



Wicker Park Farmers Market

2024-25 Indoor Season

About the Market

The Wicker Park Farmers Market (WPFM) 2024-2025 indoor season will begin on December 1st. It will run every Sunday in December (12/1, 12/8, 12/15, 12/22, and 12/29), and every other Sunday in January – March (1/5, 1/19, 2/2, 2/16, 3/2, 3/16, 3/30), from 9 am-2pm. The market will once again be hosted at The Robey, 2018 W North Ave, Chicago IL 60647.

The Wicker Park Bucktown Chamber of Commerce (WPBCC) assumed full responsibility for market operations in 2015. Prior to this, the market had been run through a Chamber partnership with City of Chicago's Department of Cultural Affairs and Special Events (DCASE). To make the transition in ownership as seamless as possible and maintain uniformity with other City markets, rules and regulations will largely follow City of Chicago standards for its farmers markets, but read carefully, as some have changed! All applications and payments will be processed by the Wicker Park Bucktown Chamber of Commerce.

About the Wicker Park Bucktown Chamber of Commerce

The Wicker Park Bucktown Chamber of Commerce (WPBCC) is an association of over 400 local businesses whose mission is to advance the financial goals of its members by enhancing the dynamic economic climate, increasing the neighborhood's visibility and viability, and encouraging profitable relationships within the community. WPBCC manages the WPB Special Service Area, produces annual summer festivals, and helps coordinate neighborhood fundraisers.

Mission of the WPFM

The mission of the Wicker Park Farmers Market (WPFM) is to provide a space for regional food producers to sell to and interact with customers, for our residents and neighbors to access healthful foods and local goods, and to foster a sense of place and community in the Wicker Park Bucktown neighborhood.

The WPFM promotes the following values:

Local, environmentally-responsible food. The WPFM emphasizes sustainably-grown and nutritious local foods. Farmers who grow our produce and processors who use locally-grown ingredients in their products will find a space to sell their products directly to local consumers.

- **Small business entrepreneurship.** The market provides opportunities for regional farmers and food producers to sell directly, educate the public about sustainable nutrition, and build relationships with residents. Local crafters, entertainers, and service providers also have a place to promote their businesses and engage with market-goers.
- **Community cohesion.** The market allows local vendors and residents to come together around shared interests of healthful food, a robust local economy, and neighborhood togetherness. The market encourages local engagement and promotes the identity of the Wicker Park Bucktown neighborhood.

General Vendor Guidelines

Approved selling privileges are valid for a single market season. All products are subject to restriction by WPBCC. Admission is based on the applicant's strengths in the following areas (in order of priority):

- The submission of a complete application, including a \$45 non-refundable application fee, by the **November 4th deadline.**
- 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.
- Full payment of 2024, or previous, Wicker Park Farmers Market fees. Vendors applying that have not yet paid their outstanding market fees will not be eligible to participate.
- Vendor's history with the Wicker Park market. This includes 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 of the market between unprocessed farm products and artisan food products. WPBCC prioritizes access to farmers offering locally-grown, healthful products that are sustainably produced vs. food processors with similar products or value-added offerings. We define "local" as within 300 miles of the City of Chicago.
- Individual farms are given preference over partnerships or cooperatives and small-to-moderate family businesses over larger enterprises.
- Importance of WPFM as a marketing outlet for the farm's overall marketing strategy (direct sales vs. utilization of distributors).
- Processed products feature seasonal and regional ingredients. This is a **MUST.**
- Existing neighborhood location or production site.
- Use of certified organic or best-practice ingredients.

Vendor Types

1. **Farmer/Producer**—Farmers/producers must grow/produce 100% of the product they sell. Farmer/producer-owned cooperatives are included in this category.
2. **Processor**—Any vendor who sells a value-added product who is not the primary grower or producer of the raw ingredients used to make that product.
3. **Prepared Foods**—Any vendor, including Farmers/Producers and Processors, that intend to prepare food on site for sale and/or immediate consumption are considered Prepared Foods Vendors.

Vendor Billing and Fees

Market fees are billed ONCE for the indoor season 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. There are 12 market dates for this indoor season.

1. **Farmer/Producer**— Full Season \$600, Single Day \$75/day
2. **Processor**— Full Season \$725, Single Day \$85/day
3. **Prepared Foods**— Full Season \$875, Single Day \$100/day

For applications to be considered for vending, a non-refundable deposit of \$45 is due by November 4th. Please make all checks and money orders payable to: Wicker Park Bucktown Chamber of Commerce or [pay online](#). Failure to pay fee on time will result will result in NOT being accepted for the indoor market season.

GENERAL MARKET RULES, POLICIES AND REQUIREMENTS FOR ALL VENDORS AND PRODUCTS

Farmer/Producer Only – WPFM requires that all farmers/producers grow 100% of the products they sell. 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. WPFM 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.** WPFM can refuse any member who does not meet WPFM 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.

Seasonal Integrity – All products sold must be locally-produced (within 300 miles of the City of Chicago) and in season.

Samples - All samples must meet the following criteria:

- Samples must be kept in clean, covered containers approved by the Dept. of Public Health.
- Toothpicks or disposable utensils must be used to distribute the samples.
- Clean, disposable plastic gloves must be used when cutting any samples.
- Cutting surfaces must be smooth, non-absorbent and easily cleanable.
- Preparation of food products (except trimming) is prohibited.
- Producer must have control over samples at all times.
- There must be a waste container in a prominent place adjacent to the sampling area for public use.

Failure to abide by these sampling requirements may result in the loss of sampling privileges.

Prohibited Products

- Live birds or animals
- Unauthorized agricultural products
- Products purchased by the vendor from third parties but not approved by the Market Manager, such as (but not limited to) sodas, waters, coffee and tea, and manufactured goods.
- The Market Manger reserves the right to prohibit a vendor from selling any product not previously approved in the application process at any time.

Brand Names – Products processed and sold under a brand name other than the vendor’s are not allowed (see Processed Product section).

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

Product Signage and Prices

All products must have proper signage, which include the following:

- Price per unit, clearly marked.
 - o Collusion and deceptive pricing practices are strictly prohibited. Bargaining with the customer is not allowed.
- Product name and variety
- Growing method, if not grown in a field (e.g., hydroponics)
- Growing location
- Products must not be labeled “organic” unless they have been certified by a USDA-approved third party certifying agency. A copy of the current certificate stating that the product/s are organic must be submitted to and approved by the WPFM Manager.

All signage must be clearly visible and legible to the public. Misrepresentation of products will result in the appropriate disciplinary action of a fine, suspension, or expulsion from the market. All cooperative vendors must supply signage as designated under “Requirements for Cooperative Vendors” in this document.

All products should be of good quality and harvested in a reasonable amount of time prior to the market. Fresh produce must be sold only during its appropriate growing season. Vendors should keep their prices consistent throughout the open hours of the market. Severely marking down the price of large amounts of goods at the end of the day (“down selling”) is not permitted. Repeat instances of selling out-of-season produce and/or down selling may result in the termination of the vendor’s contract with the market. Vendors must sell items printed on the application. If something changes or new products are brought to the market, the Market Manager must be notified immediately.

Product Legitimacy

WPFM reserves the right to question the validity of any product sold at the market. WPFM also reserves the right to request proof of a product’s origin, and the right to inspect any vendor’s stated location of product production, at any reasonable time, with no prior notice. A vendor requested to submit proof of a product’s validity or site of production will be required to submit this proof when the request is made. Failure to provide the necessary information will be deemed a violation of the rules and will result in disciplinary action, up to and including dismissal from the market.

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.

Product Temperature - The vendor is responsible for monitoring and maintaining proper temperatures in accordance with Chicago/Cook County 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 0° or lower

Eggs: must be held at 40°

Dairy and Cheese: must be held at 40°

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.

Space Assignment

The market, its vendors, and its customers benefit from the consistent location of vendors at the market from week to week. Prior to the start of the season, the Market Manager will send out a market map notifying all accepted vendors of their space assignment and number of tables allotted, based on the mix of vendors and the number of table spaces requested on each vendor's application. Once the season has begun, the Market Manager will endeavor to assign vendors to the same spaces each week.

However, due to the dynamic nature of our market, no vendor can be guaranteed the same location. All space assignments are made at the discretion of the market manager and may change from market to market. Factors affecting space shuffling include late arrivals, changes in the number of vendors attending, weather conditions, other events held in Wicker Park, and changes to the market layout.

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.

Insurance Requirements

All applicants must have a Commercial General Liability Insurance Policy listing the Wicker Park Bucktown Chamber of Commerce as additionally insured. It must have a minimum coverage of \$1 million per occurrence and \$1 million aggregate and include:

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

Applicants should also have \$1 million in hired and non-owned automobile insurance. ***A copy of your insurance certificate must be on file with our office before your application can be considered complete.***

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.

Market Hours - The hours for operation of WPFM are 9am to 2pm on Sundays. This market operates rain or shine, but may be cancelled in the event of severe weather, as the discretion of the Market Manager. If severe weather does not permit the market to open, the Market Manager will contact all vendors by phone before 7am on the numbers provided on vendors' applications. If severe weather occurs after the start of the market, the Manager reserves the right to cancel, effective immediately, for the safety of vendors and consumers.

Cancellation Policy

- Cancellations due to holidays or holiday weekends are not permitted.
- Producers who do not show up to a market during their designated season may lose their space reservation and are subject to fines.
- If you are unable to attend a market due to unforeseen circumstances or emergency, you must notify the Market Manager (farmersmarket@wickerparkbucktown.com) within 24 hours of the market or you will be charged for your space. Potential inclement weather is not an unforeseen circumstance.

Attendance Policy - 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 the approval of the WPFM Manager. If weather conditions, traffic problems, or other factors 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. The Market Manager's cell phone number will be provided to vendors for this purpose.

- **Please note: Vendors will be charged for the entire season, regardless of attendance. No call, no shows will be still be charged the weekly fee.**
- Repeated failure to attend markets, show up on time, or stay for the duration of the market day will result in the review of eligibility to participate in the market program.

Arrival, Departure and Selling Time

- Vendors may begin setup no earlier than 7:30am and **must be set up by market start at 9 am**. Vendors who consistently arrive late to the market will lose eligibility to participate in the program.
- Vendors may leave only after the market has closed and a safe exit can be made.
- Vendors may not conduct sales until 15 minutes before the market opens—and only then if they are completely set up.
- Vendors must stop selling at 2 pm when the market closes. A 15-minute grace period will be supervised by the Market Manager.
- Vendors may not leave their space before the market closes without approval from the Market Manager.

Setup, Safety and Sanitation

Markets should be safe, tidy and aesthetically pleasing. Causing or maintaining an unsafe or unsanitary condition at the market will not be tolerated. Vendors must adhere to the following regulations:

- The WPFM is conducted in accordance with local, State and Federal laws. Producers are expected to be familiar with and comply with the safety guidelines. Producers shall immediately comply with the Market Manager's directions in all matters relating to safety.
- Stall areas, including back areas, shall be kept clean of excessive produce trimmings, garbage and

excessive piles of boxes.

- All boxes, crates or bags of produce and other food products must be kept at least 6" off the ground surface.
- Smoking is only allowed 15 feet outside the entrance of the market.
- Boxes, produce displays or signs may not extend into customer traffic aisles. Generally, all tables within a stall must run "border to border". Side access may be restricted if customers have access to the back area of adjacent stalls.

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

Standards of Conduct – For 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.
- Complaints about other producers or the Market Rules and Regulations must be made in writing to WPFM/WPBCC.
- 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.

Discipline or Removal of a Producer from the Market - Producers who do not comply with Market rules and regulations shall forfeit selling privileges at the market and may be subject to fines and penalties. WPFM will provide adequate written warning prior to taking any disciplinary action within the 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 WPFM for any of the following reasons:

- Failure to obey and conform to State, local government or WPFM Market rules and regulations.
- Product origin is the responsibility of the vendor. If WPFM 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, show up on time, or stay for the duration of the market day.
- Behavior that obstructs any other vendor's commerce or ability to transact business
- If WPFM receives a legitimate complaint pertaining to questionable quality, conduct or business practices about a vendor, the following actions will be taken: 1) A written warning will be given to the vendor, including the date, time and nature of complaint. 2) A second complaint will result in the vendor being subject to a two-week suspension of selling privileges. 3) 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 WPFM 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 WPFM regarding all of the above matters shall be considered final. However, a written appeal of any WPFM decision will be welcomed and considered.

RULES FOR SALE OF SPECIFIC PRODUCTS

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 WPFM.

Restrictions 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 on produce are prohibited. No commercially prepackaged, wrapped or labeled products are allowed.
- The sales of new crop items must be submitted and approved by WPFM. Substantial additions to existing and approved product lines are also subject to WPFM approval.
- Mixed operations (certified organic/conventional) must present products for sale in a manner approved by WPFM management.
- 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.

Requirements for 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.

- 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.

Requirements for Meat and Poultry 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 (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."

Requirements for 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, and the WPFM highly recommends reading this document before the season begins.

Every egg vendor is required to obtain an Illinois Egg License from the Illinois Department of Agriculture. (<http://www.agr.state.il.us/farmersmarket/egglicense.pdf>)

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.
- 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 them without sufficient propagation as defined by WPFM 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.

Requirements for 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.

Requirements for Cheese Vendors

- A vendor must participate on a regular basis in the physical production of the cheese, or in 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 WPFM with the contact information for the dairy(ies).
- Cheese must be held at 40° during transportation and at market.

Requirements for 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.

Requirements for 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-add product 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 WPFM/WPBCC before offering any processed item for sale.
- The products defined above may include but are not limited to the following:
 - o Fresh juices and beverages prepared from fresh fruits and vegetables.
 - o Flower arrangements and wreaths.
 - o Jams, preserves, vinegar, oils and flavored oils, etc.
 - o 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.
 - o Other products approved by WPFM and consistent with the intent of the Market Program (e.g. cotton, wool, etc.).

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 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. 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.
- WPFM 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.

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 WPFM.
- 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.

Requirements for Maple Syrup Producers

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

Requirements for Wool/Mohair Producers

100% of the product must come from the vendor's own flock.

Wicker Park Farmers Market Indoor Season Application 2024-25

DEADLINE: Monday, November 4th, 2024

Your application WILL NOT be processed until the following items are received:

ALL VENDORS:

- \$45 non-refundable application fee (Please make checks payable to the Wicker Park Bucktown Chamber of Commerce or pay online [HERE](#)).
- Vendors with outstanding balances from previous WPFM seasons will not be considered until payment has been made in full.
- Section I. Contact Information
- Section II. General Information
- Section III. Insurance & Licensing Information
- Section IV. Product list/Growing calendar
- Signed Transparency Oath
- Signed Letter of Agreement
- Proof of Commercial Liability Insurance
- Copy of Illinois Sales Tax License

IF YOU WERE ACCEPTED TO THE OUTDOOR WICKER PARK FARMERS MARKET IN 2024:

- A copy of your complete 2024 application to the Wicker Park Farmers Market (which includes all information listed below).

IF YOU DID NOT PARTICIPATE IN THE OUTDOOR WICKER PARK FARMERS MARKET IN 2024 COMPLETE:

Farmer (vegetables, fruits, foraged goods, flowers, plants, etc.)

- Section V. Farm/Orchard Site Location Information
- Farm Map (show farm boundaries, growing areas, crop location, storage sheds, packing and processing facility locations)
- Copy of latest property tax bill or lease documentation

Section VI. (A) Production Practices: Farmers

Producer (meat, poultry, eggs, dairy)

Section VI. (B) Production Practices: Producers

Processor (includes bakery goods, cheese & other dairy products, honey, jam and jellies, ciders, juice, maple syrup, granola; all meat and poultry items – frozen, cured, smoked, etc.; soaps, oils...)

Section VI. (C) Production Practices: Processors

- If necessary, email farmersmarket@wickerparkbucktown.com to coordinate drop-off of samples.

IF APPLICABLE:

- Organic certificate certifications
- Other certifications regarding production practices Copies of applicable licenses
- Health Department permit and/or



Wicker Park Farmers Market Application

2024-2025 Indoor Season

Application Instructions

You must submit a complete application and all supporting documents, attaching additional sheets of paper as necessary, by **November 4th 2024**. Please include a non-refundable application fee of \$45 made out to the Wicker Park Bucktown Chamber of Commerce or pay online [HERE](#).

Vendors who were approved for the 2023 outdoor season and submitted a complete application may submit to us a copy of that complete application in lieu of filling out sections V and VI of this application.

Space Requirements and Fees:

ALL VENDORS: By applying to this market, you are agreeing to be properly set up by 9:00 AM without arriving late and to attend each market registered for or you will be subject to removal of the market without reimbursement. Each vendor will receive space for 8' table. Vendors must bring their own table. Backstock space is limited to your booth set up ONLY.

- Farmer/Producer**— Full Season \$600, Single Day \$75/day
- Processor**— Full Season \$725, Single Day \$85/day
- Prepared Foods**— Full Season \$875, Single Day \$100/day

Please select Market Dates:

- Full Season Vending- all dates**
- DAY 1:** Sunday, December 1st, 2024
- DAY 2:** Sunday, December 8th, 2024
- DAY 3:** Sunday, December 15th, 2024
- DAY 4:** Sunday, December 22nd, 2024
- DAY 5:** Sunday, December 29th, 2024
- DAY 6:** Sunday, January 5th, 2025
- DAY 7:** Sunday, January 19th, 2025
- DAY 8:** Sunday, February 2nd, 2025
- DAY 9:** Sunday, February 16th, 2025
- DAY 10:** Sunday, March 2nd, 2025
- DAY 11:** Sunday, March 16th, 2025
- DAY 12:** Sunday, March 30th, 2025

Payments will not be reduced for markets missed by full-time vendors. It is your responsibility to cover your booth space. We strongly discourage missing a market and leaving your space empty.

I. Contact Information (Please Print Legibly)

Business Name: _____

Contact Person: _____

Business Address: _____

City, State, Zip: _____

Township: _____ County: _____

Business Telephone: _____ Cell Phone: _____

E-mail Address: _____

Website Address: _____ Social Media Handle: _____

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

If Other, please explain: _____

I am to be listed as the primary contact for a Cooperative Vendor: Yes No

I am applying as a: Vendor only Co-Op

What is the name of your Co-Op? _____

Do you intend to distribute a CSA at our market? Yes No

Please list all Chicago and non-Chicago Farmers Markets where you sell:

II. General Information

Are you Certified Organic? Yes No If yes, please list certifying agency and date of last inspection _____

Are you Food Alliance Certified "Sustainable"? Yes No

If yes, please list date of last Inspection. _____

Do you possess any other certificates regarding your production practices? Yes No

If yes, please list: _____

Do you grow and/or raise all products or ingredients that you plan to sell? Yes No

If no, please explain:

Cooperative Vendors Only

Please briefly list all members of the cooperative below. **Each member must submit their own application** completed in full, detailing the product(s) they will contribute, along with this application.

Farm/Business Name

City/State Location

_____	_____
_____	_____
_____	_____

III. Insurance & Licensing Information

All applicants must have a comprehensive general liability insurance policy listing the Wicker Park Bucktown Chamber of Commerce as additional insured. It must have a minimum coverage of \$1 million per occurrence and \$1 million aggregate and include:

- Broad form coverage
- Personal injury
- Products/completed operation
- Advertising injury coverage

Applicants should also have \$1 million in hired and non-owned automobile insurance.

Insurance Co.: _____

Policy#: _____ Exp. Date: _____

Coverage Limit: _____ Per Occurrence: _____

Aggregate: _____

Agent Name: _____

Agent Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Business Fax: _____

Illinois requires that sales tax be collected in the sale of food, therefore you must have an Illinois Sales Tax License before applying to this market. Please include the License # below and attach a copy of the license to this application.

Illinois Sales Tax License # _____

Please note: A copy of your insurance policy certificate AND a copy of your 2024/25 sales tax filing to the State of Illinois (annual or monthly statement) must be in our office before your application will be considered complete.

Stop! You may be eligible to submit a previously completed form for sections V and VI! If you were accepted to the Outdoor Wicker Park Farmers Market in 2024, you may submit a copy of the approved application in lieu of completion of sections V & VI.

V. 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, please include contact information for the owner and a copy of the rental lease 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): _____

VI. Production Practices

A. Farmers (vegetables and fruits, foraged goods, flowers and plants, etc.)

a. Integrated Pest Management (IPM) Practices

Do you use IPM practices? Yes No

Describe your IPM methods including detection strategies and materials used.

What IPM courses or training have you taken? Please note when and where.

What IPM certification do you have? Please note certifier and date.

Do you use an IPM scout or consultant? Please describe that relationship along with their name and contact information.

b. Weed Control

What weeds are your major problems? _____

Do you use any purchased products or inputs to control weeds? ____ Yes ____ No

Please list them all and be specific: _____

Describe your weed control practices:

c. Disease and Pest Control

What insects and diseases are your major problems? _____

Do you use any purchased products/inputs to control insects and disease? ____ Yes ____ No

Please list them all and be specific: _____

Describe your insect and disease control practices:

B. Producers (meat, poultry, eggs, dairy)

If you plan to sell cheese but do not produce the milk, please report in this section on the practices of the dairy you use and provide their contact information here:

a. Nutrition

Do you use and feed additives or injectables to supplement the animals' normal diet?

___Yes ___No

If yes, what do you use? _____

Describe your nutrition program/practices:

b. Health

Do you use any hormones or antibiotics to maintain the animals' health? ___Yes ___No

If yes, what do you use? _____

Describe your health maintenance practices and how you fight sickness/disease:

c. Surroundings

___Feed lot ___Pasture ___Combination

What type of confinement or range do the animals have to feed and move around? Explain:

d. Licensed Processing Location: Are these USDA licensed? _____

	Product	Processor's Name & Location	Licensed by	License #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

C. Processors (includes bakery goods, cheese and other dairy products, honey, jam and jellies, ciders, juice, maple syrup, granola; all meat, and poultry items--frozen, cured, smoked, etc; soaps, oils...)

- a. List all prepared food or other products you hope to sell at the market. Each must be accompanied by its own ingredients list and source sheet (see attached) - 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. If you have seasonal items, please include the dates the items will be offered. Products not approved for immediate sale will be wait-listed and you will be contacted if or when the product is approved. **A sample of all product labels must be submitted with this application.**

Products intended for sale at Indoor Wicker Park Farmers Market (be specific, please):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

b. List the major ingredients that you produce that go into your products:

If there are none, please explain:

c. Are you personally involved in the physical production of your product(s)? ___Yes ___No

Please describe how you make your products:

d. If you use a co-packer or co-producer, please explain what involvement you have in the development and production of your product.

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

g. Licensed Food Processing Location (where products are fabricated):

Product	Processor's Name & Location	Licensed by	License #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

h. What makes your product a good fit for the Wicker Park Farmers Market? *Please provide small samples of product to be submitted to the Wicker Park Bucktown Chamber of Commerce to better understand you and your product. If your samples are perishable, please contact us to coordinate a drop-off time so that we can ensure freshness when sampling.

C (I) Labeling of Processed Products

Every food pre-packaged in advance of retail sale must bear the following information in English on its label:

- The common and/or usual name of the product;
- The name, address and zip code of the manufacturer, processor, packer, preparer or distributor;
- The net contents of the package;
- A list of ingredients in the order of their predominance by weight with ingredients shown by their common or usual name; and
- A list of any artificial color, artificial flavor or preservative used.

Provide the following information for EACH packaged or processed product you intend to sell at the market. Please use additional sheets if necessary.

a) **Product Name:** _____

Packager: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

b) **Product Name:** _____

Packager: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

c) **Product Name:** _____

Packager: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

d) **Product Name:** _____

Packager: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

e) **Product Name:** _____

Packager: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

C (2) Packaged/Processed Items

a) Item name:

Ingredients grown by you:

_____ Ingredients NOT

grown by you: _____

Source of ingredients NOT grown by you:

b) Item name:

Ingredients grown by you:

_____ Ingredients NOT

grown by you: _____

Source of ingredients NOT grown by you:

c) Item name:

Ingredients grown by you:

_____ Ingredients NOT

grown by you: _____

Source of ingredients NOT grown by you:

d) Item name:

Ingredients grown by you:

_____ Ingredients NOT

grown by you: _____

Source of ingredients NOT grown by you:

e) Item name:

Ingredients grown by you:

_____ Ingredients NOT

grown by you: _____

Source of ingredients NOT grown by you:

f) Item name:

Ingredients grown by you:

_____ Ingredients NOT

grown by you: _____

Source of ingredients NOT grown by you:

g) Item name:

Ingredients grown by you:

_____ Ingredients NOT

grown by you: _____

Source of ingredients NOT grown by you:

Note: If you are selling your product as organic either through labeling or implying it is organic through your company name or advertising, the raw ingredients and their final percentage in the finished product must be organically certified and meet USDA organic labeling standards. Additionally, the facility where your product is produced or processed must be licensed for organic processing. Please attach all necessary documentation to support this with the application.

C (3) Processing Facility Inspection

All processed foods must be prepared in a kitchen that has been inspected and approved by the appropriate governmental agency. If you plan to sell this type of product, please provide the following information:

Location of kitchen: _____

Inspection agency: _____

Phone: _____

Inspecting agent: _____

Inspection date: _____ Exp. date: _____

Are you a Cottage Food Operation? Yes _____ No _____

If so, please contact the Farmers Market Manager (farmersmarket@wickerparkbucktown.com) for additional documentation requirements.

Transparency Oath

In an effort to be honest with my customers and fully transparent to the market management, I promise to sell only those products which I produce myself or which my cooperative produces.

I also agree to be honest about my production practices with both market management and my customers.

I understand that breaking this oath will result in removal from the Indoor 2024-2025 market.

Name of Business:

Signature:

Print Name:

Letter of Agreement

I have read the Wicker Park Farmers Market Guidelines. I agree to abide by and operate by the Markets' Guidelines, cooperate with the Market management, and pay the required fees. I agree to sell at the Wicker Park Farmers Market only those items I have listed on the attached Product List.

I understand that the management reserves the right to restrict the type of product(s) I am allowed to sell at the market. I agree that any new, additional products must be pre-approved by the Wicker Park Farmers Market prior to sale. I acknowledge those products must be of my own production or be produced at the location described on my application. I acknowledge that I am not a subcontractor or employee of the Wicker Park Bucktown Chamber of Commerce (WPBCC) and take full responsibility for all my activities in the market (and for those assisting me) throughout the term of this season's market (December 2024- March 2025).

I acknowledge the authority of the Market Manager and the WPBCC to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations subject to appeal under the procedures set forth in the Market rules. I agree to allow the Market Manager and/or representatives of the Market to inspect the premises where the products offered for sale are produced at any time. Failure to allow an inspection will constitute a violation of Market rules. I understand that the Wicker Park Farmers' Market does not carry any insurance policies to cover individual participants and that I am required to carry such insurance. I will comply with all local, federal, state and municipal laws and ordinances in the operation of my booth during the Wicker Park Farmers Market and shall insure my merchandise against loss by theft or damage.

Reimbursement to the Wicker Park Bucktown Chamber of Commerce: Applicant hereby agrees to reimburse the WPBCC for any expense of providing labor, equipment, and facilities, cleaning up or restoring, and repairing the premises occasioned by any use or activity carried on by application or those authorized under applicant's permit.

Indemnification and Hold-harmless Agreement: The undersigned, for himself and, if different, for the person or organization on behalf of whom this application is submitted, hereby releases WPBCC, its officers, directors and members from any and all claims for, and agrees that WPBCC, its officers, directors and members shall have no responsibility for, personal injury sustained by the Applicant, its agents or employees, or damage to, or loss or destruction of, the Applicant's property. The Applicant further agrees to indemnify and hold WPBCC, its officers, directors and members harmless, from and against any and all claims for personal injury, damage to property or theft occurring in or about the Wicker Park Farmers Market area, whether to the Applicant, its agents or employees or any third party, caused in part or in whole by the participation of the Applicant in Wicker Park Farmers Market, and from any liability and/or for any contractual or quasi-contractual obligations to third parties in connection with the activity, event use or occurrence.

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

Name of Business: _____

Signature: _____ Date: _____

Name of signature (PLEASE PRINT): _____

Title: _____