



2017

CHICAGO CITY MARKETS

GUIDELINES FOR :

- Vendors of
Farmers/
Community
Markets
- Growers
- Non-Food
Producers



CHICAGO DEPARTMENT OF
DCASE
CULTURAL AFFAIRS & SPECIAL EVENTS

General Information



MISSION STATEMENT

The Farmers & Community Markets are managed by the Department of Cultural Affairs and Special Events.

The objective of the City of Chicago's City Markets is to provide fresh, locally grown foods, while also supporting rural and urban independent farmers. The Chicago Farmers Market Program promises to:

- Support small to mid-size family farms
- Create easy access to fresh, locally grown produce throughout Chicago
- Promote links between farmers and area businesses for greater sales opportunities
- Support local farming through development of the Market Program and Chicago's local food system which:
 - Encourages industry promotion (publicizing broadly or by featuring in cultural festival)
 - Acts as a hub for disseminating industry research; cross-industry convening on topics of importance to the industry
 - Acts as a liaison to the culinary community through assistance with City processes

HISTORY

The year 2017 marks the 38th anniversary of the City of Chicago's Farmers Market Program. Initially, DCASE Farmers Markets were traditional, produce-only markets in 15 plus communities, but the program has grown into 17 markets throughout the city that sell produce alongside prepared foods and local, artisan products. There are around 45 independent Markets operating in Chicago as well.

The Markets strive to offer the freshest, locally grown or raised vegetables, fruits, meats, poultry, eggs and locally produced dairy. The Markets also feature quality value-added goods such as artisan breads, regional specialties and non-food items such as locally made clothing, accessories and art objects. The Markets offer an opportunity for Chicagoans to buy directly from the people who grow and produce their food and serve as an integral link between urban, suburban and rural communities.

The Chicago City Market Program is guided by the 2012 Cultural Plan, the Department of Cultural Affairs and Special Events Ordinance, and authors these guidelines as a resource for current and potential market vendors.



2017 Markets

DOWNTOWN MARKETS

TUESDAYS

Federal Plaza
at Adams & Dearborn
May 16 – October 31
7am - 3pm

THURSDAYS

Daley Plaza
at Washington &
Dearborn
May 11 – October 26
7am - 3pm

SUNDAYS

Maxwell Street Market
at DesPlaines & Taylor
Year-round
7am – 3pm

WEEKLY NEIGHBORHOOD MARKETS

TUESDAYS

Columbus Park
at Congress Pkwy & Central
July 11 – September 5
2pm - 7pm

Lincoln Square
at Lincoln/Leland/Western
June 6 – October 31
7am - 1pm

North Lawndale Market
at 1420 S. Albany Ave.
August 29 – October 31
2:30pm - 5:30pm

WEDNESDAYS

La Follette Park
at 1333 N. Laramie
July 12 – September 6
2pm - 7pm

Pullman
at 111th & Cottage Grove
July 5 – October 25
7am - 1pm

Roseland Market
at 109th St. and Wentworth
August 30 – November 1
2:30pm - 5:30pm

THURSDAYS

Austin Market – **New Location!**
at Chicago Ave. & Mayfield
July 13 – September 7
2pm - 7pm

SATURDAYS

Division Street
at Division & Dearborn
May 13 – October 28
7am - 1pm

Englewood/Anchor House
at 76th & Racine
July 15 – September 2
8am - 1pm

Lincoln Park
at Armitage & Orchard
June 3 – October 28
7am - 1pm

Printers Row
at Dearborn & Polk
June 17 – October 28
7am - 1pm

SUNDAYS

Bronzeville Market – **New Location!**
at 47th & King Dr.
July 15 – September 2
8am - 1pm

Market Hours

The hours for operation of all markets may vary and are established by DCASE. They are subject to change as conditions warrant. Please see 2016 Chicago Farmers Markets schedule and costs for specific information. DCASE Markets operate rain or shine.

Food Coupons and LINK (MANDATORY)

- All farmers that sell at the DCASE Markets and whose products are qualified must participate in the Farmers Market Nutrition Program, which includes WIC and Senior Farmers Market coupons.
- All vendors selling qualified products at the market must participate in the LINK Card Program.

Cancellation Policy

- Cancellations due to holidays or holiday weekends are not permitted.
- Holidays and Holiday Weekends include the weekends of Memorial Day / Fourth of July / Labor Day
- Producers who do not show up two or more times at a market during their designated season may lose their space reservation and are subject to fines.
- If a national holiday falls on a market day, the market may be switched to another day at the discretion of DCASE.
- In case DCASE has to cancel a market due to unforeseen circumstances, you will be contacted.
- If you are unable to attend a market due unforeseen circumstances or emergency, you must e-mail Yescenia Mota (See Contact Information below) within 24 hours of the market or you will be charged for your space. Potential inclement weather is not an unforeseen circumstance.

Attendance Policy

On the application, vendors must specify their start date for each market and commit to the entire market season. Vendors will be charged from their start date to the end of market season.

Switching, adding or dropping markets within the season is allowed only with DCASE approval.

- Vendors must attend all markets for which they are contracted for.
- Repeated failure to attend markets will result in the review of eligibility to participate in the market program.

Arrival, Departure and Selling Time

- Vendors may begin setup at 5:00 a. m. and must be set up by market start.
- Vendors may leave only after the market has closed and a safe exit can be made.
- Vendors may not conduct sales until 30 minutes before the market opens or may not conduct sales 30 minutes after the market has closed.
- Vendors may not leave their space before the market closes without approval from the Market Manager.
- Vendors at downtown markets are prohibited from driving on or parking on the Plazas. Violators will be ticketed and liable for any damage or fines.

Special Event Markets

A limited number of special event markets will/may be held in addition to the regularly scheduled markets.

VENDOR GUIDELINES



- Eligibility Requirements
- Health & Safety Regulations
- Specific Product Guidelines
- General Rules, Policies & Requirements
- At the Market...Setup and Spaces
- Standards of Conduct
- Fees & Insurance Requirements

Eligibility Requirements



All vendors must apply annually; approved selling privileges are valid for a single growing season. A link to the application can be found in the Additional Resources section of this document.

Farmers' selling privileges are based upon their particular "Growing Calendar" as approved by DCASE. All products are subject to restriction by DCASE. Admission is based on the applicant's strengths in the following areas (in order of priority):

- A signed signature page indicating compliance of rules, a signed hold harmless agreement, and copies of all permits and licenses required for the sale of the applicant's products.
- Vendor's history with DCASE Markets (including adherence to market rules and regulations, market attendance, history of positive consumer/producer relationships, payment of fees, and professional behavior).
- Products are locally grown, have seasonal integrity and are of high quality.
- Uniqueness of products offered.
- Ability to engage and educate consumers about products and how they were produced (via knowledgeable employees, informative brochures and handouts, etc.)

Other factors affecting admission of a vendor include:

- Space availability
- Vendor balance between unprocessed farm products and artisan food products. (DCASE promotes better access for farmers with value added products vs. food purveyors with similar products)
- Individual farms are given preference over partnerships or cooperatives and small to moderate family businesses over larger enterprises
- Importance of DCASE as a marketing outlet for the farm's overall marketing strategy (direct sales vs. utilization of distributors)
- Processed products feature seasonal and regional ingredients

Health & Safety Regulations



Potentially Hazardous Foods

It is the responsibility of the vendor to abide by the Chicago/Cook County Department of Health guidelines concerning the vending 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:

- The vendor will be immediately removed from the market for that day.
- Penalties will be assessed against the vendor for selling a hazardous food product
- The proper regulatory agency will be notified.

Prohibited Products

- Live birds or live animals
- Products purchased by a seller that have not been approved by DCASE (sodas, water, coffee and tea).
- Unauthorized agricultural products.
- Crops grown using Genetically Modified (GM) seed planted after March 1, 2000. Consult DCASE for a current list of these crops, which include varieties of canola, soy, corn, tomato, radicchio, summer squash, potatoes, cotton and papaya. Note: since there are no labeling requirements for GM seeds, the only sure way to avoid growing crops using unlabeled GM seeds, DCASE will give preference to certified organic agricultural products and processed foods.
- Products purchased at an auction house, wholesaler, or from another farm without prior approval from DCASE are strictly prohibited, and sale of these products is ground for expulsion from market.

Pets

For health and safety reasons, personal pets are not allowed at any market. The sale or giving away of animals at any market is also prohibited. Service animals are welcome.

SPECIFIC PRODUCT GUIDELINES

Vendors and Products Falling in Multiple Categories

Vendors whose products or practices place them in more than one category are subject to all of the requirements of each category. Contradictions will be settled by DCASE.

GENERAL GUIDELINES

Growing Practices

Farming practices must be fully and truthfully disclosed when customers inquire. Failure to do so will result in disciplinary action, including possible revocation of selling privileges. Using terms like sustainable agricultural practices and transitioning to organic must be substantiated or cannot be used.

Organic Product

All products sold as organic must be prominently labeled as "Certified Organic" with the certifying agency name. The use of the word organic is prohibited unless the product is certified. This includes raw and processed products.

Vegetable and Fruit Producers

Fresh produce may be sold by the piece or by weight on a scale. Produce must be grown from cuttings grown by the vendor or from seeds or transplants. The final product may not be purchased or bartered. The producer must have tended perennial crops from leased or rented land for one growing season prior to the sale of the product.

- The sales of new crop items must be submitted and approved by DCASE. Substantial additions to existing and approved product lines are also subject to DCASE approval. Mixed operations (certified organic/conventional) must present products for sale in a manner approved by DCASE.
- The sale of products listed on the Growing Calendar for each farmer may be restricted and must be approved annually. Produce offered for sale may be restricted by type or season.
- Restrictions are imposed to ensure a balance of variety, quantity and season.
- Raw agricultural products should be minimally handled or processed before packing for market. Waxed produce is not allowed. Labels on produce are prohibited. No commercially prepackaged, wrapped or labeled products are allowed.
- Produce must not be processed or adulterated. Vendors may sell a mixed bag of produce or vegetables, but may not process them without a processing license.
- Produce quality must meet or exceed minimum standards. No distressed or inferior product will be allowed for sale.

Specific Product Guidelines



MEAT AND POULTRY PRODUCERS

The following potentially hazardous foods must be sold frozen and meet 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 (i.e. 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) and poultry 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. Freezers at markets must be maintained by an electrical generator or cold plates to ensure the proper temperature is maintained.
- 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.
- The Safe Handling of Frozen Meats and Poultry labels must read: "Perishable foods can cause illness when mishandled. Proper handling of meat is essential to ensure the food is safe for you to eat."

EGG VENDORS

- Vendors must comply with State regulations for egg production and selling including candling requirements and licensing. Eggs must be held at 40° after harvesting, during transportation and at market. Copies of the Illinois Egg and Egg Products Act can be made available upon request. DCASE highly recommends reading this document before the season begins.
- Every egg vendors is required to obtain an Illinois Egg License from the Illinois Department of Agriculture (<https://www.agr.state.il.us/pdf/egglicense.pdf>)

Specific Product Guidelines



CHEESE VENDORS

- A vendor must participate on a regular basis in the physical production of the cheese or of the milk from which the cheese is made.
- If a dairy producer, vendors must have influence over the cheese made from their milk and the cheese must verifiably be made from ONLY the milk produced on their farm.
- Cheese vendors who are not also dairy producers must obtain their milk from local dairy producers and provide DCASE with the contact information for the dairy(ies).
- Cheese must be held at 40° during transportation and at market.

COOPERATIVE VENDORS

The origin of all products must be clearly displayed at market.

- The main signage must identify the cooperative.
- Each farm's product must be segregated in the display area and clearly identified with the farm name and location.
- The seller must know the growing practices of all the cooperative members and be able to supply contact information for these growers if the customer has additional questions.

VALUE-ADDED VENDORS

- A minimum of 75% of the original raw ingredients grown by the producer for processing must be verifiably present in the end product.
- Processors who are not growers must be able to verify that 75% of their ingredients are purchased from local growers/producers.
- All value-added products must satisfy all public health labeling, permitting and other requirements pertaining to processed products
- Vendor must have copies of all necessary licenses for the production of the processed product on file with DCASE before offering any processed item for sale.
- The products may include but are not limited to the following:
 - Fresh juices and beverages prepared from fresh fruits and vegetables.
 - Flower arrangements and wreaths.
 - Jams, preserves, vinegar, oils and flavored oils, etc.
 - Dairy, meat and poultry products where the seller plays a substantial role in the husbandry of the animals and the production of the raw product.
 - Other products approved by DCASE and consistent with the intent of the Market Program (i.e. cotton, wool, etc).

Specific Product Guidelines



BAKERY VENDORS

- All Baked Good Vendors must offer at least one item that features a seasonal ingredient sourced from one of our participating farmers/producers at the market. In addition, the items must clearly display the name and origin of the seasonal ingredient. Examples could include: market jam filled pastries, market rhubarb tarts, savory baked goods such as market asparagus and cheese quiche, or market zucchini bread.
- All bakery items must be made from scratch. It is strictly forbidden for vendors to purchase ready-made or frozen baked goods with the intent to resell them. Vendors may not sell items made from purchased pre-made doughs, batters, crusts, 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.
- DCASE strives to support participating farmers/producers and encourages other businesses to support them and source their raw ingredients through them whenever possible.
- Ready to eat meat, vegetable and/or bean-filled pastry items are prohibited.
- All baked goods must be covered or individually wrapped.

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 DCASE.
- Honey must not be adulterated.
- Raw beeswax must not be adulterated with dyes, fragrances, etc.
- Raw beeswax may be formed into blocks, tapers, votive or cylindrical-type candles only.
- Honey producer must manufacture the candles him/herself with rendered beeswax from hives.
- Purchased beeswax, candles, honey, or other hive related products are strictly prohibited.

MAPLE SYRUP PRODUCERS

- Syrup must be produced by the vendor from sap that he/she collects.

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.
- All Nursery vendors will be required to show the Nursery License and Nursery Seller's Permit.
- It is strictly forbidden for vendors to purchase plants for the sole and immediate intent to resell

Specific Product Guidelines



them without sufficient propagation as defined by DCASE or without necessary growing time. Noncompliance will result in expulsion from the market.

- Purchased plant materials must be grown on the vendor's premises for at least 60 days before they can be offered for sale. Purchased plugs size 32 or larger must be grown on the vendor's premises for at least 60 days before they can be offered for sale.
- Patented materials may be sold, but may carry no identification of the licensed patent holder or propagator other than that required by law.
- Containers must be utilitarian and not decorative.

FLORAL AND ORNAMENTAL PRODUCERS

- Must be grown or gathered by the vendor (see Requirements for Wild Gathered section below).
- Must not be treated with any substance other than a clear lacquer spray. Dyes and paints are prohibited.
- Decorated circular wreaths that use mixed elements will be allowed. All decorative elements must be grown, formed and decorated by the vendor.
- Potpourris must be 100% produced by the vendor, including the oil and fixative.

WILD GATHERED (FORAGED) PRODUCTS

- Vendors selling wild-gathered or foraged items 1) must have proof of land ownership 2) or show written permission from the land owner to gather the item and 3) provide the location and amount of land gathered
- Items may not be purchased or bartered.

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.
- Vendor-produced ingredients must be at least 50% of the value.
- Soap must be sold in bar form.
- Any ingredient must be FDA approved.
- Label must include all ingredients.

WOOL/MOHAIR PRODUCERS

- 100% of the product must come from the vendor's own flock.
- The animals may be professionally sheared.
- The raw product may be sent out for processing.
- Only clean wool/mohair, rovings, yarns or batts may be sold. All wool displayed and/or sold must be in its natural color. Bleached wool may be sold. Dyed wool is prohibited.
- Wool may not be pooled with other flocks during off-site processing.

GENERAL RULES, POLICIES & REQUIREMENTS



PRODUCERS –DCASE requires that all farmers/producers grow 100% of the products he or she sells. The sale of any goods not grown or produced by the seller or the reselling of goods is prohibited. No product packed for retail sale or displaying stickers can be sold. All sellers must abide by, and all products must comply with, all applicable federal, state, and local regulations.

COOPERATIVE VENDORS – If you wish to sell products from a neighboring farm, you must apply as a Cooperative. DCASE defines cooperative vendors in the traditional sense of an agricultural co-op where each producer must be actively involved in growing or producing what they are selling.

- Cooperatives must submit an application “packet” which contains an application completed by EACH member. All Members are subject to the same rules and regulations as independent growers, and each farm is subject to on-site farm inspections. DCASE can refuse any member who does not meet DCASE standards.
- All co-op members must actively grow or produce the product they sell at market.
- 100% of the products sold by the cooperative must come from the cooperative farms.
- The Cooperative must supply general signage identifying the farm name and city/state location of EACH member. See “Requirements for Cooperative Growers”
- The seller must actively grow or produce at least 25% of the product being sold.
- The cooperative must be a farmer-to-farmer relationship, no auction or produce house product qualifies. The proximity of growers must be within their immediate area.
- Supplementing is not allowed. Only unique products from each member can be sold.
- Violation of the aforementioned is grounds for immediate dismissal.

BRAND NAMES – Products processed and sold under a brand name other than the vendor’s are not allowed. (see Specific Product Guidelines?)

Weights and Measures – Scales must be approved commercial scales and certified annually by the City of Chicago. The face of the scale must be visible to the buyer and use of a non-certified scale is a procedural violation. Market Managers will be conducting spontaneous inspections (see Contact Sheet to arrange certification).

General Rules, Policies & Requirements



WEIGHTS AND MEASURES – Scales must be approved commercial scales and certified annually by the City of Chicago. The face of the scale must be visible to the buyer and use of a non-certified scale is a procedural violation. Market Managers will be conducting spontaneous inspections (see Contact Sheet to arrange certification).

SEASONAL INTEGRITY – All products sold must be locally produced and in season.

PRODUCT LEGITIMACY - Documentation of a product's legitimacy must be submitted upon request.

LICENSES AND PERMITS – It is the responsibility of the vendor to obtain and provide copies of all licenses and permits required to sell their products in the City of Chicago.

FARM/BUSINESS VISITS AND INSPECTIONS– DCASE has the right to visit farm/business locations to verify compliance with market criteria and guidelines. No notification is necessary prior to inspection. 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 market rules.

NONCOMPLIANCE – DCASE reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of DCASE criteria and guidelines.

AT THE MARKET - - - SETUP AND SPACES



Description of Spaces

- Whenever possible, DCASE will provide space for a vehicle and a 10' x 10' selling area. Market Managers may designate some spaces as “unload only,” pending available space. At the discretion of Market Managers, large trucks may not be allowed to park within the market, regardless of the number of stalls occupied.
- Vehicles, merchandise and tables must be kept within the designated space.
- All promotions and sales must be done within the assigned stall space and may not encroach on the mandated fire lane or pedestrian flow area.
- Producers who rent more than one space shall rent that space for the entire season.
- Electricity and water are not available.
- Assigned stall spaces are non-transferable and cannot be sublet.
- Vendors must comply with City Fire Code by maintaining a 14ft wide lane in the middle of streets that are closed to vehicle traffic (such as the Division St. and Printer’s Row markets).
- Vendors will be charged by 10’x10’ space utilized each week. Details/guidelines will be provided along with the 2016 acceptance letter.

Tables, Tarps and Tents

- Sellers must furnish their own tables, chairs, drop cloths, displays and weather protection. The use of drop cloths is suggested for all vendors selling products that can potentially cause damage to, or stain, plaza surfaces.
- Tables must be sturdy and stable.
- Tables shall not be used beyond load capacity and the products on the display table must be secured.
- All tents must be securely weighted with a minimum of 50 lbs. at each corner, to withstand rainy or windy conditions, or they will be subject to immediate removal.

At the Market - - - Setup and Spaces



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

- A history of good consumer/producer relationships.
- Providing good product mix and consumer traffic flow, including fire department requirements.
- Quality of product display, customer service and participation of owner at markets.

Vendor Signage - All vendors must display a sign, with lettering at least 3" inches high, clearly identifying the name of their establishment, the city, town, or county and state where their production occurs. All cooperative vendors must supply signage as designated under "Requirement for Cooperative Vendors"

Product Signage, Prices and Product Authenticity

- All products must have proper signage, which include the following: price per unit, product name and variety, and if it is not grown in a field, please indicate method (i.e. hydroponics).
- All prices must be clearly marked or posted in 2" minimum height letters/numbers and list each individual item for sale. Collusion and deceptive pricing practices are strictly prohibited. Bargaining with the consumer is not allowed.
- Vendors are trusted to represent their product truthfully. Misrepresentation of products will result in the appropriate disciplinary action of a fine, suspension or expulsion from market.

Trash Management - Before leaving the market, each vendor must remove all matter and debris from their area. This includes the area around the stall and in the common walkway. Trash must be completely removed without regard to whether the litter originated in the vendor's area and must be disposed of off-site. Vendors who fail to clean up properly face fines of up to \$500 from the City's Department of Sanitation. Repeat offenders face possible suspension or eviction from the markets. Sellers who dump remaining water into the sewer grates must remove leaves, flowers or other items that may cause blockage of the sewer grates before dumping the water.

Sales Reporting Requirements - All vendors will be expected to report and estimate of total of sales at the closing of each market to the Market Manager, rounded to the nearest dollar.

- Cash Sales
- Credit Sales

STANDARDS OF CONDUCT



Noise, Fumes, Obstruction of Sales - Violations of this section that result in 1) verifiable consumer complaints, 2) obstruction of any nearby vendor to conduct sales or 3) an adverse effect to the welfare of the market, will result in immediate disciplinary action of a fine and/or suspension or expulsion from the market.

- Radios may not be played during market sales hours. All product promotion must occur within the space assigned to the producer and not in any common area.
- The running of any gasoline or diesel motors or engines, including vehicles, is not permitted.
- Due to safety hazards, charcoal grills and propane are prohibited at certain markets.

Vendors And Their Employees

- Be knowledgeable about products (how it is grown, used, produced, etc.).
- Unreasonable, outrageous or and disruptive activities and behavior are prohibited.
- Be courteous, professional and presentable at all times. No drinking alcohol, smoking, yelling, hawking, throwing of objects, swearing, name-calling, slanderous remarks about others or disparaging comments about other products and/or people will not be tolerated.
- Producers experiencing difficulty with customers are encouraged to refer the matter to the Market Manager or to DCASE.
- Complaints about other producers or the Market Rules and Regulations must be made in writing to DCASE.
- Distribution of printed materials (other than pre-approved vendor brochures), petitions, or political advertisements is disallowed.
- Committing a criminal act will cause immediate expulsion from the market and is subject to appropriate legal action.
- Loitering or solicitation is strictly prohibited.
- Vendors are not allowed to solicit tips.

Standards of Conduct



Discipline or Removal of a Producer From the Market - Producers who do not comply with Market rules and regulations shall forfeit selling privileges at DCASE Markets and may be subject to fines and penalties. DCASE will provide adequate written warning prior to taking any disciplinary action within market season. Appropriate County Agricultural Commissioners and State Department Food and Agricultural inspection services will also be notified. A producer may be removed or suspended from any market or have selling privileges in the market limited by DCASE for any of the following reasons:

- Failure to obey and conform to State, local government or DCASE Market rules and regulations.
- Product origin is the responsibility of the vendor. If DCASE repeatedly suspects a vendor of re-selling product, this is grounds for suspension or dismissal from market. It is the vendor's responsibility to provide proof of production in a written appeal.
- Causing or maintaining unsafe or unsanitary conditions.
- Repeated failure to attend markets.
- Behavior that obstructs any other vendor's commerce or ability to transact business
- If DCASE receives a legitimate complaint pertaining to questionable quality, conduct or business practices about a vendor, the following actions will be taken:
 - A written warning will be given to the vendor, including the date, time and nature of complaint.
 - A second complaint will result in the vendor being subject to a two-week suspension of selling privileges.
 - A third complaint from a customer will result in a minimum 90-day suspension and/or permanent removal from the program.
- Vendors or producers are required to satisfy any customer complaint in any circumstance. Vendors must accept returned product.
- Violating the Cook County Weights and Measures regulations will be subject to a penalty.
- No refunds will be given as a result of any infraction of any local or State government laws or Market rules and regulations.

The severity of any penalty or discipline imposed by DCASE will be directly related to the gravity or repetition of the violation. A vendor is responsible for the actions of its representatives, employees or agents. The decision by DCASE regarding all of the above matters shall be considered final, however a written appeal of any DCASE decision will be welcomed and considered.

FEES & INSURANCE REQUIREMENTS



Fees – Refer to 2017 Chicago Farmers Market Schedule and costs for fees. Vendors will be billed per 10'x10' space. Details will be provided with your 2017 acceptance letter. Market fees will be billed monthly and payment is due upon receipt by the date designated on the invoice. If payment is not received, you may forfeit your space at the market for the rest of the season, or the next season.

Requirements - All applicants must have a Commercial General Liability Insurance Policy listing the City of Chicago Mayor's Office of Special Events as additional insured. It must have a minimum coverage of \$1 million per occurrence and aggregate and include:

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

Some DCASE Market locations have additional insurance requirements. Please make sure that you are in compliance and provide a separate certificate of insurance for each additional market you are accepted.

FREQUENTLY ASKED QUESTIONS



Can I sell jewelry, arts, and crafts at the farmers markets?

You are able to sell non- food items at certain designated markets.

Can I pick the market(s) I want to sell at, or does the City assign it?

You can apply to as many markets as you want but, placement is based on availability, product uniqueness, and history with our markets.

Can I partner with another farm to sell at the markets?

Cooperative selling is allowed, as long as the proper paperwork has been submitted.

How do I apply to be part of the farmers markets?

Our application process is now available online. It can be accessed at:

How many markets are there in Chicago, and how many am I allowed to work at?

The City of Chicago has 18 markets that are run and managed by DCASE. You are allowed to apply for all of them, but remember, selection is based on availability, product uniqueness, and history with our markets.

What is the most popular thing to sell?

Each market has its own personality and different products do better in some markets than others.

How much does it cost to be part of the farmers market?

Each market varies in price. Price is also dependent on what items you are selling. For a schedule of fees visit: _____.

Do I have to live in Illinois to be part of the Chicago Farmers Market?

No. Vendors from Michigan, Iowa, Wisconsin and Indiana are welcome to apply. We particularly encourage those from within a 300 mile radius.

Can I have a tent at the farmers market monthly, quarterly, or semi-annually?

If you are unable to attend the markets on a regular basis, we can work with you to set up a schedule.

What is the most popular market?

All markets are in popular for different reasons (location, selections, etc.).

What is the difference between the Downtown and neighborhood markets?

Downtown markets are Farmers Markets only, whereas the neighborhood markets allow artisan products to be sold.

What months of the year are the markets open?

Our markets are open May – October, with possible extension into November.



General questions
or concerns should
be forwarded to:
**FarmersMarkets@
cityofchicago.org**

DCASE INFORMATION

Facilities Office
Chicago Cultural Center
78 East Washington St.
Room 350
Chicago, IL 60602

Yescenia Mota
Chicago Farmers Market
Coordinator
Phone: 312.744.0565
Fax: 312.744.2783
TTY: 312.744.2964
Email: yescenia.
mota@cityofchicago.org

Mary May
Phone: 312.744-0576
Fax: 312.744.8523
TTY: 312.744.2964
Email:
mary.may@cityofchicago.
org

RELATED AGENCIES

The Chicago Department of Public Health - Food Protection Division
2133 West Lexington, Chicago, IL 6061
Phone: 312.747.FOOD (3663)
Fax: 312.746.8099
Email: food@cdph.org

The Department of Consumer Services (Scale Certification)
2350 West Ogden, 1st Floor, Chicago, IL 60608
Contact: Tom Malesh
Phone: 312.746.4882
Fax: 312.744.8089
TTY: 312.744.9385
Email: WM00927@cityofchicago.org

WIC (Women, Infants, Children)
SFNP (Senior Farmers' Market Nutrition Program)
Illinois Dept. of Human Services - Office of Family Health/Bureau of
Family Nutrition
535 West Jefferson, 3rd Floor, Springfield, IL 62702
Attention: Farmers' Market Nutrition Program
Phone: 800.843.6154

Illinois Department of Revenue
All vendors must be registered with the Illinois Department of Revenue for
tax purposes. For more information, call 1-800-732-8866, TTY: 1-800-544-
5304

Logan Square Chamber of Commerce
(773) 489-3222
info@loganchamber.org
<http://logansquarefarmersmarket.org/>

Illinois Farmers Market Association
<http://ilfarmersmarkets.org/>

LINK-up Illinois
<http://experimentalstation.org/link-up-illinois>

ADDITIONAL RESOURCES

Farmers Markets Online – To find more information about our farmers
markets and upcoming special markets, as well as forms and guidelines,
visit www.chicagofarmersmarkets.us/.

Applications for Vendors – The City of Chicago has two applications: one
for prepared food vendors and one for general vendors. These
applications can be accessed at:
http://www.cityofchicago.org/city/en/depts/dca/provdrs/markets_and_neighborhoodprograms/svcs/farmers_market_application.html