



2018/2019 RULES AND REGULATIONS FOR VENDORS

These rules govern the operation, administration, and management of Green City Market (GCM). GCM will implement and enforce all rules and regulations pertaining to the operation of the Market. GCM may change, delete or modify these Market rules and regulations from time to time, and take any reasonable action to enforce them. GCM requires all participants in the Market to be members in good standing as set forth in these rules and regulations.

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I. ABOUT THE MARKET

Green City Market, a 501(c)(3) not for profit organization, provides a marketplace for local farmers who raise their products in agriculturally, environmentally, and culturally sustainable ways. All of our farmers must have one of our approved third party certifications (please see page 21 or www.greencitymarket.org for list of acceptable certifications) of their growing or animal husbandry practices to clearly reflect their commitment to the Market's mission. GCM is a producer only, and food only market.

MISSION:

Green City Market works to improve the availability of a diverse range of high quality foods; to connect local producers and farmers to chefs, restaurateurs, food organizations and the public; and to support small family farms, and promote a healthier society through education and appreciation for local, fresh, sustainably-raised produce and products.

GCM supports small family farms by making every effort to showcase our farmers through communications such as our newsletter, social media and public educational events such as our weekly chef demos, Club Sprouts, and community outreach. GCM's mission, educational initiatives, and the vendor assessment process set this independent market apart from other farmers' markets.

2018/2019 MARKET DATES AND HOURS:

- GCM operates rain or shine.
- GCM will be open on National Holidays unless specifically noted.

2018 Outdoor Season

Green City Market Lincoln Park: Wednesdays and Saturdays, May 5 - October 27 from 7:00am to 1:00pm at the South end of Lincoln Park, approximately 1800 N. Clark Street.

Green City Market West Loop: Saturdays, June 2 - October 27 from 8:00am - 1:00pm in Mary Bartelme Park, 115 S. Sangamon St.

Green City Market Park at Wrigley: The second season of this market will again be held on Thursday evenings at the Park at Wrigley (1060 W. Addison Street) from 4:00pm - 8:00pm.

May 31

June 7*, 14, 21, 28

July 5, 12, 26*

Aug 16, 30

Sept 6, 13, 20

*1:20pm Games at Wrigley. Outside shoppers are allowed in during the game to shop this year.

Join us for the second season of Green City Market, at the Park at Wrigley starting Thursday June 14th. We will be hosting between 11 & 15 Thursday evening markets from 4-8pm in the Park at Wrigley which has quickly become the heart of the neighborhood and a community gathering space. Year two is going to focus on hosting events that drive

shoppers to the space and include a call to action to shop. This is an excellent opportunity for vendors due to its close proximity to the Red Line, numerous bus stops, and multiple Divvy platforms, and each market will have Green City Market programming including chef demos, Club Sprouts, and workshops. Additionally, there will be a full marketing program to support the success of this market. We hope you will join us in establishing this new market and turning it into a success.

2018/2019 Indoor Season

Saturdays, November - April at the Peggy Notebaert Nature Museum 2430 N. Cannon Drive. **Tentative** dates are as follows: November 3,10,17, December 1,8,15, & 22; January 5 & 19, February 2 & 16, March 2, 16, & 30, April 13 & 27

II. APPLICATIONS

APPLICATION INFORMATION

- Applications are accepted once per year for the outdoor and subsequent indoor markets.
- The 2018/2019 application will be posted on Manage My Market in December 2017.
- All application materials are due by 11:59pm CST on January 26, 2018. Electronic submission via Manage My Market is required. Paper applications will not be accepted.
- All applications must include the \$75 application fee to be considered.
- Any application received between January 27, 2018 and February 10, 2018 will be considered late and will be charged an additional nonrefundable late fee of \$200, making the total application fee \$275 due at the time of submission.
- Applications will not be accepted after 11:59pm CST February 10, 2018.
- Application decisions will be sent no later than March 31, 2018.

MANAGE MY MARKET INFORMATION

- 1) Please visit this website <https://managemymarket.com/>
- 2) Click 'register now'
- 3) Click 'I am a vendor'
- 4) Create an account by filling in business name, email, and password
- 5) Then fill in your profile
- 6) Click 'submit'
- 7) Select the products you wish to sell at GCM from the list provided. Please specify the number of varieties and months that this product is available. Click 'done adding products'
- 8) Then you will be directed to the "Apply to a market page"
 - a) Then click on your desired GCM location(s) and fill out the application(s)
 - b) You will need to submit an application for each desired location
- 9) Submit application fee by clicking [HERE](#)
- 10) Confirm all necessary licenses, certifications, and supporting documents are submitted (refer to page 24 for list)

***Please contact the GCM office at admin@greencitymarket.org or 773-880-1266

with any questions. We would be happy to walk you through the process.***

III. ADMISSION OF VENDORS AND PRODUCTS

APPROVAL

Green City Market's approval of selling privileges is for a limited period of time, never exceeding one growing season. All products sold at the market are subject to restrictions by GCM.

ADMISSION CONSIDERATIONS

Admission is based on:

- A complete and timely application including the signed affidavit.
- Submission of all applicable permits and licenses required for the retail sale of the vendor's products at GCM. This includes those from the health department of the state or county where the products originate.
- An understanding of and adherence to the GCM mission.
- A product line and growing practices that comply with the GCM Rules and Regulations.
- The vendor's product knowledge and their ability to communicate it.
- Space availability at the market and the need for the vendor's product.
- The vendor's positive history with GCM Markets (including adherence to market rules and regulations, market attendance, conduct, and timely payment of fees).
- Priority is given to farmers.
- Priority is given to unique and heirloom, heritage, or Arc of Taste items.

IV. VENDOR TYPES

FARMER

Includes: Fruit, vegetable, or flower grower; Raising animals for meat, dairy, or eggs; Cheese maker; Honey or maple syrup producer.

PREPARED & READY TO EAT FOOD

Produces foods to take home. For example: jams, cider, pickles, bread and pastries, and food to eat on-site (sandwiches, pizza, smoothies).

- Vendors who wish to sell in multiple categories must follow the guidelines for each applicable category.

PRODUCER ONLY RULE

Green City Market is a "producer only" market. This means that farmers may sell only products they have grown on their own land or land that they control, and prepared food vendors may sell only food that they have personally created. GCM allows extremely limited exceptions, through the One Time and Associate Vendor policies (see below for explanations of these policies).

One Time Policy

Farmers may sell a product from another farmer for a short period of time provided that:

- The farmer submits a request for the exemption in writing to GCM Staff two weeks before the intended sale date and the exemption is approved by the Application Committee.
- A “farm of origin” label is displayed clearly with the product.
- The period of time the product is sold is *no longer than 4 weeks*.

Associate Vendor Policy

Farmers may sell a product from another farmer (Associate Vendor) for the entire season provided that:

- The Associate Vendor has an approved third-party certification for the product(s).
- The Associate Vendor also fills out the complete GCM application for their product(s), and is approved by the Application Committee.
- The Associate Vendor must list dates that they will be at market with their application to be considered.
- The Associate Vendor pays the greater amount of either the appropriate tent fee per day for the season or \$100 for the season.
- A “farm of origin” label is displayed clearly with the product(s).
- The Associate Vendor is present in person at the GCM vendor's market stand to answer questions a minimum of two markets during the season.
- The GCM Vendor features no more than 3 Associate Vendors throughout the season, with no more than 8 products from these Associate Vendors at any one time.

V. VENDOR PRACTICES AND REQUIREMENTS

PROHIBITED PRODUCTS

- Live birds or animals for human consumption.
- Fresh meat and poultry.
- Products purchased by a seller that has not been approved by GCM or any items such as sodas, water, sugar, coffee and tea.
- Unauthorized agricultural products.
- Hobby ware, art objects, crafts and clothing.
- Substandard products.
- GMOs.

PRODUCT REQUIREMENTS

All vendor products must:

- Be of the highest and freshest quality possible. Please see the “Quality Review” section below for more information.
- Be free of GMOs
- Be from Illinois, Indiana, Michigan or Wisconsin and reflect Midwest seasonality.
- Be from a small farm or small-scale artisan food producer.
- Comply with all applicable federal, state, and local regulations.
- Use disposable flatware, cutlery, and cups comprised of compostable materials.
- Not be produced using any substance on Food Alliance’s List of Prohibited Substances. foodalliance.org

- Not be labeled “organic” unless they have been certified by a USDA approved third-party certifying agency.
 - Vendors must follow USDA’s Organic Labeling requirements if they are certified organic.

INSURANCE REQUIREMENTS

All GCM vendors must carry a Commercial General Liability Insurance Policy **listing Green City Market as additional insured**. It must have a **minimum coverage of \$1 million per occurrence and aggregate**. A sample Certificate of Insurance is provided in the addendum. *Please make sure to use our current administrative address as the additional insured:*

Green City Market
2613 W. Lawrence Avenue
Chicago, IL 60625

FARM/BUSINESS VISITS AND INSPECTIONS

GCM representatives will visit and inspect farms and establishments used by its farmers and producers during normal business hours (8:00 AM – 6:00 PM) to verify compliance with GCM requirements. A map to the farm or establishment with clearly written directions must be submitted upon request. An inspection may include ownership information and any other information relevant to determining product legitimacy. Failure to allow such an inspection will constitute a violation of GCM rules.

PRODUCT VALIDITY

GCM reserves the right to question the validity of any product sold at GCM. GCM also reserves the right to request proof of any product’s origin, and the right to inspect any vendor’s stated location of product production, at any reasonable time, without prior notice. A vendor must submit proof of a product’s validity or site of production upon request. Failure to provide the necessary information will constitute a violation of GCM rules.

PRODUCT QUALITY REVIEW

GCM reserves the right to undertake a quality review of any product sold at the market at any time. If GCM receives a complaint about a product's quality (i.e. taste, appearance, ingredients, place of origin) that product may be reviewed.

- A vendor will be notified if the Application Committee decides to review one of his/her products.
- The Application Committee will sample the product and within a two week period do one of the following:
 - Allow the vendor to continue selling the product in its current state.
 - Recommend a specific change to the product to improve the quality.
 - Ask the vendor to discontinue the product in question.
- If the vendor refuses to adapt or discontinue his or her products, a warning will be given and steps will be taken as per the complaint process described in section VIII.

GUIDELINES FOR FARMERS

- Third-party certification is required for all farmers. See Addendum 3 on page 21 of this document for a list of all accepted certifications.
- Farmers must use sustainable farming practices, particularly practices that enhance the life of their soils.
- Hydroponic production is prohibited unless all hydroponic nutrients are OMRI approved for organic production.
- Farmers may not use the term “organic” at GCM unless their farm is certified organic by a USDA accredited third-party certifier and the farmer has submitted the current certification documentation with their GCM application.
- A farm may be a sole proprietorship, partnership, or corporation.
- Family members and employees who assist in the production and marketing of the farm products are encouraged to attend GCM.
- The resale of agricultural products is not permitted.

GUIDELINES FOR PREPARED AND READY-TO-EAT FOOD

Role of Prepared Foods at Green City Market

The primary purpose of prepared food vendors at GCM is to showcase the locally grown seasonal bounty of our Midwestern farmers. Prepared foods should provide shoppers with creative ideas for what they might prepare at home after shopping at the Market.

- ***Vendors should be local, small-scale food artisans. They may only sell products that they produce themselves.***
- ***Vendors must source their distinctive ingredients from GCM vendors or third-party certified Midwest growers.***

Sourcing Locally

GCM expects prepared food and ready-to-eat vendors to **source as many ingredients as possible from GCM farmers**. The distinctive ingredient in each product **must** be produced within the six state region: Illinois, Indiana, Wisconsin, Michigan, Iowa, and Minnesota. Exceptions may occasionally be made for ingredients grown outside but adjacent to these states (e.g. pecans from Missouri). Secondary ingredients should also be sourced locally whenever possible. Staple ingredients that cannot be grown in the Midwest are an exception (see below).

Distinctive vs. Secondary Ingredients

Distinctive Ingredients are ingredients that determine the name or contribute a primary flavor in a product. ***All distinctive ingredients must be sourced from a current GCM market vendor and reflect seasonal ingredients available at the market at the time of production.***

Secondary Ingredients include spices, sugar, oils, and other basic ingredients commonly used in baking and cooking. These ingredients should be locally sourced whenever possible. When local sourcing is impossible, non-local ingredients may be used in small amounts, but should never be the predominant ingredient in any prepared or ready to eat

food recipe served at the market. For example: Local wild-flower honey ice cream would be acceptable but vanilla bean ice cream would be unacceptable to serve because honey is locally and seasonally available but vanilla beans are not.

Spices such as cinnamon may be used in minimal amounts. For example: As a secondary ingredient in an apple pie, cinnamon would be acceptable, but not in a “cinnamon bun” because the spice becomes the primary ingredient in the production and labeling of the recipe.

General Ingredient Guidelines:

- Eggs and dairy (milk, butter, cheese, etc.) must always be from local, sustainable farms
- Flour must be milled locally from grain produced on local, sustainable farms.
- When local, sustainable sourcing is impossible, organic ingredients should be used.

Seasonal Availability

All prepared food vendors are expected to know what is seasonally available from GCM farmers. The basic rule to follow is that if a product is currently for sale at GCM, it can be used in prepared foods. For example: apples should not be in any prepared food until they are available at market (at the earliest late July) and blueberries not until they are available in June.

Producer Involvement

Green City Market requires that all prepared food vendors be involved in the production of the products they sell as per the following guidelines. At a minimum, all prepared and processed food vendors must:

1. Create the recipe for the product;
2. Oversee and guide the production of the product in the processing facility; and
3. Take responsibility for the quality of the product.

Prepared Food Vendors may NOT sell goods for which they develop the recipe but have a third party produce the product.

For prepared food vendors, the producer/ artisan must personally attend the market at least twice per season at a scheduled date including a Wednesday and Saturday market session. The prepared food vendor must include two dates that they can attend the market for each market season they are participating. *The purpose of this is to better provide ongoing vendor engagement to our shoppers to enhance their market experience in an educational and promotional capacity and to increase foot traffic to the market.*

Regulation of Ingredients

- Prepared food vendors should be ready to provide receipts for ingredients purchased, should a random audit be made regarding the source of specific products.
- GCM reserves the right to prohibit a vendor from selling a product not previously approved in the application process at any time.
- All ingredients used in products sold at market, and the source for those ingredients, must be available for shoppers to review at market. This includes common

ingredients like flour and distinctive ingredients like fruit or herbs. Clearly denoting common allergy ingredients.

- Vendors **and anyone representing them** at GCM, including **any market staff** are responsible for knowing where their ingredients are grown, production methods used, and how their products support agricultural sustainability.

PRESERVED FOODS

Frozen

Green City Market is primarily a place to buy fresh product. However, State and City health codes require that meat be sold frozen. Other frozen products are allowed only if sold by a farmer/vendor as a way to extend their season and economic sustainability. All products that are sold frozen must be grown by the farmer and processed in a licensed facility. For example: Frozen chestnuts may be sold by a chestnut farmer, and frozen fruit may be sold by a fruit grower.

Dried

Although dried fruit and herbs are allowed as ingredients, vendors are encouraged to use fresh, seasonal ingredients. No prepared food vendor is allowed to sell dried fruit mixes or dried herbs "as is." This may only be done by the farmer who produced the original fresh product.

Jarred/Canned

Jarred or canned produce may only be sold by the Farmer who produces the distinctive/primary ingredients. Secondary ingredients may be sourced "off the farm," but must be locally produced, with the exception of staple items like sugar and "non distinctive" spices that are not available locally. No prepared food vendor may sell jarred or canned product if they did not also grow the main ingredients in the product.

FARMERS SELLING PREPARED FOODS

A farmer may sell prepared or processed goods if the distinctive ingredient comes from their farm, and secondary ingredients are sourced locally. The farmer may have a third party produce the goods (jams, cider, sausages, cheese, pickled vegetables, salsas, etc.) **only** if the farmer is: Involved in the development of the recipe **and** responsible for the quality of the end product. Farmers selling prepared foods must meet the following guidelines:

- Farmers must provide the application committee with all required licenses and certificates from the third party facility/processor, and include ingredients lists for processed products in their application.
- If the majority of the product being sold by a farmer throughout the entire season is prepared/processed food, rather than fresh product or frozen meat, the Application Committee may require them to be involved in the production (see definition above under "Products Sold By a Prepared Food Vendor").
- Farmers selling cider or any other value added product based on a product from their farm must have their farm product processed by a batch processing method or other method that creates a clearly traceable audit trail from farm product to finished "value added" product. **Examples of this documentation must be submitted with their GCM Application.**

FARMERS SELLING READY TO EAT FOODS

A limited number of Farmers may sell ready-to-eat foods if they have *all necessary licenses required to do so* (**please refer to Addendum page 23 that lists commonly needed licenses for each vendor type. However, vendors are solely responsible for acquiring all necessary licenses**). Such allowances will be determined by the Application Committee in the best interest of GCM in order to control the quantity and diversity of on-site prepared foods. GCM reserves the right to withhold items being sold at GCM that do not support the mission of the Market

NON-FOOD ITEMS

Non-food items are only allowed at GCM when they are a by-product of the primary agricultural product or practice. For example: soap made from goat milk is allowed if sold by a goat cheese producer, or when the goat is utilized in the production of other food products that are also sold at market (example: manure for crops; milk for feed). GCM reserves the right to limit non-food products sold at GCM.

VI. GENERAL MARKET RULES

VENDOR ATTENDANCE

*Attendance is extremely important to the overall success of GCM as well as to each vendors business. **Customers count on vendors being there each week and when a vendor does not show up it has a very negative effect on the entire market.** We count on your consistent attendance to put forth the best market possible.*

- Vendors must commit to the **entire market season** and will be charged for the entire season regardless of attendance.
- **Two or more unexcused** (anything other than an emergency situation) absences from the market **will result in a \$200** fine and potential removal from the market..
- Cancellations due to holidays or holiday weekends are not permitted.
- **Emergency cancellations must be communicated to GCM Staff as soon as possible.**

ARRIVAL, DEPARTURE, AND SELLING TIMES

- Vendors must arrive at specified times for each market location.
- Vendors must be set up 15 minutes prior to market start. Vendors not ready to sell when GCM opens will be subject to disciplinary action. Vendors not ready on time have a very negative effect on the entire market.
- **Emergency situations that may result in late arrival must be communicated to GCM Staff as soon as possible.**
- Vendors may leave only after the market has closed and a safe exit can be made as determined by GCM staff..
- Vendors may not leave their area before GCM closes without approval from GCM staff.

Green City Market Lincoln Park

- Set-up 4:45am-6:45am.

- Vendor vehicles must yield to any pedestrians on the path.
- All vehicles must be clear from path by 6:45am.
- Vehicles may not re-enter the path until 1:15pm.
- Vehicles and property must be clear from the park no later than 3:00pm.

Green City Market West Loop

- Set-up 5:45am-7:45am
- Vendor vehicles must yield to any pedestrians.
- All vehicles must be clear from market selling area by 7:45am.
- Vehicles may not re-enter the market selling area until 1:15pm
- Vehicles and property must be clear from the park no later than 3:00pm.

Green City Market at the Park at Wrigley

- Set-up 1:30pm - 3:45pm
- Vendor vehicles must yield to any pedestrians.
- All vehicles must be cleared from load in area by 3:45pm.
- Vehicles may not re-enter the load out area until 8:15pm
- Vehicles and property must be clear from the park and loading area no later than 9:30pm.

Indoor Market

- Set-up 6:30am - 7:45am
- No vendor vehicles on the paths or walkways at anytime.
- Vendors must sign in upon entering the Peggy Notebaert Nature Museum
- Vehicles and property must be clear from the museum no later than 2:00pm.

FEES

Current fees and due dates are listed in the Fee Schedule (Addendum 1) and are due as noted.

Application Fees

All applicants must submit an application fee of \$75. The application fee is non-refundable and does not apply toward other fees. Applications submitted after the due date must pay the late application fee of \$275.

Vendor Fees

Vendor fees are assessed for each outdoor and indoor season. Vendors selling in multiple categories will be charged fees for the predominant category as determined by the Application Committee. Farmers selling prepared or ready-to-eat foods will be charged at the farmer rate. Vendors who make mid-season changes that affect predominant category or increase the number of tents will be charged fees to reflect those changes.

Parking

Green City Market Lincoln Park

- **Only one truck per vendor can apply for street parking. Space is extremely limited and priority will be given to trucks that cannot fit in the History**

Museum lot. Space is not guaranteed even if you have received parking in previous years.

- Vendors with box trucks or any vehicle with a trailer must apply for a street parking permit. If approved, the vendor will pay a truck fee (see Addendum 1) to receive a permit for the GCM permitted parking area.
- Vendors parking cars, small trucks (without trailers) or vans in the Chicago History Museum Parking Lot are eligible for an \$8 reimbursement of the \$16 daily parking rate (rate subject to change by the Museum). Validation cards and reimbursement forms may be picked up at the GCM info booth.
- Parking lot receipts must be neatly stapled to a copy of the Vendor Parking Expense Report (Addendum 2) that clearly states the vendor's name, who the check is to be payable to, and the dates on which parking fees were paid and submitted to market staff at the Info Booth or by mail. Reimbursement checks will be mailed monthly along with the LINK payments. **No receipts will be accepted after the first indoor market (November 3, 2018)**

Green City Market West Loop

- Specific parking instructions will be provided with acceptance letters.

Green City Market at the Park at Wrigley

- Specific parking instructions will be provided with acceptance letters.

Indoor Market

- Vendors are responsible for their own parking at their own expense. Street and lot parking is available.

SAFETY AND SANITATION

- All GCM markets are conducted in accordance with State, Federal, and local laws.
- Vendors must keep their area (including back area) clean, tidy, and clear of produce trimmings, produce discards, and piles of boxes.
- **Smoking and e-cigarettes are not allowed in the market area.**
- Vendors must comply with GCM Staff directions in all matters relating to safety and sanitation.

Samples

Vendors are encouraged to offer samples of their product. When offering samples, vendors should adhere to the following guidelines:

- Each vendor staff providing the sample must have a current sampling certification
- Keep samples in **clean, covered containers.**
- Use toothpicks or **compostable** utensils to distribute the samples.
- Use clean, disposable plastic gloves when cutting products for samples.
- Use cutting boards that are smooth, non-absorbent, and easily cleanable.
- Keep control of samples at all times. Self-service by customers is prohibited.
- Provide a waste container at the sampling area for public use.
- Do not prepare (except trimming) food products on site.

Potentially Hazardous Foods

It is the responsibility of the Vendor to follow the Department of Health guidelines

regarding the sale of potentially hazardous products. These include but are not limited to: meats, poultry, fresh eggs, dairy products, and cheese. If any vendor is deemed to be in violation of health codes pertaining to such products, the following measures will be taken by GCM: (1)The vendor and the vendor's products will be immediately removed from the Market for that day. (2)The proper regulatory agency will be notified as soon as possible.

Product Temperature

Vendors are responsible for monitoring and maintaining proper temperatures in accordance with health codes. Vendors who sell foods that must be kept refrigerated or frozen must have an accurate thermometer at the market. All vendors are subject to have the temperature of the products spot checked at any time.

- Meats and Poultry: must be held at 0 degrees Fahrenheit or lower.
- Eggs: must be held at 40 degrees Fahrenheit or lower.
- Dairy and Cheese: must be held at 40 degrees Fahrenheit or lower.

If a Vendor is deemed to be in violation of this section pertaining to Product Temperature, the following measures will be taken by GCM:

- First violation: \$50 fine and product(s) in question will be immediately removed from GCM for that day.
- Second violation: \$100 fine and the vendor and the vendor's products will be immediately removed from the Market for that day.
- Third violation: The vendor's selling privileges will be revoked and the vendor will no longer be eligible to participate in GCM.

Transportation and Storage

Vendors are responsible for proper transportation and storage of potentially hazardous foods to, at, and from the Market (i.e. refrigerated cold storage containers, refrigerated vehicle capable of maintaining proper temperatures as outlined above).

ASSIGNMENT OF SELLING SPACE

Vendor locations are **not permanent and may be changed at the discretion of GCM Staff** for any market day during the season and/or annually. In making any determination in this regard GCM will consider the following:

- GCM product mix and customer traffic flow;
- Priority is given to vendors who participate in both Wednesday and Saturday markets;
- Establishing an aesthetic to produce a positive shopper experience;
- Vendor's marketing ability and product promotion;
- The quality of the vendor's product display and customer service;
- The participation of owners at GCM.

TABLES, TARPS, TENTS, AND GENERATORS

- Vendors must supply their own tables, tents, chairs, display arrangements, and weather protection.
- All tents must be weighted sufficiently to be secure and stable during rain and

windy conditions.

- Unsecured tents are subject to immediate removal.
- Tables must be sturdy and stable with tops covered.
- Tables shall not be filled beyond load capacity and the products on the display table must be secured.
- Generators used to power coolers or cooking stations must be small, quiet, and out of the way. **All use of generators must be approved in advance by GCM.**
- Vendors who have generators that emit excessive noise or block the flow of traffic will be asked to move or replace the generator.

SIGNAGE AND PRODUCT INFORMATION

- All vendors must display a sign, clearly identifying the name of their establishment, phone number, city, and state where their production occurs.
- All Vendors must prominently display their Sustainability Statement.
- Each product for sale must have a clear, readable identification sign with the price per unit.
- All prepared foods must have ingredients lists available within the selling space, either on a board or product sign, including the source of the ingredients.
- Hydroponic produce and plant production must be marked accordingly.
- All products sold as Organic must be prominently labeled as "Certified Organic" with the certificate displayed nearby. The use of the word organic is prohibited unless the product is certified.

PRODUCT DISPLAY

Vendors must display their produce in a beautiful, clean, well presented manner. GCM reserves the right to suggest improved displays.

TRASH MANAGEMENT

Each vendor must be dispose of their refuse in the appropriate on-site receptacles. Compostable, Recyclable, and Landfill waste must be sorted into the appropriate receptacles. Any large amounts of trash or unwanted product must be removed from GCM and disposed of off-site by the vendor. Before leaving GCM, vendors must collect all matter and debris in their area, whether or not the litter originated in their area. Vendors who fail to clean up properly face fines of up to \$1,000 from the City's Department of Sanitation. Repeat offenders face suspension or eviction from GCM.

LOST AND FOUND

Any found items should be turned in to the Info Booth. Refer any customers looking for lost items to the Info Booth for assistance.

LINK AND GIFT TOKENS

All vendors and vendor representatives will be informed by GCM how and when to accept Link tokens or gift tokens. Please direct customers to the Info Booth to purchase tokens using their Link Card (Illinois' SNAP program, formerly known as food stamps). Any tokens or certificates authorized by GCM that have been collected as payment by vendors must be turned into the Info Booth **by the close of each market**. GCM will reimburse vendors for

redeemed tokens on a monthly basis. Link benefits cannot be used to purchase flowers or ready-to-eat foods (i.e. pizza, grilled cheese, sandwiches, etc). Please direct any questions that you or customers may have regarding Link or gift tokens to GCM staff.

WEIGHTS AND MEASURES

Scales must be legal-for-trade commercial scales and may be certified annually by the City of Chicago. The face of the scale must be visible to the buyer. The use of a non-legal-for-trade scale at GCM is prohibited.

SPONSORS, AND SPECIAL EVENTS

Green City Market may allow sponsors to present information at the market. All market vendors are expected to treat sponsors with respect and to value them as part of what makes GCM an unique and inviting marketplace. GCM will be sensitive to the quantity of any given product at market and to the frequency of special events.

VII. CONDUCT AT THE MARKET

STANDARDS OF CONDUCT FOR VENDORS, VENDOR REPRESENTATIVES, AND GCM STAFF

- Each Vendor and Vendor Representative must be well versed in their product line; knowledgeable about how their products are used, grown, and produced; and able to answer questions and clearly communicate this information to the customers. This includes:
 - Growing methods and animal husbandry practices
 - Pest control
 - Certifications and licensing
 - Sustainability practices
 - Production methods
 - Ingredient sourcing
- Farming practices must be fully and truthfully disclosed when customers inquire. Failure to do so may result in the revocation of selling privileges.
- The term “transitional organic” is prohibited.
- Products must be displayed in a sanitary, presentable, and attractive manner.
- Be courteous, professional, and practice clean personal hygiene at all times.
- Drinking alcohol, yelling, hawking, throwing objects, swearing, name-calling, slanderous remarks, radio playing, and other rude behaviors are not permitted at GCM.
- Treat other vendors, customers, GCM Staff, and public officials with respect.
- Refer difficulties with customers to GCM Staff.
- Make complaints about other vendors, GCM Staff, or the Green City Market Rules and Regulations in writing to GCM.
- Do not advertise items not related to GCM approved products.
- Do not display printed material other than GCM and GCM vendor promotional brochures and literature. This includes, but is not limited to, petitions, political advertisements, and issue appeals.
- GCM encourages cross-promotion with other GCM vendors, but do not engage in

monetary transactions with other vendors for cross-promotional purposes.

- Committing a criminal act at GCM will cause immediate expulsion from GCM. GCM will immediately contact the appropriate authorities.

VIII. DISCIPLINE OR REMOVAL FROM THE MARKET

GROUNDINGS FOR DISCIPLINE OR REMOVAL

Vendors and their representatives may be removed or suspended from GCM or may have their selling privileges conditioned, modified, limited, or revoked by GCM Application Committee for any of the following reasons:

- Failure to obey and conform to State of Illinois or City of Chicago regulations and laws.
- Failure to follow GCM Market Rules and Regulations.
- Failure to follow GCM's Standards of Conduct.
- Causing or maintaining unsafe or unsanitary conditions at GCM.
- Failure to attend GCM according to scheduled dates and times.
- Behavior that obstructs a vendor or other vendors' ability to transact business at GCM.
- Any violation of Cook County Weights and Measures regulations.
- A verifiable complaint about the validity of any product sold at GCM.

COMPLAINTS

- A vendor or a consumer may file a complaint with GCM if they suspect a vendor is violating market rules and regulations or if they suspect a vendor is selling, or offering for sale, items at GCM that are not grown or produced by the vendor or are otherwise prohibited by GCM Rules and Regulations.
- Complaints should be directed to Green City Market, 2613 W. Lawrence Chicago, IL 60625, (773) 880-1266, or admin@greencitymarket.org
- A site inspection triggered by a complaint may be conducted without prior notice.

COMPLAINT PROCESS

- If GCM receives a complaint (including the complainant's name, address, and phone number) pertaining to quality, conduct, or unfair practices of a vendor, GCM Staff will immediately contact and/or visit the Vendor and request that the complaint be remedied. GCM Staff will follow up with visit to ensure compliance.
- Vendors are required to satisfy any customer complaint under any circumstance. They must accept returned product and dispose of it off-site. Failure to accept product returns from customers will be considered a violation of the GCM rules and regulations.
- If the complaint is not remedied immediately to the satisfaction of GCM and GCM determines that the offense being complained about is detrimental to other vendors' sales or to GCM as a whole, the following actions will be taken:
 - A written warning will be given to the offending vendor, including the date, time and nature of complaint, with the expectation that the offense will be remedied.
 - A second complaint may result in disciplinary action being imposed by GCM

Application Committee, the severity of which will be directly related to the gravity or repetition of the offense.

- A third complaint will result in GCM staff asking the Application Committee to impose a 90 day suspension and/or permanent removal from the market.
- A vendor who is removed from GCM forfeits all monies paid to GCM for fees.
- Vendors disciplined or removed from a market by the action of GCM Application Committee shall have the right of appeal and review by GCM's Board of Directors at their next scheduled Board Meeting. The decision by GCM Board of Directors shall be considered final.

GRIEVANCES AND DUE PROCESS

GCM has adopted a grievance/due process procedure that provides a fair and reasonable procedure for vendors aggrieved by GCM staff's actions and decisions. This procedure is as follows:

- All vendors in good standing will be provided with an annual copy of the GCM Market Rules & Regulations and amendments within 90 days of their adoption.
- In the case of a fine, expulsion, suspension or termination, a written notice indicating the reasons for such action will be provided within 15 days of the action to take place.
- A vendor may appeal, in writing, the action to be taken at least 5 days prior the effective date of the fine, expulsion, suspension, or termination.
- A vendor may file a grievance with GCM if they believe any GCM staff member, Officer, or Board Member is acting arbitrarily or violating GCM's Standards of Conduct or Rules and Regulations.
- Any grievance by a vendor shall be put in writing and submitted directly to the GCM office, 2613 W. Lawrence Ave, Chicago, IL 60625, (773) 880-1266, admin@greencitymarket.org.
- GCM staff, in consultation with members of the GCM Application Committee, will immediately address the grievance.
- The response to the grievance will be provided in writing to the vendor by GCM within 15 days of filing the grievance.

ADDENDUMS

2018/2019 Fee Schedule

Please make checks payable to Green City Market.

Application fee of \$75 is due with the application by January 26, 2018

Late applications will be accepted until February 10, 2018 and are subject to an additional non-refundable late fee of \$200 making the total late application fee \$275 due at time of submission. Incomplete applications are also subject to the late fee.

Vendor Fees

- Vendor fees will be billed in full upon acceptance into the market.
- A minimum of 30% of the season fee must be paid before the first market day.
- **The fees for all market locations may be paid in no more than four installments and must be paid in full by August 1, 2018.**
- Fees may be paid by check or by credit card. If paid by credit card a 3.0% fee will be charged.

GREEN CITY MARKET: LINCOLN PARK

FARMERS & PREPARED FOOD - Fees are per 26 week season (regardless of attendance)

Number of 10x10 tent spaces	Wednesday	Saturday	Wednesday and Saturday
1 tent	\$10.00	\$20.00	\$27.00
2 tents	\$20.00	\$40.00	\$54.00
3 tents	\$30.00	\$60.00	\$81.00
4-6 tents	\$40.00	\$80.00	\$108.00
7+ tents	\$70.00	\$140.00	\$189.00

READY-TO-EAT- Fees are per 26 week season (regardless of attendance)

Number of 10x10 tent spaces	Wednesday	Saturday	Wednesday and Saturday
1 tent	\$25.00	\$35.00	\$60.00
2 tents	\$50.00	\$70.00	\$120.00

Truck fee for FULL OUTDOOR SEASON (GCM Lincoln Park only): Due in full May 1, 2018

Wednesday	Saturday	Wednesday and Saturday
\$208	\$208	\$416

GREEN CITY MARKET: WEST LOOP

FARMERS - Fees are per 22 week season (regardless of attendance)

Number of 10x10 tent spaces	Saturday
1 tent	\$10.00
2 tents	\$20.00

3 tents	\$30.00
4-6 tents	\$40.00
7+ tents	\$70.00

READY-TO-EAT - Fees are per 22 week season (regardless of attendance)

Number of 10x10 tent spaces	Saturday
1 tent	\$25.00
2 tents	\$50.00

GREEN CITY MARKET: WRIGLEY

FARMERS - Fees are per 15 week season (regardless of attendance)

Number of 10x10 tent spaces	Thursday
1 tent	\$10.00
2 tents	\$20.00
3 tents	\$30.00
4-6 tents*	\$40.00
7+ tents*	\$70.00

READY-TO-EAT - Fees are per 16 week season (regardless of attendance)

Number of 10x10 tent spaces	Thursday
1 tent	\$25.00
2 tents	\$50.00

GREEN CITY MARKET: INDOOR MARKET

Vendor Fees are due by 11/1/2018.

Indoor Market rate is \$30 per day. Each vendor is assigned one table space unless more space is requested by the vendor in writing and approved by GCM in writing.

Accepted Third-Party Certifying and Contacts

1. Food Alliance Certified

www.foodalliance.org

Food Alliance is a nonprofit organization that certifies farms and ranches and food handlers (including packers, processors and distributors) for sustainable agricultural and business practices.

Heather Saam, Certification Manager, (503) 481-0271, heather@foodalliance.org

2. Organic Certification

United States Department of Agriculture -National Organic Program (USDA NOP)

www.ams.usda.gov/NOP

This is the official website of the USDA NOP where you can find information about the National Organic Program standards, accredited certifying agencies, how to transition to certified organic etc. We recommend you go here first to get some basic information.

Other resources in the Midwest:

MOSES Guidebook for Certification: <https://mosesorganic.org/publications/guidebook-for-certification/>

University of Illinois, Extension-- web.extension.uiuc.edu/smallfarm/organic.html

New Ag Network-- lists.purdue.edu/mailman/listinfo/new-ag-network

3. Certified Naturally Grown

www.naturallygrown.org

Certified Naturally Grown, a non-profit alternative certification program tailored for small-scale, direct-market farmers using natural methods. CNG's Certification Standards are based on the highest principles and ideals of organic farming.

info@naturallygrown.org (845)687-2058

4. Certified Humane

www.certifiedhumane.org

The Certified Humane Raised & Handled Label is a consumer certification and labeling program. When you see the Certified Humane Raised & Handled label it means that an egg, dairy, meat or poultry product has been produced with the welfare of the farm animal in mind. Food products that carry the label are certified to have come from facilities that meet precise, objective standards for farm animal treatment.

info@certifiedhumane.org (703) 435-3883

5. American Humane Certified

www.humaneheartland.org/our-farm-programs/american-humane-certified

American Humane Certification is a voluntary, fee-based service available to producers of animals raised for food. The goal of the program is to provide independent verification that these businesses are providing humane conditions for the animals in their care.

6. Animal Welfare Approved

www.animalwelfareapproved.org/farmers/apply/

The Animal Welfare Approved program audits and certifies family farms raising their animals humanely, outdoors on pasture or range.

(202)546-5292, info@animalwelfareapproved.org

7. American Grassfed Association

www.americangrassfed.org/become-a-certified-producer/

AGA's standards apply to ruminant animals only — beef, bison, goat, lamb and sheep. They concentrate on four main areas of production: 1. Diet — Animals are fed only grass and forage from weaning until harvest. 2. Confinement — Animals are raised on pasture without confinement to feedlots. 3. Antibiotics and hormones — Animals are never treated with antibiotics or growth hormones. 4. Origin — All animals are born and raised on American family farms.

(877)774-7277, aga@americangrassfed.org

8. Michigan Agricultural Environmental Assurance Program (MAEAP)

www.maeap.org

This comprehensive, voluntary, proactive program is designed to reduce farmers' legal and environmental risks through a three-phase process: 1) education; 2) farm-specific risk assessment and practice implementation; and 3) on-farm verification that ensure the farmer has implemented environmentally sound practices.

(517)373-9797, mda-esd-maeap@michigan.gov

Required Licenses and Supporting Documents

FARMERS

Commercial General Liability Insurance with GCM listed as additionally insured

IL Sales Tax Licenses

Third Party Certification

Egg Licence

Food processors license

[Farmers Market Sampling certification](#) (each employee doing sampling needs to have one)

Ingredients List

Non-Food Ingredients List

PREPARED & READY TO EAT FOOD

All staff for summer certification

Commercial General Liability Insurance with GCM listed as additionally insured

IL Sales Tax Licenses

Summer sanitation license

Temporary food license

Food processors license

[Farmers Market Sampling certification](#) (each employee doing sampling needs to have one)

Ingredients List

Non-Food Ingredients List