

# Morton Grove Farmers' Market

## 2017 Vendor Rules of Operation, Application and Contract



**Thank you for your interest in participating in the Morton Grove Farmers' Market in 2017.** The Morton Grove Farmers' Market (MGFM) is run by a committee of volunteers, chaired by a team of Market Managers. Visit us online at [MGFarmersMarket.com](http://MGFarmersMarket.com) or [facebook.com/MGFarmersMarket](https://facebook.com/MGFarmersMarket). Follow @mgfarmersmarket on Instagram and Twitter too!

We are proud to be a family-friendly market with live music each week, special events throughout the season, and local community groups participating regularly. All of these features draw in hundreds of people from Morton Grove and the surrounding the community. We have a number of festivals planned throughout the regular season, which will be announced in the spring after all applications are finalized. We also are proud to have a solid base of sponsorship from many organizations and businesses around the area. The Morton Grove Farmers' Market is viewed by many in our community as one of the best aspects of our Village. Join us!

### Market Location:

**6210 Dempster St**

Morton Grove, IL 60053

Market Time: 8 am – 12 pm

**2017 Dates** Saturday mornings

**Mother's Day Market:** May 13

**Regular Season:** June 3 – October 14

*No Market Saturday, July 1*

Our site is once again provided by the **Morton Grove Park District** and the **Village of Morton Grove**. This is a very prominent spot surrounded by playgrounds, baseball fields, a swimming pool, a historical museum and the American Legion Civic Center (home of our indoor Winter Markets). All park district and village rules and regulations apply to the use of this facility. **Please contact our Vendor Coordinator Peggy at [peggy@mgfarmersmarket.com](mailto:peggy@mgfarmersmarket.com) or the Market Manager Team at (847) 750-MGFM (6436) with any questions.**

We are once again streamlining the application process. There will be one vendor application for the outdoor Mother's Day and Regular Season Markets. There will still be separate applications for our indoor Winter Markets.

**Please mail completed application packets (pages 4-9), all supporting documents and payments to our NEW MAILING ADDRESS:**

**Morton Grove Farmers' Market**

**6101 Capulina Ave.**

**Morton Grove, IL 60053**

Please make all checks payable to: **Morton Grove Farmers' Market.**

For the 2017 Spring Market and 2017 Regular Season, please send in your completed applications by **Saturday, April 1, 2017.** ***NEW THIS YEAR - Early Application Discount for full season vendors! Save \$25 if you submit this application AND payment by Saturday, March 4, 2017.*** If you have any questions, please feel free to contact us.

Thanks, and we hope to see you soon!

Sincerely,

### **The Morton Grove Farmers' Market Manager Team:**

**Peggy Leib**, Vendor Coordinator

**Rich Block**, EBT Program Director

**Lorri Fishman**, Volunteer Coordinator

**Brad Moldofsky**, Entertainment Director, Community Groups/Sponsor Coordinator

**Elaine Monterola**, PR Director

**Susan Werth**, Treasurer

# Morton Grove Farmers' Market

## 2017 Vendor Rules of Operation



**Application Deadline:** Complete application packets from all vendors must be postmarked by **Saturday, April 1, 2017**. **NEW THIS YEAR - Early Application Discount for full season vendors! Save \$25 if you submit this application AND payment by Saturday, March 4, 2017.** Applications will be considered in the order in which they are received and according to space availability, quality of product, and the general good of the Market.

**Products:** MGFM is committed to making this Market productive and successful for the vendor. Every effort will be made to promote the Markets and to attract both new and repeat customers. We welcome **foods, food-related products, farm-produced products** (soaps, honeys, etc.) and **other value-added items** (gifts and decorations, etc.). We expect the quality of the products being sold to be high and to the greatest degree possible grown or made by the vendors themselves from locally-owned operations.

Fruits, vegetables and flowers need to be grown within the approximate range of 150 miles of Morton Grove. Please cooperate with our desire to offer only local produce to our customers. We are dependent on you to help us build a local food economy by bringing only in-season produce and flowers. We hope you join us in educating our customers about seasonality and the varieties of produce and flowers available in our Midwest region within a given season.

**Market Committee members will be making visits to new vendors during the first year and all returning vendors as needed. We reserve the right to inspect any farm or producer when questions arise concerning the producer's items.**

*With the acceptance of this application we consider you as a partner in fostering the success of both the Morton Grove Farmers' Market and your own commercial venture.*

### Vendors' Responsibilities and Obligations

**All vendors are required to follow directives from the Market Manager and the Village of Morton Grove public officials (fire, police, safety, health) at all times.**

**Inclement Weather:** The Market will be held rain or shine. The Mother's Day Spring and Regular Season Markets are in an open area with no shelter provided. Vendors are responsible for their own booths, including tents, tent weights, tables, chairs, signage, and other items. We recommend 25 pound weights per tent leg. ***For the safety of our customers, volunteers, and vendors, if a tent is found to have insufficient weights, the Manager On Duty has the right to demand the tent be taken down.***

**Set up and Clean up:** Vendors may unload their vehicles at their booths any time between 6:00-7:30 am. By 7:30 am, all vehicles must be moved from the market area, if applicable. All tents must be set up by 8:00 am. Clean up may not begin until 12:00 pm and must be completed by 12:30 pm. Vendors are responsible for removing their own refuse from the Market site. To allow for patrons to have easy accessibility to the Market, vendors should park on the western edge of the parking lot after unloading.

**Display:** Vendors must display their products as effectively and as attractively as possible. Clearly this benefits the vendor as much as the Market in general. Vendor names, address, product prices and Illinois Sales Tax Number must be clearly displayed throughout the Market day.

**Smoking:** No smoking or other use of tobacco is permitted in at the Market. Smoking may only take place at least 15 feet away, upwind from the Market area.

**Tax ID:** Vendors must be registered with the State of Illinois and have a **valid IL Tax ID Number**. Applications will not be considered complete until the Market committee receives this number. If your license has not yet been received, please attach a copy of your application. You may contact the IL Dept of Revenue: 1.800.356.6302 or [www.revenue.state.il.us/businesses/register.htm](http://www.revenue.state.il.us/businesses/register.htm).

**Liability Insurance:** Vendors must provide a certificate of insurance evidencing that the vendor has **public liability insurance** covering market activities in the amount of at least **\$1,000,000** for the period of the 2017 Markets. **The certificate must list the**

**Village of Morton Grove and the Morton Grove Park District as additionally insured.** Proof of this policy must be sent in with the vendor application in order for the application to be considered complete. If the current policy expires during Market season, the vendor must submit a new certificate evidencing renewal of liability insurance.

**Automobile Insurance:** The vendor must also provide proof of **automobile insurance with liability coverage of at least \$800,000** for all vehicles expected to be at the Market. Proof of these policies must be sent in with the vendor application in order for the application to be considered complete. If the policies expire prior to the end of the Market season, the vendor must submit a new certificate evidencing renewal of liability insurance.

**Giveaway Donation:** Vendors are encouraged to donate an item to our free weekly drawing giveaway. Customers are invited to enter our free drawing at every market for a chance to win all the vendor donations as well as a Morton Grove Farmers' Market reusable bag. Feel free to include business cards, coupons, or other marketing materials with your donation.

**PR:** If you would like to promote your products, specials, etc. through MGF, please e-mail your product descriptions, photos, logos, etc. to [elaine@mgfarmersmarket.com](mailto:elaine@mgfarmersmarket.com) by the Tuesday before your market appearance. Information will be included in our newsletter and other public relations efforts as space allows.

### **Booths and Fees**

A single booth size is 15' wide x 12' deep for produce farmers, 10' wide x 12' deep for all other vendors. Vendors may rent 1 booth, 1½ booths, or 2 booths. The Market Manager will try, depending on circumstances, to keep vendors who sign up for the entire Market season in the same location for the duration of the Market, but such location is not guaranteed. Vendors who fail to attend as scheduled run the risk of forfeiting their booth spaces and fees at managers' discretion. Those vendors who will be attending intermittently may have varying sites at the Market.

#### **Full Season Booth Fees:**

1 booth:	\$250 Non-refundable fee for entire season (17 dates or more)
1 ½ booths:	\$350 Non-refundable fee for entire season (17 dates or more)
2 booths:	\$450 Non-refundable fee for entire season (17 dates or more)

***NEW THIS YEAR - Early Application Discount for full season vendors! Save \$25 if you submit this application AND payment by Saturday, March 4, 2017.***

**Single Saturday Booth Fees:** \$30 Non-refundable fee per day per booth for those vendors interested in intermittent attendance (acceptance of intermittent vendors is at the sole discretion of the vendor coordinator). Vendors who wish to participate in 1-16 dates at the 2017 Market must pay the \$30/day rate.

**Electricity:** If you require electricity, please let us know what item(s) you plan to plug in and the number of amps required. We will do our best to accommodate your needs. You will be billed **\$30 per season**, regardless of number of dates at the Market. Vendors should be prepared with their own extension cords.

**Payment:** Please include payment for booth fee (either entire season or intermittent dates) with vendor application. All checks will be held until final decisions are made by the Vendor Committee. If accepted, vendor fee checks will be deposited and the vendor will be notified via e-mail or phone. If application is not accepted, original checks will be returned. **Applications without full payment will not be considered.**

The majority of our vendor fees and sponsor donations are used to cover our operating costs and publicize the Market. We plan to once again accept the EBT program /LINK card /"food stamps" and offer double value coupons for eligible purchases.

## **Morton Grove Farmers' Market 2017 Vendor Application**



### **Contact Information**

Business / Farm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email(s): \_\_\_\_\_

Website Address: \_\_\_\_\_ Is your business on Facebook? Yes No

Name of person(s) coming to the market, if different from above: \_\_\_\_\_

Cell phone number of person(s) coming to the market, if different from above: \_\_\_\_\_

Other phone numbers in case of emergency: \_\_\_\_\_

### **All Vendors:**

Please tell us the history of your business / store / farm / land. We would love to know the inspiration for starting this venture, how long it has been in your family, what has been farmed on the land in past years, any awards you have won, etc. Attach additional sheets if necessary. You may enclose public relations materials or e-mail logos, photos, and other information to [connect@mgfarmersmarket.com](mailto:connect@mgfarmersmarket.com). We plan to use this in our publicity materials.

**All Vendors:**

Please list all products that you plan to sell at the Market. Attach additional sheets if necessary.

Processors and Growers, please note that there is a separate section for prepared food products and fresh produce.


**Processors Only:**

Please list all products and prepared foods that you plan to sell at the Market. **Please submit an ingredient label for each of your prepared food products** and list the major ingredients you use in the production of these items. Attach additional sheets if necessary.

Products/Prepared Foods	Major Ingredients

**Processing Facility Inspection:** All processed foods must be prepared in a kitchen that has been inspected and approved by the appropriate governmental agency. For information about Morton Grove’s health codes, contact the Health Department Sanitarian at 847-663-3048. If you plan to sell this type of product, please provide the following information:

Location of Kitchen: \_\_\_\_\_

Inspection Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Inspecting Agent: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Growers Only:**

• **Description of Land, Land Use and Land History:**

Land acreage: \_\_\_\_\_

Greenhouses (# and total square footage): \_\_\_\_\_

Tunnels (# and total square footage) : \_\_\_\_\_

Previous Land Use: \_\_\_\_\_

Land History: \_\_\_\_\_

• **Production Practices:**

Are you certified organic?    Yes    No

If yes, please list certifying agency, date of last inspection, and provide copy of organic certification with this application. \_\_\_\_\_

Do you use organic practices?            Yes    No

Do you use Integrated Pest Management practices?    Yes    No

Please describe the forms of Weed Control you practice: \_\_\_\_\_

Please describe the forms of Disease and Pest Control you practice: \_\_\_\_\_

• **Meats, Dairy:**

Do you use steroids, hormones or antibiotics to maintain the animals' health?    Yes                            No

If yes, what do you use? \_\_\_\_\_

Surroundings:    \_\_ Feedlot    \_\_ Pasture    \_\_ Combination

Are you Zabiha Halal or Kosher certified?    Yes    No

If yes, please explain: \_\_\_\_\_

### Growers Only:

**Please list all produce or other items you plan to sell at the Morton Grove Farmers' Market:**

Attach additional sheets if necessary.

Item, # of Varieties	Approximate Dates Avail.	Acreages/Quantity	Sustainable Practices? List

### Growers Only:

We support the collaboration with neighboring farmers to bring products to market that you do not or cannot produce yourself. This is permitted, but the other farmer/producers must be identified below and be willing to be contacted and allow inspection of their farm by a market committee members, if requested.

Please identify below any collaborative farms and products you plan to bring from these farms.

Product(s)	Farm Name	Contact person, Phone number Email Address, Complete address

## All Vendors:

- Vendor Fees:**

**Booth Fee:** Full Season (17-20 dates):      Single \$250      1 ½ \$350      Double \$450      \_\_\_\_\_

**Number of Dates Requested:** (1-16 dates) \_\_\_\_\_ x \$30/date = \_\_\_\_\_

**Electricity Fee:**                      Not Needed                      Needed                      \$30/season                      \_\_\_\_\_

Please detail item and approx # of amps required: \_\_\_\_\_

*Early Application Discount for full season vendors!*

*Save \$25 if you submit this application AND payment by Saturday, March 4, 2017.* \_\_\_\_\_

**Total Vendor Fees Enclosed with this application:** \_\_\_\_\_

- 2017 Market Dates**

Please circle each date that you will be attending:

**All 20 Dates                      Other (circle dates below)**

<u>Mother's Day Market</u>	May	<b>5/13</b>			
<u>Regular Season</u>					
June	<b>6/3</b>	<b>6/10</b>	<b>6/17</b>	<b>6/24</b>	
<i>Fourth of July Weekend: We will NOT be open Saturday, 7/1</i>					
July	<b>7/8</b>	<b>7/15</b>	<b>7/22</b>	<b>7/29</b>	
August	<b>8/5</b>	<b>8/12</b>	<b>8/19</b>	<b>8/26</b>	
September	<b>9/2</b>	<b>9/9</b>	<b>9/16</b>	<b>9/23</b>	<b>9/30</b>
October	<b>10/7</b>	<b>10/14</b>			

Full Season Vendors must attend at least 17 of the 20 dates during the regular season in order to take advantage of full season pricing/discount. When market attendance drops to 16 dates or below, the \$30/market rate will apply. Rescheduling dates after initial application submitted will be at the discretion of the Vendor Coordinator.

- Required Documents and Information:**

- Illinois Sales Tax Number:** \_\_\_\_\_
- Liability Insurance:** Vendors must provide a certificate of insurance evidencing that the vendor has **public liability insurance** covering market activities in the amount of at least **\$1,000,000** for the period of the 2017 Markets. **The certificate must list the Village of Morton Grove, the Morton Grove Park District, and the Morton Grove Chamber of Commerce and Industry as additionally insured.** Proof of this policy must be sent in with the vendor application in order for the application to be considered complete. If the current policy expires during Market season, the vendor must submit a new certificate evidencing renewal of liability insurance.
- Automobile Insurance:** The vendor must also provide proof of **automobile insurance with liability coverage of at least \$800,000** for all vehicles expected to be at the Market. Proof of these policies must be sent in with the vendor application in order for the application to be considered complete. If the policies expire prior to the end of the Market season, the vendor must submit a new certificate evidencing renewal of liability insurance.  

***A copy of your certificates of insurance must be included with this application.***  
**Insurance should cover all dates you plan to be in attendance.**
- USDA Inspection Approval
- Documentation to substantiate your Sustainability Claims (organic certification, etc.)



# Morton Grove Farmers' Market

## 2017 Vendor Contract & Affidavit



I, \_\_\_\_\_, am the authorized representative on behalf of

\_\_\_\_\_ (Vendor) and have authority to execute this application/contract on its behalf. If accepted as a Vendor, I and all persons associated with the Vendor hereby agree to abide by the Morton Grove Farmers' Market rules and regulations (on all pages of this contract and application and those conveyed at/during the Market), and agree to be fully responsible for all my and \_\_\_\_\_ actions and omissions relating to the Farmers' Market. The vendor agrees to sell or offer for sale only items that are listed within the application and are allowed to be sold pursuant to the rules set forth in this application. The vendor additionally agrees to hold the Morton Grove Farmers' Market Committee and Managers, the Village of Morton Grove, and The Morton Grove Park District and all its officers and directors, harmless, and to indemnify them for any and all claims arising under this contract, and or resulting or arising from my/its participation in the Morton Grove Farmers' Market. I and the Vendor agree to all terms and conditions set forth in this application and contract.

Signature of Applicant (s): \_\_\_\_\_ Date \_\_\_\_\_

Title/Affiliation with Vendor \_\_\_\_\_

Please make your check payable to **Morton Grove Farmers' Market**.

Send all application materials to **our NEW MAILING ADDRESS:**

**Morton Grove Farmers' Market**

**6101 Capulina Ave.**

**Morton Grove, IL 60053**

Application packets must be postmarked by **Saturday, April 1, 2017**.

**Please keep a copy of this application for your records.**

Office Use Only

Vendor Name: \_\_\_\_\_

Date Vendor Application Rec'd \_\_\_\_\_ Date Vendor Fees Rec'd \_\_\_\_\_

Acknowledgement Sent \_\_\_\_\_

Liability Ins Docs Rec'd \_\_\_\_\_ Auto Ins Docs Rec'd \_\_\_\_\_

Illinois Sales Tax # \_\_\_\_\_ Electricity Needed \_\_\_\_\_

Supporting Docs Rec'd \_\_\_\_\_

Number of booths needed \_\_\_\_\_ Space(s) Assigned \_\_\_\_\_

Approved / Declined / Wait Listed \_\_\_\_\_ Notification Sent \_\_\_\_\_