

Loyola University Chicago Farmers Market
June 6 to October 17, 2016
Application Checklist

Please return your completed application to Kaitlin Brose by **February 26.**

If sending via standard mail, please use the address below and please be sure the envelope is post-marked **on or before February 26:**

Institute of Environmental Sustainability
Attn: Kaitlin Brose
Loyola University Chicago
1032 W. Sheridan Road, BVM Hall 301
Chicago, IL 60660

If sending via email, please send to:
kbrose@luc.edu

For any questions or concerns, please contact Kaitlin at 773-508-8255 or at kbrose@luc.edu.

Application Checklist

- Application, fully completed
- Certificate of Insurance evidencing all the insurance required in the 2016 Vendor Application Affidavit (see p. 2 for Affidavit)
- Proof of Illinois Health Department required licenses and certificates
- Signed affidavit
- \$125 non-refundable Market fee must be paid by April 1, 2016

Make check payable to: Loyola University Chicago

Please submit copies (if applicable):

- Organic certificate
- Health department license, permit and/or certifications
 - Safe Food-Handling Certificate
 - Summer Festival Food Vendor Sanitation Certificate
- Copies of valid State Sales Tax License and other applicable licenses.

Illinois vendors can go to: <http://www.revenue.state.il.us/Businesses/register.htm> write:
Department of Revenue, or call 1-800-356-6302.

Loyola University Chicago Farmers Market
Mondays, June 6 to October 17, 2016
6540 N. Sheridan Rd. (Loyola Ave. & N. Sheridan Rd) Chicago, Illinois 60626
2016 Vendor Application – Affidavit

I have read this application and the attached Loyola University Chicago Farmers Market 2016 Market Policy. If accepted into this Market, I hereby agree to abide by all Policies, Rules and Regulations of the Loyola University Chicago Farmers Market located at the Loyola Plaza, 6540-50 N. Sheridan Road (Loyola Avenue and Sheridan Road), Chicago, Illinois 60626. I accept all decisions and interpretations made by the Loyola University Chicago Farmers Market Manager and Loyola’s Institute of Environmental Sustainability and Loyola University Chicago administration, 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 understand that preference will be given to those food producers working and growers growing and harvesting within the States of Illinois, Indiana, Michigan and Wisconsin. I agree to comply with all relevant government rules and regulations related to this business, including those applicable to providing product samples, if any, 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 agree to maintain Commercial General Liability Insurance **including Loyola University Chicago as additional insured on a primary and non-contributory basis** with respect to the liability arising out of my obligations under this Agreement, with minimum limits of \$1,000,000 each occurrence, and \$2,000,000 in the aggregate, including products liability. If any vehicle is used in connection with my participation in the Market, I agree to maintain auto liability insurance with a combined single limit of not less than \$500,000 each accident. I agree to provide the Market Manager with a Certificate of Insurance evidencing the required insurance and to provide an updated Certificate if any policy expires during the term of the Market.

I acknowledge the sole authority of the Loyola University Chicago Farmers Market Manager to enforce and interpret the Policies, Rules and Regulations of the Market, to immediately settle any disputes regarding product legitimacy, procedural or vendor conduct violations, to institute new policies as needed throughout the market season, 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.

Indemnification and Hold Harmless Agreement: The undersigned (“Vendor”), for himself or herself and, if different, for the person, business or organization on behalf of whom this application is submitted, hereby agrees to indemnify Loyola University of Chicago and its officers, agents, employees and assigns, for and to hold them harmless from any claims or liability and/or for any contractual or quasi-contractual obligations to third parties arising from or in connection with Vendor’s and Vendor’s agents’ participation in the Market, including any claims or liabilities which may arise from (a) actions of the Vendor, Vendor’s employees, agents and helpers at the Market; (b) items brought to the Market by Vendor or its employees/agents/helpers (including vehicles, booth materials, umbrellas); and (c) items sold or distributed at the Market by Vendor or its employees/agents/helpers.

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

Name of Business: _____

Signature: _____ Date: _____

Loyola University Chicago Farmers Market
2016 Vendor Application – Market Policies, Rules and Regulations

The Loyola University Chicago Farmers Market seeks to increase access to fresh, nutritious, locally grown and produced foods to community members in an urban setting while supporting the local food economy and small family farms. The Market seeks to contribute to the University's mission to serve those in need by providing a community gathering place where fresh, nutritious, locally-grown and produced foods are affordable and available. The Market supports small growers who incorporate sustainable agricultural and land conservation practice. Establishing a Loyola Farmers Market will build upon the existing community spirit of vitality as residents come together to enjoy a shared experience, meet the growers, learn about and support local food production.

The Loyola University Chicago Farmers Market will open on Monday, June 6 and operate each Monday through to October 17, 2016.

Summer Hours (June 6 to September 19) will be 3:00 p.m. – 7:00 p.m.

Fall Hours (Sept 26 to October 17) will be 2:30 p.m. – 6:30 p.m.

No Market days on Independence Day (Monday, July 4, 2016) and Labor Day (Monday, September 5, 2016).

- All goods sold at this Market must be grown or locally produced by the vendor.
- Vendors are to sell products stated on submitted complete application for the duration of the Market season.

Assignment of Vendor Stall, Attendance, and Arrival/Departure Times

Priority of the Market is to support local producers, i.e., those local growers and food producers in the States of Illinois, Indiana, Michigan and Wisconsin.

- Vendors will have a designated space.
- Vendor stall locations are determined by Market Management and may be changed at the discretion of Market Management for any Market day during the season and/or annually. In making any determination in this regard, the Market Manager will consider the following: Fire Department requirements; vendor's history at the Market; the Market's product mix and consumer traffic flow; vendor's Marketing ability and product promotion; the quality of the vendor's product display and customer service; the participation of owners at the Market.
- Vendors will be charged for the entire season, regardless of attendance. Vendors must attend the Market unless they have notified the Market Manager 48 hours in advance that they will not be coming. Once a vendor has notified the Market Manager that they will not be at the Market on a given day, the manager may give their designated spot away for the day.
- Repeat instances of non-attendance will result in the review of the vendor's eligibility to participate in the Market.
- If a national holiday falls on a Market day, the Market may be switched to another day at the discretion of the Loyola Farmers Market Management.

Loyola University Chicago Farmers Market
2016 Vendor Application – Market Policies, Rules and Regulations

Vendor set up begins at 1:30 p.m. The Market opens at 3:00 p.m. and all vendors must stay until the Market is closed at 7:00 p.m. Fall hours – Market opens at 2:30 p.m. and all vendors must stay until the Market closes at 6:30 p.m.

The Market will operate rain or shine. However, Loyola’s Farmers Market Management team reserves the right to cancel the Market or end early due to extreme inclement weather. Unless you receive notification that the Market has been canceled from the Market Management team, all vendors are expected to attend the Market, rain or shine.

Safety and Sanitation

- It is the responsibility of the vendor to obtain and provide copies of all licenses and permits required to sell and/or sample their products in the City of Chicago and comply with all local, State and Federal safety and sanitation laws.
- All vendors are responsible for complying with the City of Chicago Health Codes.

All applicants to the Loyola University Chicago Farmers Market must carry commercial general liability insurance and auto insurance (see Affidavit for specific requirements) for protection in the event an injury occurs at the Market or an injury is caused by the product(s) sold at the Market. The Loyola University Chicago Market reserves the right to require additional insurance at its discretion.

- Vendors shall immediately comply with the Market Manager’s direction in all matters relating to safety.
- The vendor is responsible for monitoring and maintaining proper temperatures in accordance with health codes. Vendors who sell or sample products that must be kept refrigerated or frozen must have an accurate thermometer on-site.
- Vendors are not allowed to have alcohol, drugs, pets or live animals at the Market.
- Smoking by vendors is not allowed on the Market property.
- Vendors must supply their own tables, chairs, canopies or tents, displays, signage, etc.
- Vendors shall bring signage to the Market that includes their name and location. Product prices shall also be clearly displayed at the Market.
- All vendors who wish to erect canopies or tents on the Market site during a normal period of Market operations including the set up and break down periods, are required to have their canopies or tents sufficiently and securely weighted with a minimum of 50 lbs. at each corner to withstand rainy or windy conditions or be subject to immediate removal from the Market.
- Vendors are responsible for leaving their vending area and the common walkway around it free of debris of any kind.
- Stall areas, including back areas, shall be kept clean of excessive produce trimmings, garbage and excessive piles of boxes.
- At the end of the Market, spaces should be cleaned and returned to the condition as found. All waste must be disposed of. Loyola will provide on-site containers for waste.
- If a vendor needs to dump water into the sewer grates, he/she must remove leaves, flowers or other items that may cause blockage of the sewer grates before dumping.

Loyola University Chicago Farmers Market
2016 Vendor Application – Market Policies, Rules and Regulations

Market Culture

- Vendors and their employees or helpers must at all times conduct themselves in a pleasant and courteous manner.
- No soliciting or political or religious activities shall be permitted by Vendors within the Market area unless related specifically to Farmers Market and farming issues, food and nutrition education, or other activities directly related to the Market.
 - The Loyola CTA Plaza policy further explains “...Loyola University Chicago is subject to the rules and regulations of the Internal Revenue Code which prohibit the University from participating or intervening in any political campaign or in any partisan political activity. Federal Election Commission regulations also place additional limitations on political activity at educational institutions. Loyola University Chicago facilities and resources may not be used by or on behalf of an outside organization or individual whose purpose is to further the cause of a particular candidate or political party.”
- The Loyola University Chicago Farmers Market is a university-based Market that encourages student engagement, student learning, and community engagement. Vendors shall be respectful of all diverse stakeholders that visit and/or support the Market.

Special Note

- Limited access to electricity. Special prior arrangements need to be made with the Market Manager to access electricity.
- All vendors who participate in the Loyola University Chicago Farmers Market agree that the Market has their permission to take photographs of vendors, their booths, products and displays for use in advertising, website and other promotional materials.

Loyola University Chicago Farmers Market
2016 Vendor Application

Please answer all applicable questions as completely as possible.

Contact Information

Business Name: _____

Contact Name: _____

Business Address: _____

City, State, Zip: _____

Phone: _____ Cell Phone: _____

Contact E-mail Address: _____

Website Address: _____

How long have you been in operation? _____

Illinois Sales Tax License # (REQUIRED) _____

Business Type (check only one):

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

Other (please describe)

Vendor Type (check all that apply):

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)

Please describe the size of your farm or operation (number of acres, employees):

Loyola University Chicago Farmers Market
2016 Vendor Application – Market Participation and Sustainability

Please list any Farmers Markets that you have sold at in the past to include year sold goods, and where you intend to sell in 2016:

Generally, vendors are expected to participate in the Market for the entire season, from June through October. If you are unable to meet this expectation, please explain why:

Please describe your planned setup at the Market, including the dimensions and equipment you will bring and use to display and sell your items:

Do you require vehicle parking immediately behind your tent/booth at the Market (as opposed to parking in a parking spot in a nearby lot)? If so, please provide your reasoning below. NOTE: Most vendors will be asked to park in a nearby parking lot unless it is necessary for a vehicle to be parked immediately adjacent to a vendor's tent.

Do you require access to electricity? There is limited access to electricity at the Market and access cannot be guaranteed. Special prior arrangements need to be made with the Market Manager to access electricity.

Are your products Certified Organic? Yes _____ No _____ If so, please list certifying agency and specify which products are certified organic (please attach a copy of certification).

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. (Please note that we will share this information with the public.)

Please provide address of farm under stated producer on this application and list items on application to be sold at the Loyola Farmers Market. If more than one farm, please list addresses of farm(s).

Loyola University Chicago Farmers Market
2016 Vendor Application – Growth Chart

*Please complete the below chart.

Produce	# of Varieties	Acreage	Hoop/Field	June	July	Aug.	Sept.	Oct.	Farm Location of Produce Grown

Loyola University Chicago Farmers Market
2016 Vendor Application – Processed Products

ILLINOIS FOOD SERVICE SANITATION CERTIFICATE

A COPY OF YOUR CERTIFICATE MUST BE ON FILE WITH OUR OFFICE BEFORE YOUR APPLICATION WILL BE CONSIDERED COMPLETE.

FOR PROCESSED PRODUCTS ONLY

(including bakery goods, cheese and other dairy products, jams, salsas, honey, cider, juice, syrups, all meat items, oils, etc.):

Please list all products and licensed processor locations:

Product Processor's Name	Location Licensed	License #

Are all meat and dairy products processed at USDA licensed facilities?

On a separate piece of paper, please list all food or other products you plan to sell at the Market. Please make notes of ingredients sourced locally and any organic certification of the ingredients.

If you intend to sell foods that require cold or hot storage to prevent spoilage, how do you intend to keep them at correct temperatures to comply with all health regulations during transportation and at the Market?