



2018 Chef/Food Demonstration Application



GENERAL INFORMATION

Name of Business/Restaurant _____

Street Address _____

City _____

State _____

ZIP _____

Name of Contact Person _____

Primary Phone Number _____

Alternate Phone Number _____

E-mail Address _____

SAMPLE BOOTH DRAWING

Please provide a booth drawing with this application. The space for the demonstration is 10 feet in length and 10 feet wide. Garbage cans will be provided.

2018 MARKET CALENDAR

Using the calendar below, enter your date preferences that your business would like to conduct a demonstration at the Oak Park Farmers' Market. Dates will be scheduled on a first submitted, first assigned basis. Market hours are 7 a.m. to 1 p.m. Food demonstrations usually occur from 9 a.m. to noon. You may apply for up to three dates per season. Not all dates will be available.

May			19	26		How many total food demos do you want to schedule for the 2018 season? _____
June	2	9	16	23	30	First Choice _____
July	7	14	21	28		Second Choice _____
August	4	11*	18	25		Third Choice _____
September	1	8*	15	22	29	Fourth Choice _____
October	6	13	20	27		

*8/11/18 - Corn Roast, no space available for chef demo on this date

*9/8/18 - Pie Bake-Off contest, no space available for chef demo on this date

CONTACT & INFORMATION

For further rules and details, please refer to the attached Food Demonstration Guidelines.

Mail or email completed form to: Oak Park Farmers' Market
Attn: Market Manager Colleen McNichols
123 Madison St.
Oak Park, IL 60302
farmersmarket@oak-park.us

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. 2016 market hours are 7 a.m. - 1 p.m. every Saturday, May 19 through Oct. 27, 2018.

Demonstrations should be based on what is in season and available at the market that day. The goal is for market-goers to be able to purchase ingredients for your recipe that day. **All main ingredients must be from the market.**

Please bring along staff to assist in preparing and passing out samples, distributing recipes/business materials, answering questions about your restaurant, and cleanup.

The main objective of the demonstrations is teaching shoppers how to prepare market food at home.



2018 Chef/Food Demonstration Guidelines



Local chefs demonstrate recipes using seasonal and sustainably-grown ingredients from Oak Park Farmers' Market vendors, providing guidance and inspiration for how to cook with market ingredients in their own homes.

1. To apply for a food demonstration spot, please submit the 2017 Food Demonstration Application including a drawing of how your booth will be set up and (if you plan to serve samples to the patrons during your demonstration) a Temporary Food Application must also be submitted.
2. Health Department Guidelines: Serving samples versus Demonstration Only
 - a. Serving samples to Market patrons: A Temporary Food Application must be completed and submitted to the Oak Park Health Department a minimum of seven days prior to your participation date. All foods must be prepared under the strict guidelines of the Illinois State Food Service Sanitation Code. For more information on acquiring a Temporary Food Application, or to get more information on State Food Code requirements, contact the Oak park Department of Public Health at 708.358.5480 or e-mail **health@oakpark.us**
 - b. Demonstration Cooking only (no service of samples to patrons): If no samples will be served to Market patrons, no Temporary Food Permit application is required.
3. Oak Park area businesses and organizations will receive preference for participation in the demonstrations.
4. Only organizations licensed to sell/distribute food will be allowed to conduct food demonstrations.
5. Food demonstrations must highlight products purchased at the market as the primary ingredients.
6. Written materials including instructions, recipes or other information related to food demonstration must be distributed during the demonstrations. Signs with the business name, address and telephone number may be posted around the demonstration area.
7. Participants must provide all supplies needed for their demonstrations, including any necessary heating elements such as a charcoal/grill, propane gas/burners. Electricity will not be available.
8. Participants must use disposable flatware, cutlery, cups, bowls and napkins comprised of compostable material. No Styrofoam!
9. Participants must provide their own tent, tables, etc. If using a tent, tent weights are required at all times. Weights must be at least 30 pounds each and must be attached to each corner of the tent.
9. Parking is not available inside the farmers' market, and no cars are permitted to drive inside the market area between the hours of 7 a.m. to 1 p.m. Food demo participants can either deliver their supplies early during the 6 a.m. to 7 a.m. set up time when vehicles are allowed inside the lot or they can arrive later and walk their supplies in from the loading zone along Lake Street.
10. In order to participate in the food demo program, applicants must receive approval from the Farmers Market Manager and the Health Department.
11. Please refer to the Sanitation Guidelines for the Oak Park Farmers' Market available at **www.oak-park.us/farmersmarket**. Food demonstration participants must provide their own tent, tables, chairs and weights. Those unable to do so can contact the Market Manager at 708.358.5780.

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

*Please bring at least 25 copies of your recipe to distribute. Feel free to bring business cards and/or other marketing materials. Also, submit your recipe electronically by emailing **farmersmarket@oak-park.us** so it can be promoted through our social media outlets.*

The length of the demonstrations is up to each chef, but they typically run about 20 minutes followed by a Q&A period where samples are passed to attendees. It is suggested that chefs repeat the demonstration a few times during the busiest period of the Market, which is typically from 9 to 11 a.m.