

# Vendor Application

## Independence Park Farmers Market

A Project of the Greater Independence Park Neighborhood Association (GIPNA)

### INSTRUCTIONS

Please answer all applicable questions as completely as possible, attaching additional sheets of paper as necessary. For fullest consideration, **please submit your application before April 1, 2018.**

### CONTACT INFORMATION (please print):

Business Name: .....

Contact Name: .....

Business Address: .....

City, State, Zip: .....

Phone: .....

Cell Phone: .....

Contact E-mail Address: .....

Website Address: .....

ILLINOIS SALES TAX LICENSE # (REQUIRED): .....

#### Business Type (check only one):

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

#### Vendor Type (check only one):

- Farmer/Producer of raw, minimally processed agricultural products
- Processor of raw ingredients produced by others, creating a value-added product
- Prepared Foods produced in whole or part at the market, intended primarily for consumption at the market
- Other (non-food)

#### Do you accept (check as many that apply):

- Cash only
- Checks
- Credit Cards, which one(s) \_\_\_\_\_
- Debit Cards
- EBT     LINK     SNAP
- FMNP, includes WIC

#### Please describe the size of your farm or operation

(number of acres, employees):

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How long have you been in operation? .....

**Market Participation** (please print):

1. Please list any Farmers Markets that you have sold at in the past and those that you intend to sell at in 2018:

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2. Vendors are expected to participate in the market for the entire season, June 12 through October 28, 2018. If you are unable to meet this expectation, please explain why.

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3. Our market spaces are approximately eleven feet square, for 10' x 10' tents. **Please indicate the number of spaces you need.** Also indicate whether you need any special accommodation, such as shade or electricity (GIPNA cannot guarantee any special accommodation).

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4. List any products you plan to purchase or take on consignment from others to sell at the market.

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**Sustainability**

1. Are your products Certified Organic?

Yes  No If so, list certifying agency .....  
(please attach a copy of certification)

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

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**AFFIDAVIT**

I have read this application and the Independence Park Farmers Market FAQ and Guidelines and if accepted into this Market, I hereby agree to abide by all Rules and Regulations of the Independence Park Farmers Market and accept all decisions and interpretations made by GIPNA (the Greater Independence Park Neighborhood Association), the operator of the Market, as final.

I agree to sell at the Market only those products listed in this application. I also acknowledge those products must be of my own production or produced at the location described on my application. I agree to comply with all relevant government rules and regulations related to this business and pay all taxes due in a timely manner. I acknowledge full responsibility for actions taken at the Market by myself and all those employed by or assisting me.

I acknowledge the sole authority of the Independence Park Farmers Market, its Market Manager and staff, to enforce and interpret the Rules of the Market, to immediately settle any disputes regarding product legitimacy, procedural or vendor conduct violations and impose any penalties, including possible suspension or removal from the market.

I agree to allow the Market Manager and/or representatives of the Market at any time to inspect the premises where the products offered for sale are produced, and acknowledge that failure to allow an inspection will constitute a violation of Market rules.

I understand that GIPNA 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 GIPNA, 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 on each market day if not prepaid prior to the first market date, June 10, 2018, and payable upon receipt of bills therefore, and that non-payment may, at the sole discretion of GIPNA, result in suspension or removal from the market.

I certify that the information contained in this application is true and accurate.

**Name of Business:** .....

**Signature:** ..... **Date:** .....

**APPLICATION CHECK LIST** *(the following four items are mandatory)*

- Application, fully completed
- \$35 Non-Refundable Application Fee (Please make checks payable to GIPNA)
- Certificate of Commercial Liability Insurance with GIPNA, PO Box 18184, Chicago, IL 60618, the Chicago Park District, 541 N. Fairbanks, Chicago, IL 60611, and the City of Chicago, 121 N. LaSalle St., Chicago, IL 60602 as additional insured.
- Signed Affidavit

*If Applicable:*

- Organic Certificate
- Processed Product and Ingredients List
- Health Department Permit and/or Certifications
- Health Inspection (within last six months\*) (Prepared food vendors only)
- Summer Festival Food Vendor Sanitation Certificate (Prepared food vendors only)
- Proof of Non-Profit Status
- Copies of Applicable Licenses
- Additional sheets and pages

*\*Note that the City of Chicago will require an inspection dated no more than 6 months prior to the start of the Market,*

*i. e., after January 10, 2018. A more recent inspection is preferred.*

**Vendor Fees and Space Rates**

- A non-refundable fee of \$35 must accompany all vendor applications (non-profit organizations are exempt).
- Farmer/Producer or Processor: \$25 each per market day (non-profit organizations are exempt)
- Prepared Foods: \$25 each per market day (non-profit organizations are exempt)
- Other: \$25 each per market day (non-profit organizations are exempt)
- Market space rental fees will be collected at each market by a GIPNA representative. Non-payment may result in suspension or removal from the market.
- *Or there is an option of paying for the entire 2018 season of ten markets prior to the first market. The discounted rate will be \$200.00, a \$50 savings for ten markets.*

~~Applications from vendors with balances due will not be considered until all invoices are paid in full.~~

Please send completed application, supporting documents and \$35 check made payable to

**GIPNA**  
**P.O. Box 18184**  
**Chicago, IL 60618**

***Due April 1, 2018***

***DO NOT MAIL YOUR APPLICATION TO INDEPENDENCE PARK.***

All questions and inquiries should be addressed to:

**Greg Shea**

**Independence Park Farmers Market Manager**

E-mail: gregshea1@yahoo.com

Cell: 773 450-0564



THE GREATER INDEPENDENCE PARK  
NEIGHBORHOOD ASSOCIATION