



2012

Dear Oak Park Farmers' Market Prospective Vendor:

It is application time again! Please read this letter carefully before completing your application – especially the four rules below. **The application deadline is Fri., March 16, 2012 at 5 p.m.**

1. **Locally Grown:** All products sold at the market must be from the five state region of Illinois, Indiana, Iowa, Michigan and Wisconsin. If you are using a co-op, the products must be grown on a neighboring farm. Purchasing from a wholesaler is not allowed, and those found doing so will be penalized with a citation and/or have their permit suspended and/or revoked.
2. **Organic/Sustainable:** In our effort to increase the amount of organic and sustainable items available at the market, we ask that anyone working with farming methods that are considered either certified organic or sustainable provide proof. We are very interested in promoting local and sustainable farming.
3. **Co-ops:** Under Village Ordinance, growers are permitted to co-op only 20 percent of the items they bring to the market. For example, if you have 10 different items you are selling at the market, you may only co-op two of those items. Your agricultural co-op partner will be required to fill out an application and be expected to have a farm inspection, and is subject to the same rules as any other vendor.
4. **Supplementing:** You are not allowed to supplement any item you are already bringing to the market. The purpose of the co-op is to allow our customers exposure to an increased variety – not more of what is already available.

For more information on the market visit us online at www.oak-park.us/farmersmarket, e-mail farmersmarket@oak-park.us or call 708.358.5780. Please mail completed application, fee payment and all supporting paperwork to:

**Farmers' Market Manager
Oak Park Farmers' Market
Village of Oak Park
123 Madison St.
Oak Park, IL 60302**

Vendors selected to participate in the market will be notified of acceptance no later than Fri., April 13, 2012. Those not selected for the market will have their check/payment returned by mail.

Thank you for your interest in the Oak Park Farmers' Market and we hope to see you in May for our 37th season!

Sincerely,

Letitia Olmsted,
Oak Park Farmers' Market Manager

Melissa Wittenberg,
Chairperson, Oak Park Farmers' Market Commission

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A. Oak Park Farmers' Market Data Sheet

Date Farm/Company Name

Owner's Name

Owner's Address

City State ZIP

Phone Alternate Phone Fax

E-mail Address Company/Farm web site

Tax License

Please note that Illinois requires that sales tax be collected on the sale of food. Vendors must have an Illinois Sales Tax License before applying to this market and must include the License # below and attach a copy of the license to this application. Vendors who participated in the Oak Park Farmers' Market last season (2010) must show proof of sales tax payment with this application.

Illinois Sales Tax License # _____ (attach copy of license)
Attach copy of 2010 sales tax paid to the State of Illinois (annual or monthly statement)

Market Calendar

All vendors are required to attend at least 60 percent of the market days this season (14 of 24 markets). Although attendance may be dependent on weather and crop specialty, any variance from this policy must be pre-approved by the Market Manager in writing prior to the first day of the market. Any special circumstance that would prohibit you from attending at least 14 market days must be detailed in writing and attached to this application.

	May			19	26
	June	2	9	16	23
Circle all dates you will <u>not</u> be attending	July		7	14	21
	August	4	11	18	25
	September	1	8	15	22
	October		6	13	20
				27	

Parking Space Fees

Each parking space is 8¼ feet wide. If you are planning to use a 10 x 10 tent, at least two parking spaces must be purchased. Fees: \$200 per parking space

_____ x \$200 per parking space = _____
of spaces requested Total fee due

Maximum amount is six parking spaces. Minimum amount is one parking space. Space allotments based on availability and the Market Manager's discretion. Make checks payable to **Village of Oak Park**.

B. Application for the Oak Park Farmers' Market

1. Land Ownership

Please enclose a copy of your real estate or property tax bill and/or a copy of the lessor's land property tax bill and a copy of your lease document.

Do you gather any items from the wild? Yes No

If yes, identify the products and their locations and attach a letter of permission from the property owner where gathered.

If you Own the Land:

Complete Address of Land

Section Number

Township

County

City

State

ZIP

Number of acres used for growing your products

If you Rent or Lease Land:

Name of the lessor

Address of the lessor

City

State

ZIP

Complete Address of Land

Section Number

Township

County

City

State

ZIP

Number of acres used for growing your products

Note: If you use **MORE THAN ONE** parcel of land, – either from different lessors and/or land, you must also fill out the above guideline for **EACH** land area on a **SEPARATE PAGE** and attach it to this application.

Per Village Ordinance, vendors must upon request allow the Market Manager to inspect the land used by the vendor for the production of the food items sold at the Farmers' Market. It shall be the responsibility of the permittee or affidavit grower to provide the Market Manager or the Manager's designee with a timely opportunity to inspect and verify that the produce sold by the permittee at the market is grown and produced by the permittee or affidavit grower on the land designated in the permittee's application or affidavit.

2. Additional Markets

Please list the names and addresses of all farm stands, other markets or other retail/wholesale outlets you will/plan to participate in this year. Note names, locations days and times. For example, Green City Market, Lincoln Park, Chicago, on Wednesdays, 5 - 8 p.m.

Name of Market/Outlet	Day(s) of the Week & times you Participate	
Location	City	State

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Location	City	State

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Location	City	State

6. Processed/Packaged Foods

Rules: **a)** Items offered for sale must be processed and properly labeled at a municipal, county, state and/or federally licensed facility.

b) All items for sale must have been raised or grown by applying vendor and all prepared foods must contain a majority of ingredients grown by said vendor and prepared by the grower or producer, members of their families, or by persons in their employ. The only exception is products that fall under the categories of "Bread and/or Baked Goods" or "Cheese Maker."

c) Labeling of Processed Foods: Provide a copy of labels for every pre-packaged processed food product being sold at the market. Every food prepackaged in advance for retail sale must bear the following 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.
- Net contents of the package.
- List of ingredients in the order of their predominance by weight with ingredients shown by their common or usual name.
- List of any artificial color, artificial flavor or preservative used.
- Organic ingredients used.

Please provide the following information for each packaged or processed product you intend to sell at the market.

Product Name

Description of Product

Is this product organic? Yes No If yes, provide third party documentation of organic certification.

Are all the ingredients in this product grown/raised by you? Yes No

If no, please provide the following for the ingredients not grown by you:

Ingredient(s)

Where ingredient(s) grown/raised (source)?

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Processor/Packager Information for product

Provide a copy of your last inspection report from the government agency inspecting your facility. All processed foods must be prepared at a facility that has been licensed and inspected by an appropriate governmental agency.

Processor/Packager Name

Processor/Packager Address

City

State

ZIP

Processor/Packager Telephone Number

C. Additional Items

1. Food preparation/Sampling

Will you be cutting and/or preparing fruits, vegetables, cheeses or any other product for sampling? Yes No

If you answered yes, contact the Oak Park Health Department at 708.358.5480 and go to www.oak-park.us/farmersmarket to print off the Temporary Food Permit Application. A Temporary Food Permit Application must be acquired from the Health Department prior to sampling any products which includes a \$96 fee.

Stands and concessions that cut their produce for sampling and/or sell processed, prepared or packaged foods are subject to inspection by the Oak Park Health Department.

2. Community Supported Agriculture (CSA)

As part of the Village of Oak Park's efforts to create a sustainable food environment, we support participation in CSAs. If you are currently sponsoring a CSA and are not using our market as a drop off point, please consider doing so. Do you plan on offering a CSA in 2012? Yes No

If you participate in a CSA for which any supplied items are not for sale at the market, please list them in the following space.

3. Illinois Women, Infants & Children (WIC) and Senior Farmers' Market Nutrition Program (FMNP)

The Village of Oak Park encourages applicable growers to participate in these State of Illinois assistance programs. For more information about the program go to <http://www.dhs.state.il.us/page.aspx?item=55164>

To complete the Farmer Application For Participation go to <http://www.dhs.state.il.us/OneNetLibrary/27897/documents/Forms/IL444-4726.pdf>

Do you plan on accepting these coupons in 2012? Yes No

4. Supplemental Nutritional Assistance Program (SNAP)/Illinois LINK (food stamp benefits)

The Village of Oak Park offers vendors the unique opportunity to participate in the Village's wireless point of service processing of LINK/SNAP cards as well as debit and credit cards at the Farmers' Market. This program was started in September 2010 and has been very successful for participating vendors. **Your participation in accepting SNAP/LINK as a form of payment is encouraged.** To participate, print and fill out the application at www.oak-park.us/farmersmarket - and look for the LINK application. A new application must be completed annually.

5. Insurance Information

Prior to the approval of this application/permit, the Village requires all vendor to obtain an insurance policy that names the Village of Oak Park as an additional insured. The insurance must, at minimum, be in the amount of: \$500,000/occurrence and \$1,000,000 total aggregate claims. The Village must receive proof of insurance in the form of a policy endorsement, in addition to a certificate of insurance, prior to a permit/market space being issued.

Insurance Co.

Policy #

Exp. Date

Coverage Limits

Per Occurrence

Aggregate

Agent Name

Agent Business Street 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.

D. Final Review

This list must be completed prior to submitting your application. After reviewing each item, initial the item and include any applicable required documents.

_____ **Completed Application and any additional items (such as sampling permits, LINK application)**

_____ **A copy of 2011 Illinois Sales Tax Records showing the vendor's State sales tax permit number and evidence of payment of the state sales tax for sales in Oak Park.**

_____ **A copy of your Product Liability Insurance statement providing the insurance company name and policy number.**

_____ **A map for each site you farm/process/package foods which shows:**
Farm boundaries; Growing areas; Crop locations; Storage sheds; Packaging/Processing facility locations

_____ **A copy of your Real Estate Property tax bill or a copy of the lessor's Real Estate property tax bill and a copy of the lease.**

_____ **Copies of your invoice and/or itemized receipts of payment from all businesses where you purchased seeds, bulbs or plants.**

_____ **Oak Park Farmers' Market Affidavit (p. 13)**

_____ **Co-operative Grower Statement and Affidavit (p. 15, if applicable)**

_____ **Organically Grown Items Affidavit (p. 16, if applicable)**

Copy of all certifications

The Oak Park Farmers' Market uses print, social media, and the Internet to publicize our weekly market. Please provide us with some information that sets your farming and/or operation apart from others and shows care for the environment and the local community. Include information such as animal nutrition and environment, pest control methods, sustainability practices, locally sourced ingredients, etc. We will share this information with the public:

E. Farmers' Market Affidavit

Violation or falsification of **ANY** of the conditions as set forth in the following legal affidavit will result in the immediate suspension or revocation of your license to sell any product at the Oak Park Farmers' Market.

Oak Park Farmers' Market Affidavit

I/We

hereby agree to sell or offer for sale at the Oak Park Farmers' Market only such items which are of my/our own production or that of an authorized co-op producer on the described property and which are listed within the application.

I/We swear that all information is correct and complete to the best of my/our knowledge. I/We hereby affirm that I/We have read and understand the Rules of Operation and Ordinance, Chapter 18, Article 2 (www.oak-park.us/farmersmarket, click on *Village Code for Farmers' Market*) and agree to abide by all of the rules that have been established for the operation of the Oak Park Farmers' Market. I further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Village of Oak Park harmless and to indemnify the Village of Oak Park from any and all claims arising under this permit.

Signed

Date

The statements in the attached application are true to the best of my knowledge under penalty of perjury.

Signed

Date

FOR OFFICE USE ONLY

Space Number(s)

Amount Received

Permit Number

F. Cooperative Growing

An accepted grower of the Oak Park Farmers' Market may be permitted to sell the homegrown produce of another grower or producer upon approval by the Market Manager following the completion of the enclosed affidavit signed by both the permittee as well as the grower.

- All co-op members actively grow/produce what they sell at the market.
- 100% of the products sold by the co-op must come from the co-op farms.
- ALL co-op members/farms must submit their own completed application form, in conjunction with the seller's application.
- The co-op must be a farmer-to-farmer relationship – no auction or produce house product qualifies. The proximity of growers must be within their own immediate area.
- Supplementing is not allowed. Only unique products from each member can be sold. This is to ensure the increased variety of products offered, not the increased quantity of existing products offered.

What are the Rules for Cooperative Growers?

The co-op rule allows for up to 20% of the total number of products brought to the Oak Park Farmers' Market be procured from a member(s) of your pre-described "Farm-Farm" co-op agreement. Example: You bring 10 different products to the market ONLY 2 of those 10 can be part of a cooperative agreement.

What is a Cooperative Grower?

Typically, a cooperative grower is part of a smaller scale, worker-owned operation that is run democratically. Those farmers and growers who are a part of a co-operative growing system often share the profits of their product equally and reinvest the money back into the land or into another cooperative-directed community project.

Do I need separate affidavits for each Cooperative Agreement?

YES. For each cooperative grower arrangement you will be making for the Oak Park Farmers' Market season, you will need to have a signed affidavit attached to this application. Make as many copies as you need of the affidavit on the following page.

1. Co-op Grower Affidavit

Violation or falsification of ANY of the conditions as set forth in the legal affidavit below will result in the IMMEDIATE AND PERMANENT LOSS of permission to sell any product at the Oak Park Farmers' Market.

Oak Park Farmers' Market Affidavit
for Agricultural Co-operative Partnership

Primary Grower

I/We _____
hereby agree to sell or offer for sale at the Oak Park Farmers' Market, only such items which are of my own production on the described property and which are listed within my application or my completed co-op partner application. I/We swear that all information is correct and complete to the best of my/our knowledge. I/We hereby affirm that I/we have read and understand the Rules of Operation and Ordinance, Chapter 18, Article 2 and agree to abide by all rules that have been established for the operation of the Oak Park Farmers' Market. I further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Village of Oak Park harmless and to indemnify the Village of Oak Park from any and all claims arising under this permit.

Signed Date

The statements in the attached application are true to the best of my knowledge under penalty of perjury.

Signed Date

Cooperative Grower Partner

You must complete an entire application and enclose it with your primary grower application.

Name Phone

Street Address

City State ZIP

I am a co-op partner and _____ (applicant name) has my permission to sell my product(s) at the Oak Park Farmers' Market.

Signed Date

Please list the items that are grown by you and are to be sold at the Oak Park Farmers' Market.

H. Oak Park Farmers' Market Rules for Vendors

Please keep this page for your reference – do not turn in with your application.

- The Vendor Orientation & Breakfast will take place on opening day, May 19 at 5:30 a.m. inside Pilgrim Congregational Church. All vendors/assistants are encouraged to attend.
- Signage **must** be displayed each week showing the name of your farm/company, as well as the city and state where you are located.
- Travel and park on main streets (Lake, Ridgeland, etc.) to stay off of the residential side streets.
- No one is to enter the parking lot before 6 a.m.
- During morning set-up, try to keep noise to a minimum (no honking please).
- All tents must be weighted sufficiently to be secure and stable during rain and windy conditions. Unsecured tents are subject to immediate removal.
- No sales/monies are to be made/exchanged before the market officially opens at 7 a.m. or after the market closes at 1 p.m.
- For safety reasons, everyone must stay until the end of each market day (1 p.m.) even if you run out of product.
- Please consider decreasing your plastic bag usage when possible. We suggest that you not automatically supply bags to patrons but instead ask whether they need one. Remind them that reusable bags can be purchased at the commission booth.
- Smoking on market grounds is prohibited & illegal – please go to outskirts/sidewalks, not near the four entrances/corners.
- The basement church bathrooms (north side entrance off the alley, near the donuts) are for your use only, not patrons. If asked, please direct customers to Ridgeland Commons (the recreational center across the street on Lake).
- Starting on opening day, May 19, we've arranged for local non-profits/charities to come to the market to pick up any surplus product that you cannot resell at a later date. If/when participating, please bring your donations to the donut stand area around 1 p.m.
- On the last day of the market season, Oct. 27, we will be having our annual Stone Soup event. If you'd like to participate by donating some of your goods for the soup ingredients, items will be collected on the previous Saturday, Oct. 20.

Please keep this page for your reference – do not turn in with your application.

Questions? Contact the Market Manager at 708.358.5780 or e-mail farmersmarket@oak-park.us