



connect with your food

NEW VENDOR INDOOR APPLICATION FORM 2023-2024 Outdoor Season: November 4th – April 13th

I. CONTACT INFORMATION

Farm/Business Name: _____

Contact Person: _____

Business Address: _____

City, State Zip: _____

County: _____

Business Phone: _____ Home/Cell Phone: _____

E-mail Address: _____

Facebook: _____ Instagram: @_____

Other Social Media: _____

You are a(n): Individual Family LLC Partnership Corporation

Other Farmers Markets where you sell:

Please note that Illinois requires that sales tax be collected on the sale of food. Therefore, **you must register with the Illinois Department of Revenue if you conduct business in Illinois, or with Illinois customers. You must be registered with the Illinois Department of Revenue and have an Illinois Business Tax Number before applying to this market and must include the IBT # below and attach a copy of the certificate of registration to this application.** Vendors must show proof of sales tax payment with this application.

Illinois Business Tax Number (IBT) # _____ (attach copy of Illinois Department of Revenue certificate of registration).

Please attach a copy of 2022 sales tax paid to the State of Illinois (annual or monthly statement)

II. VENDOR TYPE

Check each category in which you plan to bring product to market:

- | | |
|--|---|
| <input type="checkbox"/> Fruits | <input type="checkbox"/> Eggs, Dairy |
| <input type="checkbox"/> Vegetables | <input type="checkbox"/> Baked Goods |
| <input type="checkbox"/> Flowers | <input type="checkbox"/> Value Added Items |
| <input type="checkbox"/> Meat, Fish, Poultry | <input type="checkbox"/> Other, specify _____ |

III. GENERAL INFORMATION

1. Are you Certified Organic? Yes No
If yes, list certifying agency _____

2. Are you Food Alliance Certified "Sustainable"? Yes No
If yes, list date of last inspection. _____

3. Do you possess any other certifications regarding your production practices?
If yes, please list _____

4. Do you grow and/or raise all products or ingredients that you plan to sell at the 61st Street Farmers Market?
 Yes No

If **no**, list all products or ingredients that you do not grow and/or raise yourself:

5. Do the products or ingredients that you do not grow and/or raise yourself exceed 10% of the products or ingredients that you plan to sell?
 Yes No

If you check yes, we will follow up with you about those products and if they are approved.

IV. FARM / ORCHARD SITE LOCATION INFORMATION

Please list all sites including a map for each. If items are wild gathered, identify the location(s) and attach permission from 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 the 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): _____

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): _____

Landlord: _____ Phone: _____

Meat/egg producers - skip to page 6
Processors - skip to page 7

V. PRODUCTION PRACTICES

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

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 date(s) and location.

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.

If you do not use IPM practices, please describe your pest management practices and list any purchased products or inputs to control insects:

Please describe your **disease control** practices.

Then, list any purchased products or inputs to control disease:

Please describe your **weed control** practices,
Then, list any purchased products or inputs to control weeds.

Please describe how you maintain **soil fertility**:

2. Producers (meat, fish, poultry, eggs, dairy)

If you plan to sell cheese but do not produce the milk, please report on the practices of the dairy producer(s) you use and provide their contact information below:

Nutrition

Please describe what you feed your animals:

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

Yes No.

If yes, what do you use?

Health

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

Yes No

If yes, what do you use?

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

Surroundings

Feed lot Pasture Combination

Please describe the type of confinement or range the animals have to feed and move around: _____

Licensed Processing Locations for each product type:

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

Are these USDA licensed? ____ YES / NO ____

Are these FDA licensed? ____ YES / NO ____

Are these State Health Department licensed? ____ YES / NO ____

Egg Vendors

In accordance with the Illinois Egg and Egg Products Act, anyone who grades, packs, sells, or barter eggs must be licensed with the Illinois Department of Agriculture.

If you plan to sell eggs at the 61st Street Farmers Market, please attach a copy of your Illinois Egg License with this application.

3. Processors (includes bakery goods, cheese and other dairy products, honey, jam and jellies, ciders, juice, maple syrup, candy, granola; all meat, fish and poultry items—frozen, cured, smoked, etc.; non-food items – soaps, etc.).

a. List all prepared food or other products you plan to sell at the market (be specific). Each must be accompanied by its own Ingredients List and Source Sheet (see attached) – make additional copies if necessary. Please note what percentage of each ingredient is in the final product and **highlight any local and Midwest-grown ingredients used in your products**. If you have seasonal items, please include the dates the items will be offered. A sample of all product labels must be submitted with application.

1. _____
2. _____
3. _____

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

f. If you are applying to prepare and/or serve food at the market (i.e. crepes, burgers, sandwiches, smoothies, etc.), **you must attach a completed Food Sanitation Certificate along with your application.**

g. Licensed Food Processing Locations (Where products are made):

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

h. The State of Illinois prohibits the sale of fresh meat and poultry. These products must be frozen. **If you intend to sell meat and/or poultry, they must be kept at a temperature below 0 degrees Fahrenheit.** The vendor is responsible for monitoring and maintaining proper temperatures in accordance with health codes. Vendors who sell products that must be kept refrigerated or frozen must have an accurate thermometer on-site. In addition to frozen meat and poultry; eggs, dairy, and cheese must be held at 40 degrees Fahrenheit.

Initial here if you will sell these products and understand these regulations:

i. How do you keep potentially hazardous foods at required Health Department temperatures during transportation and at market?

j. 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 certified organic and meet USDA organic labeling standards. Additionally, the facility where you produce or process

STALL SIZE AND FEES

Please indicate the stall size you would like for the 2023-24 indoor market season.

_____ Single \$200 for the entire season (6' x 6')

_____ Double \$300 for the entire season (6' x 12')

_____ Half \$150 for the entire season (3' x 4')

Fees must be paid by the end of the first market day – November 4th, 2023.

Any vendor not paying their stall fee in full by November 4th, 2023 will be subject to removal from the market. Application and vendor fees are used to support marketing and operational expenses.

Please indicate if you need access to electricity. Vendors will be responsible for plugging in and providing their own electrical cords. Access is limited and determined by need and context of each situation.

_____ Yes

_____ No

Please indicate any other special needs you may have for selling at the Market.

INSURANCE INFORMATION

All 61st Street Farmers Market vendors must carry commercial liability insurance (\$1 million) and name the **Experimental Station** as an additional insured for protection against damages in the event an injury occurs at the Market or an injury is caused by the product(s) you sell at the Market.

Insurance Company: _____

Policy # _____

Exp. Date: _____

Coverage Limits: _____

Per Occurrence: _____

Aggregate: _____

Agent Name: _____

Agent Business Address: _____

City: _____ State _____ ZIP Code: _____

Business Phone: _____ Business Fax: _____

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

Farmers and vendors that meet the 61st Street Farmers Market criteria for acceptance but for certain reasons (lack of space, current vendor mix, etc.) are not invited to participate in the 2023/24 market season will be placed on a waiting list. Those farmers and vendors placed on the waiting list will be contacted if or when space becomes available.

Application Deadline: October 26th, 2023

Completed Applications, all Supporting Documents, and \$75 non-refundable Application Fee are due by October 26th, 2023. You will be assessed a \$50 late fee if the application, all supporting documents, and \$75 non refundable application fee are not received by October 26th.

WE CANNOT PROCESS YOUR APPLICATION UNTIL ALL OF THE FOLLOWING ITEMS ARE RECEIVED!

Application Checklist:

- _____ Completed application
- _____ \$75 Non-refundable application fee paid to 'Experimental Station'
- _____ Copy of Illinois Department of Revenue certificate of registration
- _____ Copy of latest 2022 Illinois Sales Tax filing
- _____ Signed Affidavit
- _____ Commercial Insurance policy certificate
- _____ Link/EBT Vendor Agreement
- _____ Market Currency Agreement

If Applicable:

- _____ Documentation of Organic Certification
- _____ Copies of other certifications regarding production practices
- _____ 2023 Growing Calendar (copy attached)
- _____ Ingredients List and Source Sheet(s) (copy attached)
- _____ Health Department Permits and/or Certifications
- _____ Copy of required licenses to sell prepared and processed food products
- _____ Copies of applicable licenses

AFFIDAVIT

I have read the Mission Statement and [Guidelines](#) for the 61st Street Farmers Market and, if accepted into this market, I hereby agree to abide by all of its rules and regulations as described in its Guidelines. Further, I agree to sell at the 61st Street Farmers Market only such items as those listed within this application. I also acknowledge those products must be of my own production or produced at the location described in my application. I acknowledge full responsibility for all my activities at the market (and for those assisting and employed by me) throughout the term of this season's indoor market (November 4th, 2023 – April 13, 2024) and hereby agree to indemnify the Experimental Station and its officers, agents, employees and assigns, and to hold them harmless, from any liability arising from my activities at the 61st Street Farmers Market. I acknowledge the authority of the Experimental Station Market Manager to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and impose any penalties, including possible suspension or removal from the Market. I agree to allow the Market Manager and/or representatives of the Market at any time to inspect the premises where the products offered for sale are produced. Failure to allow an inspection will constitute a violation of Market rules. I understand that the 61st Street Farmers Market does not carry any insurance policies to cover individual participants and that I am required to carry such insurance. I certify that the information contained in this application is true and accurate.

Name of Business: _____

Signature: _____ Date: _____

Name of Signature (please print) _____

Title: _____

If you have questions or would like additional information about the market, please contact **Emily Cross** at emily@experimentalstation.org or at the following numbers:

Office: 773.241.6044 (tel/fax)

Please send completed application, supporting documents, and check (made payable to 'Experimental Station') to:

Experimental Station
Attn: Emily Cross
6100 S. Blackstone Avenue
Chicago, IL 60637

You may also email your application to market@experimentalstation.org and pay your fees online at <https://www.experimentalstation.org/vendor-application>

61st STREET FARMERS MARKET LINK / EBT VENDOR AGREEMENT

The 61st Street Farmers Market will accept LINK Cards to purchase food items at the Market. In the state of Illinois, food stamps benefits are on a debit-type card called the LINK card.

To use the LINK Card, the customer swipes their card at the Market Information Booth in exchange for LINK currency, which they can then spend on LINK-eligible items.

Vendor agreement regarding Food Stamps at the 61st Street Farmers Market

The vendor understands and agrees to the following terms:

Under no circumstances can the LINK card or Food Stamps be exchanged for cash or used to pay a credit account. If this policy is ever violated, the vendor will immediately be discharged from the Market never to return.

Local and state taxes cannot be collected on purchases made with food stamp benefits.

The items that can be purchased with a LINK Card at the 61st Street Farmers Market are **FOOD** items for the LINK shopper or their household to eat, such as:

- Fruits and vegetables
- Meats, fish and poultry
- Dairy products
- Breads and cereals
- Seeds and plants which produce food for the LINK shopper and their household to eat

The LINK card/food stamps **MAY NOT BE USED TO PURCHASE ITEMS** such as:

- Beer, wine, liquor, cigarettes or tobacco
- Pet food
- Soaps
- Paper products and household supplies
- Vitamins and medicines
- Hot foods at point of sale
- Prepared food that is intended to be eaten at the market (cold wraps, prepared salads, sandwiches not packaged to be brought home, or given with cutlery)

The LINK card/food stamps may never be used to purchase beer, wine, liquor and cigarettes.

As a vendor at the 61st Street Farmers Market I agree to comply with the stated rules and regulations.

Vendor Name _____

Authorized Signature _____ Date _____

Market Currency Agreement

As a vendor at the 61st Street Farmers Market, I agree to comply with the stated rules and regulations governing the use of the following market currency:

Currency	What it can be used for	Change Given?	Denominations	How Customers Get it
Neon Orange, Yellow, or Pink Market Money	Anything sold at the market	NO	\$1	Market raffle, chef demos, presentations at local schools, group tours of the market
Squash/Green Credit/Debit	Anything sold at the market	YES	\$1, \$5	Using credit/debit card at info booth
Grape & Chard/Purple LINK Dollars	Only LINK-eligible items- NOT hot, prepared food or flowers	NO	\$1, \$5	Using LINK card at info booth
Red LINK MATCH (formerly DVCP)	Only FRESH Fruits & Vegetables	NO	\$1	Matches Link purchases up to \$25 per transaction
Food Rx/Fruit and veggie prescription	Only FRESH fruits and vegetables	NO	\$1/\$9	University of Chicago Medicine/South Side Diabetes/prescription from health clinics
Senior/WIC Checks	Only FRESH fruits and vegetables	NO	\$3	Farmers Market Nutrition Program run by state of IL, must be below 185% of federal poverty level

Vendor Name _____

Authorized Signature _____

Date _____

