



2012 Bake Sale Application



Note: Bake Sale participants must provide their own tent and table. Those unable to do so can contact the Market Manager at 708.358.5780.

GENERAL INFORMATION

Name of Organization _____

Street Address _____ City _____ State _____ ZIP _____

Phone Number _____ Alternate Phone Number _____ E-mail Address _____

Name of Person Permit is to be Mailed to _____

Street Address _____ City _____ State _____ ZIP _____

Phone Number _____ Alternate Phone Number _____ E-mail Address _____

CERTIFICATION

I agree to abide by the rules of the Oak Park Farmers Market and the decisions of its managers and declare that my products are fit for human consumption and use, and that all participants have reviewed and will abide by the proper sanitary procedures for food preparation. Further, I accept full responsibility for all activities conducted by our participants and I agree to hold the Village of Oak Park harmless and to indemnify the Village for any and all claims arising from these activities. In addition, I certify that a majority of our membership resides in the Village of Oak Park.

Signature _____

Date _____

2012 MARKET CALENDAR

Using the calendar below, enter your first choice, second choice and alternate choices. Each organization is limited to two sales per market season. Applications will be postmarked for priority and will only be accepted via mail. Dates are awarded based on the time of receipt and organizations in good standing and local organizations will also receive priority.

			19	26	Date
May					
June	2	9	16	23	30
July		7	14	21	28
August		4	11	18	25
September	1	8	15	22	29
October		6	13	20	27

First Choice _____

Second Choice _____

Alternate _____

Alternate _____

CONTACT & QUESTIONS

Mail completed form to: Oak Park Farmers' Market
Attn: Market Manager
123 Madison St.
Oak Park, IL 60302

For more information on the Oak Park Farmers' Market visit www.oak-park.us/farmersmarket, call 708.358.5780 or e-mail farmersmarket@oak-park.us. The Oak Park Farmers' Market is located at 460 Lake St., one block west of Ridgeland Avenue, in the parking lot of Pilgrim Congregational Church. 2012 market hours are 7 a.m. - 1 p.m. every Saturday May 19 through October 27.



2012 Bake Sale Guidelines



All organizations must follow the guidelines below. Organizations found not following these guidelines will have their permits revoked.

1. Local Not For Profit Organizations that can apply for a bake sale are organizations which are located in Oak Park or which have most of their members in Oak Park, and which are incorporated as not for profit corporations or which are operated solely for educational, religious or charitable purposes.
2. All items offered for sale must be a product of which flour or meal is the principal ingredient. Under this definition, fruit pies are allowed. The following items are NOT ALLOWED for sale: trail mixes, jams, jellies, home canned goods, foods containing preservatives, other food additives or baked goods filled with custards, creams, meringues or puddings.
3. Sponsoring organizations must keep a record of all individuals involved in product preparation. Additionally, individuals preparing baked goods must keep a list of ALL ingredients for EACH item sold at the bake sale. This information is to be kept by the sponsoring organization and supplied to the Village of Oak Park Health Department upon request. This information is not to be affixed to bake sale items.
4. All items offered for sale must be wrapped for individual sale at all times to protect them against contamination, dust, rain, insects and consumer handling.
5. All items offered for sale must be properly labeled (i.e. oatmeal raisin cookie) and priced (i.e. \$.50).
6. All bakers should review the **Sanitation Guidelines for Farmers' Markets** information available at www.oak-park.us/farmersmarket (on the right hand column. All individuals must use effective hair restraints when preparing and packaging food items for the bake sale. They must have clean nails, hands and outer clothing. They must be in good health. Smoking or other use of tobacco is NOT permitted in the sales area.
7. Tables must be kept clean. The surface must be corrosion resistant, non-absorbent, non-toxic and free of breaks, open seams and chips. Heavy plastic table clothes are permitted.
8. Organizations must register with the market manager upon arrival at 6 a.m. The market manager will assign space for the day.
9. Cars may enter the market area to unload and reload goods. Cars must be removed from the market prior to 6:45 a.m. or remain in the baking sale spot until after the market is closed.
10. All refuse must be cleaned from the area.
11. Organizations must supply their own tables, tent and chairs.
12. Signs or posters identifying the organization are permitted. Fliers or other promotional materials can be displayed, but no distributed. Political activity and/or solicitation of any kind, including the solicitation of donations, are NOT PERMITTED. Please direct questions to the market manager if this is not clear.
13. Organizations needing to cancel or reschedule must notify the market manager four weeks prior to the bake sale date. Organizations failing to notify the market manager will not be invited to participate in the next market season.
14. Bake sale organizations cannot accept government subsidized food coupons (WIC, Sr. FMNP, LINK) from patrons as there is no recourse for reimbursement through the State or Federal government.

***Regular hand washing during the preparation and handling of food protects us all against foodborne illness.
Thank you for your cooperation.***