



2024 Vendor Handbook

All applicant vendors who wish to participate in The Farmer at The Green please read the following document fully and carefully. These rules govern the operation, administration and management of The Farmer at The Green. Please note, this handbook is a living document and The Farmer at The Green may modify these Rules and Guidelines at any time.

ABOUT THE MARKET

Now in its second season, The Farmer at The Green, presented by BMO, is downtown Chicago's newest weekly farmer's market. Shop for fresh, seasonal produce and locally made products from Chicago-based vendors and

DATES & HOURS OF OPERATION

Tuesdays from 3pm to 7pm

May 14, 2024 – September 24, 2024

(20 market days)

Vendors are prohibited from tearing down or leaving before 7pm unless completely sold out and given permission by management to leave.

ATTENDANCE

If weather conditions, traffic problems, or other extenuating circumstances cause a delayed arrival or force a vendor to miss a market day, the Market Manager should be notified as far in advance as possible. Vendors may call Klark Critten at (312)-469-8392 for this purpose. Excessive absences or late arrivals will result in review of the vendor's eligibility to participate in The Farmer at The Green.

ARRIVAL & SETUP/TEARDOWN

- Vendors may begin set-up starting at 1pm and must be fully set up and ready to sell by 3:00pm
If you are running late, call the Market Manager as soon as possible (*name and phone number TBA*)
- **LOADING ZONE:** vendors will receive a loading zone permit valid for the curb lane of Westbound Van Buren St (north side of the street) between Canal and Clinton Streets.

- PARKING: each vendor is entitled to one (1) parking space in the 320 S. Canal parking garage (located under the park). The entrance to the garage is at 333 S Clinton. Vendors with vehicles over 7' will be given alternate parking arrangements.
- Tent weights are required every market day. ***Min 40lbs tent weights per leg of tent***
- No generators allowed onsite; power is available upon request.
- Pavement must be protected with tarp or other protective layer from staining
- Propane tanks are allowed but must be approved by Market Management. If approved, propane must be placed 10' away from tent.

APPLICATION PROCESS

In order to apply to The Farmer at The Green you must visit managemymarket.com to submit your application.

Admission to The Farmer at The Green is granted to Vendors based on the following criteria:

- The submission of a complete application, including non-refundable application fees and required supplemental documentation.
- The submission of all applicable permits and licenses required by the health department, city, county and state for legal sale of the goods offered by the Vendor at The Farmer at The Green.
- The Farmer at The Green primary focus is on local producers. Priority is given to applicants who:
Classify as small-scale producers, individual and family farms.

Vendor Booth Fees (2024) – Seasonal			
Farmers	Processor	Artisan	Prepared Food
\$350	\$15/day or \$400	\$450	\$500
*All payments accepted through stripe on Manage My Market			

- All applications must be accompanied by a non-refundable \$20 fee. Applications submitted without the application fee will not be considered.
- If you are participating in over 75% of the market days you will be charged as a full-time vendor
- Vendor Booth fees are nonrefundable, unless arrangement was made with market management.

MARKET EQUIPMENT (TENTS, TABLES, TARPS, GENERATORS, ETC.)

- Vendors must supply their own tables, chairs and tents. Outdoor stalls will be no larger than 10'x10'.
- The use of drop cloths is required for any vendor selling products with potential to stain or damage pavement or sidewalks.
- **Electrical power is available on-site. Generators are not permitted.**
- Tables must not be loaded beyond capacity. Products and display items must be sufficiently secured against movement caused by wind, vibration, or jostling.
- **All tents must be weighted sufficiently to be secure and stable. Weights should be a min of 40lbs per leg. This area can get very windy and weights are required for the safety of all vendors and visitors of the market.**

VENDOR IDENTIFICATION

All Vendors must display a sign, with lettering at least three inches high, clearly identifying the name of their establishment, contact information (phone number or email), and the location of their production.

Product Signage and Disclosure of Growing Practices:

- Each product for sale must be clearly labeled with product name, price per unit, variety, and growing method if not grown in the field (i.e., aquaponic).
- Farming practices must be fully and truthfully disclosed at a customer's request.
- It is absolutely prohibited to use the word "organic" in labeling or signage unless they have been certified by a USDA-approved third party certifying agency and a copy of the current certificate has been provided to Market Management.

Upon request, vendors must agree to permit Market Management to visit your production site.

POLICIES & REQUIREMENTS REGARDING FARMERS, PRODUCERS, PRODUCTS AND INSPECTIONS

Producer Only Rule and Exceptions

The Farmer at The Green places high priority on being a Producer Market. This means that Vendors must only sell produce they have grown on their own land or land they control, prepared food vendors may only sell food that they have personally created, and other types of vendors may only sell products they have had a primary role in manufacturing. The Farmer at The Green allows limited exceptions to the Producer Only Rule. Some exceptions include,

- Farmers that are permitted to sell produce from farmers within their collective or cooperative
- An agreement with another local producer to sell their product(s) *must provide proof

Prohibited Products:

- Live birds or animals
- Fresh meat and poultry

- Unauthorized agricultural products
- Products purchased by the vendor from third parties, such as but not limited to: pre-made, commercial beverages including sodas, water products, coffee, teas and manufactured goods.
- Reusable totes
- Processed products improperly labeled or made in an unlicensed facility or processed products that fail to follow preservation standards established by the USDA or other governmental agency.

SAMPLING

Vendors are encouraged to offer samples of their products. In order to sample you MUST obtain your Chicago Summer Sanitation Certificate OR 180 DAY SPECIAL EVENT FOOD BOOTH LICENSE APPLICATION. If your samples are prepackaged in your production facility before they are brought to the market and brought to the market sealed and enclosed, you do not need certifications above.

When offering samples, Vendors should adhere to these guidelines:

- Keep samples in clean, covered containers
- Use toothpicks or biodegradable utensils to distribute samples
- Use clean, disposable gloves when handling samples
- Use cutting boards that are smooth, non-absorbent, and easily cleaned
- Provide a waste container at the sampling area for public use
- Use biodegradable sample packaging or sample containers

POTENTIALLY HAZARDOUS FOODS

It is the responsibility of the Vendor to abide by Chicago Department of Health guideline [REDACTED] and

PREPARED FOOD VENDORS

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