



## 2012 NEW VENDOR APPLICATION

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**WHAT IS GREEN CITY 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. By May of 2012, all of our farmers must have an approved 3<sup>rd</sup> party certification of their growing or animal husbandry practices, to clearly reflect their commitment to the Market's mission.

**THE 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.

The Market not only supports small family farms but makes every effort to showcase these farmers through public educational events such as weekly chef demos, sustainable agriculture discussions and kids' tasting programs.

The Market's mission, these educational initiatives and the vendor assessment process sets this independent market apart from other farmers' markets. Our objective is to highlight the seasonal abundance and diversity available from Midwest farms to help make local, sustainably-raised food a permanent and prominent part of the Chicago food system; so small farmers who care for their products and their land can sustain businesses for generations to come.

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**Application Committee:**

Dave Cleverdon, Leslie Cooperband, Chris Djuric, Sheri Doyel, Bruce Sherman, Sarah Stegner, Tracey Vowell

**Market Founder:** Abby Mandel (1932-2008)

**Executive Director:** Dana Benigno

**Associate Director:** Mark Psilos, mark@greencitymarket.org

**Vendor Relations and Outreach Coordinator:** Kitt Healy, kitt@greencitymarket.org

2732 N. Clark Street, Suite 302, Chicago, IL 60614  
(773) 880-1266 Fax: (773) 880-1262

## APPLICATION INSTRUCTIONS

Please answer all applicable questions as completely as possible. You must submit a complete application *and all supporting documents* **by February 4, 2012**. All applications submitted after that date, including any incomplete applications, will be subject to a late fee of \$100.00. No application will be accepted after February 18, 2012. Vendors will be notified of the committee's decision on March 10, 2012.

After the official application process has closed, the market reserves the right to admit additional vendors with unique or in-demand products at any time of year, as space allows.

### Market Season

Green City Market's outdoor season will be held every Wednesday and Saturday from May 2nd to October 31st in the park just north of the parking lot of the Chicago History Museum at the corner of Clark, LaSalle and Cannon Drive. Market hours are 7:00 AM to 1:00 PM.

Green City Market's indoor season is from November through April at the Peggy Notebaert Nature Museum just north of Fullerton Avenue in Lincoln Park. If you are interested in selling at these winter markets, please make a note of it on page 3. Vendors fill out a separate form in October to opt in to the winter market.

### Fee Schedule for the 2012 market season:

**\*NEW THIS SEASON\***- Green City Market will assess a fee on vendors parking trucks at the market. This will help cover our increased cost in managing truck parking, and allow us to offset parking fees for vendors with smaller cars, trucks and vans, who pay to park in the History Museum lot. Truck fees (listed below) are due **with the vendor fees on May 5, 2012**.

#### Vendor Fees

Vendor Type	Application Fee	One Market Day a Week (26 Markets)	Two Market Days a Week (52 Markets)
Farmer/Producer One 20x20 space	\$50	\$450 total	\$900 total
Farmer/Producer Two 20 x 20 spaces	\$50	\$475 per space	\$950 per space
		\$950 total	\$1900 total
Prepared Food One 20x20 space	\$50	\$800 total	\$1600 total

#### Truck Fees

Vehicle Type	Fee Per Day	One Market Day a Week (26 Markets)	Two Market Days a Week (52 Markets)
Box Trucks or any Vehicle with a Trailer	\$8	\$208 total	\$416 total

**EXAMPLE:** If you are a vendor using *one* 20 X 20 space, *two* days a week and bringing a box truck on both days your fees are: \$900 (Vendor Fee) + \$416 (Truck Fee)= \$1316 Total

- Vendors parking in the History Museum lot are eligible for a reimbursement of up to \$8 per market. **PLEASE READ THE RULES AND REGULATIONS FOR INFORMATION ON REIMBURSEMENTS AND TRUCK FEES**
- The application fee is non-refundable, but will be deducted from annual vendor fee if you are accepted to the market.
- If you intend to use more than one 20'x20' space at any time during the market season, the fees must be paid prior to the start of the market
- If you are a farmer/producer who also sells prepared/processed food, you still pay the farmer/producer fees
- Vendor fees can be paid in two installments: 50 percent due prior to Market opening, the balance due on July 1, 2012. Truck Fees are due in full on May 5, 2012. Please make checks payable to Green City Market.

**PLEASE READ THE GREEN CITY MARKET RULES AND REGULATIONS BEFORE COMPLETING THIS APPLICATION. ALL VENDORS ARE ACCOUNTABLE FOR THE REQUIREMENTS DESCRIBED THERIN.**

I certify that I have read the Green City Market Rules and Regulations

## I. CONTACT INFORMATION

Vendor's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Township: \_\_\_\_\_ County: \_\_\_\_\_

Business Telephone \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

I am a(n):  Individual  Family  LLC  Partnership  Corporation  Other

Is this your first time applying to Green City Market (GCM)?  Yes  No

Other Farmers' Markets where you sell \_\_\_\_\_

## II. VENDOR TYPE

Check each category in which you plan to bring product to market:

Fruits  Dairy  Eggs

Vegetables

Meat  Fish  Poultry,

Flowers  Other, please specify \_\_\_\_\_

### III. MARKET DAYS

Please indicate which markets you'd like to attend:

Wednesdays only       Saturdays only       Wednesdays and Saturdays

I am interest in selling at:

Outdoor season markets only (May-Oct)     Indoor season only (Nov – April)

Both Outdoor and Indoor (a sign up sheet will be circulated in late summer).

### IV. MARKET SPACE

How many 20'x20' spaces do you need?     1     2     3     4     more, please specify

Do you need access to electricity?     Yes     No    If so, how many amps? \_\_\_\_\_

Do you plan on parking a vehicle at the Market?     Yes     No

If so, please list the vehicle type, dimensions and license plate number \_\_\_\_\_

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**NOTE:** The market guarantees parking space for one vehicle per vendor in the market vicinity.

### V. SALES TAX AND INSURANCE

**A. Sales Tax:** Please note that Illinois requires that sales tax be collected on the sale of food.

Therefore, you must have an Illinois Sales Tax License before applying to this market and must include the License # below and attach a copy of the license to this application.

Illinois Sales Tax License # \_\_\_\_\_ (attach copy of license)

**B. Insurance:** All applicants must carry commercial liability insurance (\$1 million) and name Green City Market as an additional insured for protection against damages in the event an injury occurs at the Market or an injury is caused by the product(s) they sell at the Market.

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Insurance Co: \_\_\_\_\_

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 CERTIFICATES MUST BE ON FILE WITH OUR OFFICE BEFORE YOUR APPLICATION WILL BE CONSIDERED COMPLETE.**

**VI. GENERAL INFORMATION**

Please type your answers below or attach a separate sheet.

**A. Farm/ Business History:** Please tell us a bit about the history of your farm or business. Would you consider your business a small or family operation? Please explain why or why not.

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**B. Sustainability Statement:** How do your farming practices and/or production methods ensure a high-quality product while demonstrating care for the environment, your business and your community?

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**C. Fit for the Market:** Given the Market's Mission, why is your business a good fit for Green City Market?

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**VII. FARMER/PRODUCER INFORMATION (Processors/ Prepared Food Only skip to section VIII)**

**A. Do you possess any 3<sup>rd</sup> party certification for your production practices?** \_\_ Yes \_\_ No

**NOTE:** As of May 2012, all Green City Market farmers/producers must have a 3<sup>rd</sup> Party Certification for their products. If you are in the process, but have not yet obtained a 3<sup>rd</sup> Party Certification, please indicate this in the subsequent section so we can keep you in mind for future seasons.

Please check the box next to each certification you currently hold or are actively seeking:

<input type="checkbox"/> USDA Certified Organic	<input type="checkbox"/> Animal Welfare Approved
<input type="checkbox"/> Certified Naturally Grown	<input type="checkbox"/> Certified Humanely Raised and Handled
<input type="checkbox"/> Food Alliance Certified	<input type="checkbox"/> American Grassfed Association Certified
<input type="checkbox"/> Michigan Agricultural Environmental Assessment Program (MAEAP)	<input type="checkbox"/> American Humane Certified
<input type="checkbox"/> Other: _____	

**B. For every 3<sup>rd</sup> party certification you hold or are actively seeking, please enter the following information:**

1. Certifying Agency: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration (or Next Inspection) Date: \_\_\_\_\_

Contact Information for certifying agency/ inspector:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Certifying Agency: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration (or Next Inspection) Date: \_\_\_\_\_

Contact Information for certifying agency/ inspector:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Certifying Agency: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration (or Next Inspection) Date: \_\_\_\_\_

Contact Information for certifying agency/ inspector:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**C. Do you possess any certifications regarding food processing or food handling practices?**

If yes, please list: \_\_\_\_\_

\_\_\_\_\_

**Please attach a copy of your certificates and/or certification letters to this application.**

**D. Farm/Orchard Site Location Information**

Please list all sites including a map for each (show farm boundaries, growing areas, crop locations, and storage sheds, packing/processing facility locations). If items are wild gathered, identify the location(s) and attach a permission from the property owner where gathered. If the land is rented, shared, or leased please include contact information for the owner and a copy of the land agreement. If property is owned by you, please attach a copy of your latest property tax bill.

Land Description & Address: \_\_\_\_\_

County: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Number of Acres: \_\_\_\_\_ Total Acreage in production: \_\_\_\_\_

Greenhouse (# and total sq ft): \_\_\_\_\_ Tunnels (# and total sq ft): \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Land Description & Address: \_\_\_\_\_

County: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Number of Acres: \_\_\_\_\_ Total Acreage in production: \_\_\_\_\_  
 Greenhouse (# and total sq ft): \_\_\_\_\_ Tunnels (# and total sq ft): \_\_\_\_\_  
 Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Land Description & Address: \_\_\_\_\_  
 County: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Number of Acres: \_\_\_\_\_ Total Acreage in production: \_\_\_\_\_  
 Greenhouse (# and total sq ft): \_\_\_\_\_ Tunnels (# and total sq ft): \_\_\_\_\_  
 Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Land Description & Address: \_\_\_\_\_  
 County: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Number of Acres: \_\_\_\_\_ Total Acreage in production: \_\_\_\_\_  
 Greenhouse (# and total sq ft): \_\_\_\_\_ Tunnels (# and total sq ft): \_\_\_\_\_  
 Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

**E. Products:**

1. Do you grow and/or raise all products or ingredients that you plan to sell at the Green City Market?    \_\_\_ Yes    \_\_\_ No

If No, Explain what, why, and where the products in question come from.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. For **Producers** Only (meat, fish, poultry, eggs, dairy): Please list your licensed processing locations:

Product	Processor's Name & Location	Licensed By			License #
		USDA	FDA	Dept. of Health	
1.					
2.					
3.					

**VIII. PROCESSOR/ PREPARED FOOD INFORMATION**

(includes bakery goods, cheese and other dairy products, honey, jam and jellies, ciders, juice, maple syrup, candy, granola, sandwiches; all meat, fish and poultry items--frozen, cured, smoked, etc.; non-food items)

A. List all prepared food or other products you hope to sell at the market. **In this application, each product must be accompanied by its own Ingredients List and source sheet (below) – please make additional copies as necessary. Be sure to note what percentage of each ingredient is in the final product and highlight any local or Midwest grown ingredients used in your products.** Please see Market Rules and Regulations for more details regarding value added products and acceptable ingredients. If you have seasonal items, please include the dates the items will be offered. Products not approved for immediate sale will be waitlisted and you will be contacted if or when the product is approved. A sample of all product labels must be submitted with application. Non-food items must be a byproduct of a principal food crop.

Products that you plan to sell at GCM (be specific, please):

Name	Dates Available
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

Please add items as necessary on the reverse. Again, EACH item must be accompanied by an ingredient list (NOT a recipe, please see attached).

I certify that I have read the Green City Market Prepared Foods Policy (Addendum A in Market Rules and Regulations)

B. List the major ingredients that **you grow** that go into your products.

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C. Do you personally oversee the production of your value-added products? \_\_\_ Yes \_\_\_ No  
Please describe how you are involved in making your products.

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D. If you use a co-packer or co-producer, please describe how you verify that the finished product actually contains the ingredients you provided.

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E. If you are required to have a health department license or safe food handling certificate, please attach a copy to your application.

F. Licensed Food Processing Locations (Where products are fabricated):

Product	Processor's Name & Location	Licensed by	License #
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<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
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H. The State of Illinois prohibits the sale of fresh meat and poultry. These products must be frozen. If you intend to sell meat and/or poultry, they must be kept at a temperature below 0 degrees Fahrenheit. The vendor is responsible for monitoring and maintaining proper temperatures in accordance with health codes. Vendors who sell products that must be kept refrigerated or frozen must have an accurate thermometer on-site. In addition to frozen meat and poultry; eggs, dairy, and cheese must be held at 45 degrees Fahrenheit.  
Initial here if you will sell these products and understand these regulations \_\_\_\_\_.

I. How do you keep potentially hazardous foods at correct Health Department temperatures during transportation and at market? \_\_\_\_\_

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J. If you plan to prepare food at the market please fill out the attached *Temporary Food Vendor License Application*.

K. Do you plan to bring a generator to market? Yes \_\_\_ No \_\_\_

If so, please read the GCM rules and regulations regarding generators.

L. Is your product certified organic? Yes \_\_\_ No \_\_\_

Please attach all necessary documentation to support this with the application.











## AFFIDAVIT

I have read the Market Mission, Application Instructions and GCM Rules and Regulations. If accepted to Green City Market, I agree to abide by all the market Rules and Regulations and to sell at the Green City Market only such items as those listed on the attached "Products to be Sold" page. I also acknowledge those products must be of my own production or produced at the location described on my application. I acknowledge full responsibility for all my activities in the market (and for those assisting me) throughout the term of this season's market (May 5 - October 27, 2012). I acknowledge the authority of the Market Manager and the GCM Staff 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, subject to appeal under the procedures set forth in the Market Rules and Regulations. 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. Failure to allow an inspection will constitute a violation of Market rules. I understand that the GCM 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 this application is true and accurate.

Name of Business: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send completed application, supporting documents and check (made payable to Green City Market) to:

**Green City Market**

2732 N. Clark Street, Suite 302, Chicago, IL 60614

(773) 880-1266 Office (773) 880-1262 Fax

Email: [admin@greencitymarket.org](mailto:admin@greencitymarket.org)

Website: [www.greencitymarket.org](http://www.greencitymarket.org)

# APPLICATION CHECK LIST

## YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL OF THE FOLLOWING ITEMS ARE RECEIVED

- \_\_\_ Application, fully completed
- \_\_\_ \$50 Fee (also \$100 late fee if applicable). Please make checks payable to Green City Market.
- \_\_\_ Copy of latest Property Tax Bill or lease documentation
- \_\_\_ Farm Map
- \_\_\_ Copy of Illinois Business License ([www.revenue.state.il.us/Businesses/register.htm](http://www.revenue.state.il.us/Businesses/register.htm), 1 800 732-8866)
- \_\_\_ Proof of Commercial Liability Insurance
- \_\_\_ Signed Affidavit
- \_\_\_ Copy of 3rd Party Certification (e.g. organic certification, food alliance, naturally grown, etc.)

### **If Applicable:**

- \_\_\_ 2012 Itemized Crop List
- \_\_\_ Ingredients List(s)
- \_\_\_ Food Handling Certificate
- \_\_\_ Health Department Permit and/or Certifications
- \_\_\_ Temporary Food Vendor License Application
- \_\_\_ Copies of Applicable Licenses: Processed and/or Prepared Food Products
- \_\_\_ Additional Sheets and pages



# SPECIAL EVENT TEMPORARY FOOD VENDOR LICENSE APPLICATION

## SPECIAL EVENTS MENU APPROVAL REQUEST *continued from page 10*

7. List any equipment that may be used at the event in the preparation of food or beverages (i.e. mixers, blenders, etc.) Include drawings & specifications.

Food Item 1	
Food Item 2	
Food Item 3	
Food Item 4	

8. Describe the method of cooking at the event: Raw animal products must be cooked to the following internal temperature for at least 15 seconds: Poultry and stuffed food - 165° F, Pork; ground, diced or shredded meats and fish; eggs cooked in advanced - 155° F, whole cut meats and fish, eggs 145° F..

Food Item 1	
Food Item 2	
Food Item 3	
Food Item 4	

9. List the name and address of the licensed kitchen or food establishment to be used for the initial food preparation and storage of equipment. Where food is to be actually prepared and equipment is sanitized and stored. Food or equipment may not be stored in the home (Attach signed affidavit)

\_\_\_\_\_

10. Describe the method of transporting food to the event site (i.e. refrigerated cold storage containers, refrigerated vehicle capable of maintaining temperatures of 40° F or below, hot foods, 140° F or above)

\_\_\_\_\_

11. Describe the method of storage at the event site (i.e. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40° or below). Hot foods must be maintained at a temperature of 140° or above.

\_\_\_\_\_

12. Indicate the location of restroom facilities within proximity to the food vending booth on the attached site plan.

\_\_\_\_\_

13. Describe the hand washing facilities at the food vending booth. Portable hand sinks are required. A permit will not be issued without hand washing facilities.

\_\_\_\_\_

**All vendors must have a passing inspection dated not more than six months before the event. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months before the event. A copy of the following must be attached to each application: Site Plan, Summer Festival Food Vendor sanitation certificate(s) and a copy of your current health inspection must be attached to each application.**

\_\_\_\_\_  
Signature of Food Vendor

\_\_\_\_\_  
Date