Fruits and vegetables,
- Meats, fish and poultry
- Dairy products
- Breads and cereals
- Seeds and plants which produce food for the Link shopper and their household to eat

The Link card/food stamps MAY NOT BE USED TO PURCHASE ITEMS such as:

- Beer, wine, liquor, cigarettes or tobacco
- Pet food
- Soaps
- Paper products and household supplies
- Vitamins and medicines
- **Hot foods at point of sale**.
- Prepared food that is intended to be eaten at the market (cold wraps, prepared salads, sandwiches not packaged to be brought home, or given with cutlery)

The LINK card/food stamps may never be used to purchase beer, wine, liquor and cigarettes.

Example of a Product Origin Placard

**Produce is from the following:**

# BIG ROCK FARM

6767 Peacetime Rd, Organicsville, IL, 60000

*Also representing:*

## CLANCY'S ACRES

65335 CR 342, Healthyville, IL, 60000

## MORNING SUN FARM

76229 14th Ave, Locavore, IL, 60000

# Closing the Loop at the Market: Waste Management Guidelines

Plant Chicago is a 501c3 nonprofit organization with a mission to develop circular economies of food production, energy conservation, and materials reuse, while empowering people of all backgrounds to make their cities healthier and more efficient. We strive to carry out this mission through each of our programs, including the farmers market!

In order to carry out this mission at the market, Plant Chicago encourages all vendors to be conscious of their waste management practices while on site. Plant Chicago will provide separate bins with educational signage for garbage, recycling, and composting for general use on market days. Vendors are strongly encouraged to understand the correct method for disposing of materials used or consumed at their booths, and to properly sort and dispose of all waste materials produced at their booths throughout the market day (please see chart below).

Plant Chicago also does not allow bottled water sales, and strongly discourages the use of any Styrofoam packaging at the market. The Market provides water and cups to shoppers free of charge, and we do not want to create unnecessary cost and waste through bottled water sales. We discourage the use of Styrofoam because it is not produced sustainably, cannot be recycled, and takes over 500 years to decompose in the landfill.

**We do not want these guidelines to be a financial burden for vendors. Plant Chicago staff and volunteers are here to help! If you have any questions or concerns, please contact the Market Manager.**

| COMPOST | RECYCLE | REUSE |
|---|---|---|
| - Food Scraps (except meat & fats)<br>  ○ Fruit & veggie scraps (i.e. apple core, kale stem)<br>  ○ End-of-day, unsellable food items<br>  ○ Tamale husks<br>- Certain compostable containers (check the labels or ask a PC staff member) | - Aluminum<br>  ○ cans<br>  ○ clean foil<br>  ○ pie tins<br>- Paper<br>- Brown Paper Bags<br>- Cardboard (boxes, etc.)<br>- Plastic Food/Beverage Containers<br>  ○ #1-5 & 7 (no #6) | - Clean plastic bags<br>- Cardboard boxes |