



## **2020 Lincoln Square Farmers Market Season Rules and Guidelines**

**Tuesdays:** 7:00am – 1:00pm, June 2 – October 27

**Thursdays:** 4:00pm-8:00pm, June 4 – October 29 (no Market on September 10; Market hours after Labor Day are 4:00pm-7:00pm)

**Location:** Lincoln & Leland Avenue parking lot (adjacent to CTA Brown Line - Western 'L' Station)

**Note:** Lincoln Square market season must close end of October. Extended season is not possible.

Operated by the Lincoln Square Ravenswood Chamber of Commerce

2611 W. Lawrence Avenue

Chicago IL 60625

Office telephone: 773-728-3890

Office hours: M-F, 9:00am-5:00pm

Lincoln Square Farmers Market Manager: Elsa Jacobson: [elsajacobson@gmail.com](mailto:elsajacobson@gmail.com)

LSRCC Director of Special Events, Nicole Benjamin: [nicole@lincolnsquare.org](mailto:nicole@lincolnsquare.org)

### **RULES AND REGULATIONS FOR MARKET VENDORS**

All vendors wishing to participate in the Lincoln Square Farmers Market must read the following document in full, and submit final page completed along with application by March 15, 2020.

These rules govern Market operations. Market will implement and enforce all rules and regulations pertaining to Market operations. Market may modify or delete rules and regulation from time to time, and take reasonable action to enforce them.

#### **1) ADMISSION OF VENDORS AND PRODUCTS**

**Approval:** Market's approval of selling privileges is for a limited period of time, never exceeding one Market season. All products sold at the Market must be approved by and are subject to restrictions by the Market. Admission to the Market is granted to Vendor Applicants based on the following criteria:

- A complete and on-time application submission along with completed final page of these Market Rules and Guidelines.
- The submission of all applicable permits and licenses required for the retail sale of the vendor's products at the Market, upon acceptance. This includes those from the health department of the



state or county where the products originate. All applicants must have an Illinois Sales Tax Number before applying to the Market.

- Space availability at the Market.
- The Vendor’s positive history with Market. (Including adherence to Market rules and guidelines, Market attendance, conduct and courtesy, and timely payment of fees).
- Availability and capacity to attend all Markets.
- Market needs / assortment. Strong preference given to small-scale producers selling raw agricultural products. Market also looks favorably upon vendors who purchase seasonal market ingredients from fellow Market farmers/vendors, and utilize and promote these ingredients in their products.
- Top priority is given to farmers.
- Priority is given to applicants whose products are:
  - a. Produced with sustainability in mind, which may include products: grown using organic and sustainable practices including IPM; humane treatment of animals; limited or non-use of pesticides, herbicides, fungicides, non- organic fertilizers, antibiotics, GMO technology, use of compostable packaging, etc.
  - b. Unique or unusual, contributing to Market variety
  - c. Made using ingredients sourced from Market farm vendors.
  - d. Other criteria may include distance from our location and Chicago.

In addition, Baker/Processors and Prepared Food Vendors will be evaluated based on:

- Use of compostable (products labeled biodegradable or “bio-based” do not indicate compostable) disposables, including utensils, flatware, cups, lids, straws, napkins, bowls, plates, to-go containers, and bags
- Use of seasonal, local ingredients, including those from Market farmers and vendors
- Use of certified organic or sustainably grown ingredients
- Sustainable business practices
- Innovative product and marketing concepts
- Previous experience in food service at festival style events
- Existing Lincoln Square or Ravenswood neighborhood location or production site

### **Vendor Types**

- 1) Farmer/Producer – Primary producer of primarily raw agricultural products including produce farmers, livestock producers, fishermen, makers of products who raise the primary raw agricultural ingredients used in the product’s production, and beekeepers.



Farmers/Producers must grow/produce/raise 100% of what they sell. Please note any exceptions to this in your application and/or to Market Management for approval in advance of sales of such an item.

2) Baker/Processor – Any vendor who sells a value-added product, but is not the primary grower or producer of the raw ingredients used to make that product.

3) Prepared Foods - Any vendor, including Farmer/Producers and Bakers/Processors, that intends to prepare food for immediate, on-site consumption, is considered a Prepared Foods Vendor.

### **Fees, Insurance, and Payments**

Market charges all vendors stall rental fees to help cover the operating costs of the Market.

- Preference will be given to applicants with completed application and signed Market rules and guidelines submitted or postmarked by March 15, 2020.
- Any incomplete information, including applications and supporting documents, or late applications, received after the deadline will be factored in to rolling application review process.
- Applicants will be notified of acceptance by April 15, 2020. Once accepted, supporting documents, and 50% deposit fee are due by May 1, 2020.

### **Insurance Requirements**

All applicants must carry Commercial Liability Insurance (\$1 million) 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. If accepted, vendors must submit an updated copy of their Commercial General Liability Insurance Policy to name both the City of Chicago *and* the Lincoln Square Ravenswood Chamber of Commerce as additional insureds. It must have a minimum of \$1 million per occurrence and aggregate and include:

- Broad Form Coverage
- Products/Completed Operations
- Personal Injury
- Automobile
- Advertising Injury Coverage

### **Products to be Sold**

Market Management reserves the right to prohibit a vendor at any time from selling any product not previously approved in the application process.



- Products at the Market must be of the highest and freshest quality.
- The resale of agricultural products produced by others is prohibited, except under the “One time” exceptions.
- Products must not be labeled “organic” unless they have been certified by a USDA approved third party certifying agency, and a copy of the current certificate stating such has been provided to Market Management.

### **Prohibited Products**

- Live animals
- Fresh meat, poultry and fish (These products must be frozen.)
- Processed products improperly labeled or made in an unlicensed facility or that fail to follow preservation standards established by the USDA or other governmental agency;
- Unauthorized agricultural products
- Any product not submitted for approval with Market application must be reviewed and approved by Market Manager prior to any Market sales.
- Commercially-manufactured products purchased by the vendor from third parties but not approved by the Market Manager, such as but not limited to: sodas, water, coffee, tea and other commercially manufactured goods.

### **Beverage Requirements for Processors & Prepared Food Vendors**

- Beverages may only be sold by Prepared Food Vendors, excluding beverages from farmers made using ingredients they have grown themselves (ie. apple cider, grape juice, etc.).
- All beverages must be approved for sale by Market Management.

### **Product Validity**

Market reserves the right to question the validity of any product sold at the Market. Market also reserves the right to request proof of any product’s origin, and the right to inspect any Vendor stated location of product production, at any reasonable time, without prior notice. A Vendor requested to submit proof of a product’s validity or site of production will be required to submit this proof to Market Management upon request. Failure to provide the necessary information will be deemed a violation of the rules and may result in removal from the Market.



## GENERAL MARKET POLICIES AND RULES

### Stall Assignment

The Market Manager will make initial stall assignments based on:

- The Market's product mix, space requirements and customer traffic flow
- The quality of the Vendor's product display and customer service

The Market understands that the Market and Vendors benefit from consistent location of vendors within the Market from week to week. However, Market **does not guarantee** a Vendor's stall assignment and changes to the Market layout can be made at the Market Manager's discretion and on an as-needed basis. In particular, Vendor's late arrival, changes in the number of Vendors attending on any given day, and changes in the Market layout may result in changes to vendor locations.

### Arrival, Departure and Selling Time

The Lincoln Square Farmers Market will run weekly on Tuesdays from June 2, 2020, through October 27, 2020, and Thursdays from June 4, 2020, through October 29, 2020, excluding the following date: September 10. The Market is open to the public at 7am-1pm Tuesdays, and 4pm-8pm Thursdays (4pm-7pm Thursdays after Labor Day).

- Vendors may begin set up at 5:00am Tuesdays and 1:00pm Thursdays. Vendors must be set up and ready to sell 15 minutes prior to Market start time.
- Late arrival may forfeit Vendor's assigned stall and Vendor may be denied participation for that day. If you are running behind, please notify Market Management immediately by texting the Market Manager, operating on Market days: (773)255-5858.
- Vendors who are not ready to sell by Market start are subject to Market dismissal. "Warnings" will be issued at the Market Manager's discretion. Excessive tardiness will result in a review of the Vendor's eligibility to participate in the rest of the season.
- **Vendors may NOT break down and pack up before the Market end time.**
- **Vendors may NOT leave before the Market closes.**

### Parking

There is limited parking on-site. Further details will follow upon acceptance. Priority given to farmers only. Note most vendors will be expected to unload and park off-site.



### **Attendance Policy**

If weather conditions, traffic problems or other extenuating circumstance cause a delayed arrival or force a Vendor to miss a Market day, the Market Manager should be notified as far in advance as possible. Vendors may text the Market Manager at (773)255-5858 for this purpose. Excessive Absences or poor communication will result in review of the Vendor's eligibility to participate in the Market.

### **Display, Tents, and Tables**

- Vendors **MUST** supply and furnish their own tables and chairs.
- Vendor staff **MUST** keep personal and consumable items off of display.
- Vendors **MUST** have their own weights at all times. Sharing weights with another vendor is not acceptable.
- For any prepared food vendor utilizing cookware: all cooking equipment **MUST** operate with propane or electricity. Type of preparation must be detailed in the application.

### **Vendor Identification**

All vendors **MUST** display a sign, with lettering at least three inches high, clearly identifying the name of their establishment, so as to be easily identifiable. Vendors will not be permitted to install signage in the aisles that obstructs flow of pedestrian traffic.

### **Product Signage and Disclosure of Growing Practices**

- Each product for sale must be clearly labeled with product name, price per unit, variety, and growing method if not grown in the field (ie. hydroponic, aquaponic, etc.).
- Farming practices must be fully and truthfully disclosed at a customer's request.
- All products sold as "organic" must be prominently labeled as "Certified Organic" with the certifying agency name. It is absolutely prohibited to use the word "organic" in any labeling unless the product is certified by a USDA approved third party certifier.

### **Samples**

Vendors are encouraged to offer samples of their products. When offering samples, Vendors should adhere to these guidelines:

- Keep samples in clean, covered containers.
- Use toothpicks or other compostable disposable utensils to distribute samples.
- Use clean, disposable gloves when handling products to be sampled out.
- Use cutting boards that are smooth, non-absorbent and easily cleaned.
- Provide a waste container at the sampling area for public use.



### **Product Temperature**

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.

- Meats and Poultry must be held at zero degrees or lower
- Eggs must be held at forty degrees
- Dairy and cheese must be held at forty degrees

### **Standards of Conduct for Vendors, Vendor Representatives, and Market 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 customers. This includes:
  - a. Growing methods and animal husbandry practices
  - b. Pest control
  - c. Certification and licensing
  - d. Sustainability practices
  - e. Production methods
  - f. Ingredient sourcing
- Farming practices must be fully and truthfully disclosed when customers inquire.
- Products must be displayed in a sanitary, presentable and attractive manner.
- Be courteous, professional, and practice clean hygiene at all times.
- Drinking alcohol, use of illegal drugs/controlled substances, yelling, throwing objects, swearing, name-calling, slanderous remarks, and other inappropriate behavior will not be tolerated.
- Lincoln Square Farmers Market is a non-smoking area. Those who wish to take cigarette or vape breaks must do so outside of the parking lot/ Market site while ensuring their stall is staffed.
- Treat other vendors, customers, Market Manager, LSRCC staff, and public officials with respect.
- Refer difficulties with customers to Market Manager.
- Refer questions regarding LINK and/or Snap program to Market Manager. ***LSRCC unfortunately and regretfully notes it is unable to support LINK and Snap in the 2020 season.***
- Make complaints about other Vendors, or the Market Rules and Guidelines in writing to the Market Manager and LSRCC Director of Special Events.
- Stalls must be staffed at all times.
- Market encourages cross-promotion with other Lincoln Square Farmers Market vendors.
- Market encourages and looks favorably on vendors who promote and support the Market on social media.



### **Complaint Process**

- If the Market Manager receives a complaint (including complainant's name, address and phone number) pertaining to quality, conduct, or inappropriate practices of a Vendor, the Market Manager will contact and/or visit the Vendor and request that the complaint be remedied. The Market Manager will follow up to confirm compliance.
- Vendors are required to satisfy any customer complaint. Vendor and vendor representatives must be prepared with strong customer service skills, and able to address complaints, returns, etc. in a diplomatic, thoughtful fashion.

### **Refund Policy**

Lincoln Square Farmers Market vendor fees are nonrefundable.

Suspension or dismissal from the Market due to policy violations will not trigger any refund of stall rental or other fees that had been paid in advance.

### **Requirements for Vegetable, Fruit, Meat and Poultry Producers**

- Raw agricultural products should be minimally handled or processed before packing for Market.
- Waxed produce is not allowed. Labels and/or stickers on produce are prohibited.
- No commercially prepackaged, wrapped or labeled products are allowed.
- Products offered for sale must be grown or, if wild, gathered, by the Vendor.

### **Requirements for Meat, Poultry and Fish Producers**

The following potentially hazardous foods may be sold in the frozen state within these requirements:

- All beef and bison stock held for sale shall have been raised by the vendor for at least 50% of the live weight or for twelve months at slaughter.
- For meat and poultry products processed by others (e.g., sausage) the vendor must produce the meat ingredients. All processing must take place in a USDA or state licensed facility.
- Vendor must ensure that the processed product contains a majority (75%) of the original raw ingredient grown by the producer for processing.
- Meats (beef, lamb, pork, bison and goat), poultry and fish must meet the requirements of the Chicago Food Service Sanitation Municipal Code 4-8, 7-40 and 7-42 and the Rules and Regulations of the Chicago Board of Health.
- All items must be packaged and frozen at the time of slaughter and remain frozen until sold.





- Product temperature must be maintained at 0°F or below and the temperature must be checked every two hours. Insulated chests with dry ice or cold plates or electric freezers must be used to meet this standard.
- Packaging and labeling of meat and poultry must meet USDA standards and clearly state safe handling guidelines.
- Meat and poultry must be stored in a licensed facility and a copy of the last inspection of the vendor's storage facility must be provided before permission to sell is granted.

#### **Requirements for Egg Vendors**

Vendors must comply with State regulations for egg production and selling including candling requirements and licensing, labeling and packaging. Eggs must be held at 40°F after harvesting, during transportation and at Market.

#### **Requirements for Bedding Plant, House Plant, Herb Plant Vendors**

- The vendor shall have performed the propagation, germination, planting of cuttings or division work for all potted plants, trees or nursery starters that are sold.
- It is strictly forbidden for vendors to purchase plants for the sole and immediate intent to resell them without sufficient propagation or without necessary growing time. Noncompliance will result in expulsion from the Market.
- Purchased plant materials must be grown on vendor's premises for at least 60 days before being offered for sale.

#### **Requirements for Floral and Ornamental Producers**

- Products offered for sale must be grown or, if wild, gathered, by the Vendor.
- Must not be treated with any substance other than a clear lacquer spray. Dyes and paints are prohibited.

#### **Requirements for Value-Added Vendors**

- Processors and vendors who are not growers must be able to verify that 75% of their ingredients are purchased from local growers/producers. An exception may be granted by the Market Manager for tropical ingredients such as cocoa, chocolate, coffee, tea or spices.
- All value-added products must satisfy all public health labeling, permitting and other requirements pertaining to processed products.



### **Requirements for Bakery Vendors**

- It is strictly forbidden for vendors to purchase ready-made or frozen baked goods with the intent to resell them.
- All bakery items must be made from scratch. Vendors may not sell items made from purchased pre-made dough, batter, crust, or dry ingredient mixes. For example, the shortening (fats and oils), the leavening, and the salt must be added by the vendor to comply with this rule.
- A vendor must participate on a regular basis in the physical production of the product.
- The vendor must keep all recipes and receipts for ingredients on file and must be able to produce them at an inspection.
- Market strives to support participating farmers/producers and looks favorably upon vendors who support them, source their raw ingredients through them, and promote as such.

### **Requirements for Honey Producers**

- Honey must be produced by bees kept by the vendor, or, if bees are on vendor's land for pollination, the vendor may sell the resulting honey with prior approval by the Market Manager.
- Honey must not be adulterated.

### **Requirements for Soap Vendors**

- Hand-milled soap must be processed by the vendor and contain either an emollient or fat or both that is produced by the vendor, unless otherwise permitted by the Market Manager.
- Vendor-produced ingredients must be at least 50% of the value of the product.
- All ingredients must be FDA approved.
- Label must include all ingredients.



I have read and understand the 2020 Lincoln Square Farmers Market Rules and Guidelines. I understand that the Market Manager and the Lincoln Square Ravenswood Chamber of Commerce reserve the right to terminate any vendor agreement and remove a vendor from the Market at any time for failure to comply with this document or for any other reason, and agree to withdraw from the Market if asked to do so.

2019 vendors accepted for the 2020 market season, but who violated the 2019 Market Rules and Guidelines, may, upon acceptance, be provided with an Addendum to this page, detailing any additional rules and/or guidelines. In this case, the application will not be considered complete until the signed Addendum is received. The deadline for receipt of said Addendum, signed, will be not later than one week following receipt of the Addendum.

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

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*\*submit this page along with completed Market application by March 15, 2020 for consideration to Elsa M. Jacobson, Lincoln Square Farmers Market Manager, via email or US mail.

**Email:** [elsajacobson@gmail.com](mailto:elsajacobson@gmail.com)

**Mail or delivery option:** please TEXT Elsa M. Jacobson at 773-255-5858 for mailing address OR to coordinate delivery time.