



# 2023 RULES & REGULATIONS

## Northcenter Farmers Market Vendors

All applicant Vendors who wish to participate in the Northcenter Farmers Market must read this document, initial each page at the bottom and sign the affidavit on page 5. These rules govern the operation, administration, and management of the Northcenter Farmers Market (NCFM). Please note, NCFM may update, change, or modify these Market rules and regulations from time to time, and take any action to enforce them.

### I. ADMISSION OF VENDORS & PRODUCTS

#### Application Process

- The NCFM Vendor Application and all supporting documentation, including all applicable permits and licenses, must be submitted by March 13, 2023 for Vendors to be considered. The Northcenter Chamber of Commerce (NCC) and Northcenter Farmers' Market (NCFM) Management are not responsible for applications that do not include the necessary documentation.
- Due to limited space, the NCFM Committee reserves the right to limit the number of Vendors per category (e.g. Cheese, Bread, etc.). We strive for a mix of Vendors, and our Vendor selection priorities and considerations are as follows:
  - We will give priority to local farmers who use sustainable growing methods and producers who use locally sourced and sustainably produced goods to make their products.
  - We will give priority to Vendors who grow/produce the products they sell at the market over Vendors who resell products made by others.
  - We will take into consideration the uniqueness of the products offered in order to create a well-rounded selection of products.
  - We will take into consideration Vendors' previous participation at NCFM, including adherence to rules, attendance, history of positive relationships, payment of fees, and professional behavior.
- Submission of an application does not guarantee acceptance to NCFM. The NCC and NCFM Management have final say in all decisions regarding Vendors and product lists.

### II. FEES & INSURANCE

#### Attendance Fees

- All NCFM Vendors are subject to non-refundable stall rental fees that help to cover the cost of running the Market.
- Applications from Vendors with outstanding balances owed to NCC, NCFM, and/or the City of Chicago will not be considered until payment paid in full is received.

#### Insurance Requirements

- All applicants must have and submit proof of Commercial General Liability Insurance for their application to be considered complete.

- Upon acceptance, Vendors will be expected to submit (by April 28, 2023) an updated copy of their policy listing the City of Chicago (City of Chicago, Department of Business Affairs and Consumer Protection, City Hall, 8th Floor, Chicago, IL 60602) and the Northcenter Chamber of Commerce as additional insureds.
- Policy must have a minimum coverage of \$1 million per occurrence and aggregate including:
  - Broad Form Coverage
  - Products/Completed Operations
  - Personal Injury
  - Automobile
  - Advertising Injury

### **III. GENERAL MARKET POLICIES & RULES**

- All NCFM Vendors and their employees are expected to serve as a positive representation of the community and at no time should engage in any illegal activities.
- Mistreatment of Market Management, volunteers, other Vendors, or customers will not be tolerated. NCC and Market Management reserve the right to immediately remove any individual/company from the event and ban them from future markets.
- NCC and Market Management will NOT be responsible for any injury, loss, or damage that may occur to the Vendor, its employees, or property prior to, during, or subsequent to the market period. The Vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage, or injury.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by the NCC and NCFM.

### **IV. HEALTH AND SAFETY REGULATIONS**

#### **Setup, Safety and Sanitation**

Markets should be safe, tidy and aesthetically pleasing. Causing or maintaining an unsafe or unsanitary condition at the Market will not be tolerated.

- Vendors must adhere to the following regulations:
  - NCFM is conducted in accordance with local, State and Federal laws. Producers are expected to be familiar with and comply with the City of Chicago's DCASE safety guidelines. Producers shall immediately comply with the Market Manager's directions in all matters relating to safety.
  - Stall areas, including back areas, shall be kept clean of excessive produce trimmings, garbage and excessive piles of boxes.
  - All boxes, crates or bags of produce and other food products must be kept at least 6" off the ground surface.
  - Smoking is only allowed 20 feet outside the entrance of markets.
  - Boxes, produce displays or signs may not extend into customer traffic aisles. Generally, all tables within a stall must run "border to border".

#### **Food Sampling**

The Illinois Department of Public Health (IDPH) has requirements for food sampling at farmers markets, including the [Farmers Market Food Product Sampling Handler Certificate](#). Vendors who are sampling at NCFM are expected to comply, and may be asked to provide proof of compliance at any time. When offering samples, Vendors must adhere to the following regulations:

- Samples must be kept in clean, covered containers approved by the Dept. of Public Health.
- Toothpicks or disposable utensils must be used to distribute the samples.
- Clean, disposable plastic gloves must be used when cutting any samples.
- Cutting surface must be smooth, non-absorbent and easily cleanable.
- Producer must have control over samples at all times.

- There must be a waste container in a prominent place adjacent to the sampling area for public use.

### **Product Temperature**

The Vendor is responsible for monitoring and maintaining proper temperature in accordance with health codes. Vendors who sell products that must be kept refrigerated or frozen must have an accurate thermometer on-site.

- Meats and poultry must be held at 0 degrees Fahrenheit or lower
- Eggs must be held at 40 degrees Fahrenheit
- Dairy and Cheese must be held at 40 degrees Fahrenheit

### **Potentially Hazardous Foods**

It is the responsibility of the Vendor to abide by Chicago/Cook County Department of Health guidelines concerning the vending of potentially hazardous products. These potentially hazardous items include but are not limited to: meats, poultry, fresh eggs, dairy products, and cheese. If any Vendor is deemed to be in violation of health codes pertaining to such products, the following measures will be taken:

- The Vendor will be immediately removed from the market for that day.
- Penalties will be assessed against the Vendor for selling hazardous food products.
- The proper regulatory agency will be notified.

### **Prohibited Products**

- Live birds or live animals
- Products purchased by a seller that have not been approved by the Market Manager, such as (but not limited to) sodas, water, coffee and tea, manufactured goods
- Unauthorized agricultural products
- Products that have not been approved by NCFM

## **V. DAY-OF-MARKET RULES & LOGISTICS**

### **Stall Assignment**

- Each booth space will be 10'x10'.
- The NCFM Committee and/or Market Manager will make initial stall assignments based on the Market's product mix and customer traffic flow, as well as the Vendor's attendance.
- The NCFM Committee does not guarantee a Vendor's stall assignment, and changes to the Market layout may be made at the Committee and/or Market Manager's discretion.

### **Arrival, Departure, and Selling Time**

- The NCFM will run every Saturday from June 3 through October 28, 2023. The Market is open to the public from 8AM to 1PM, rain or shine.
- Vendors must be fully set up and ready to sell by 8AM.
- Vendors may not block the street or alleyway during load-in/load-out.
- After unloading, Vendors must promptly move vehicles to an appropriate parking site.
- **No vehicles are allowed in Northcenter Town Square - even temporarily.** Load-in/load-out must be done from the street. Please obey local parking restrictions. An open fire land must be maintained at all times at Lincoln Ave.
- The Market closes at 1PM, and Vendors are expected to be fully set up and selling through closing time. If Vendors must break down before the end of their shift, they must coordinate with the Market Manager.

### **Attendance Policy**

- **Vendors will be billed for any market day missed if the market manager does not receive notice of their non-attendance by noon on the Friday before market day.** Excessive absences or late arrivals will result in review of the Vendor's eligibility to participate in the NCFM.
- If weather, traffic conditions, or other factors cause delayed arrival or missing of a market day, the Market Manager should be notified as much in advance as possible. Vendors will be provided with Market Manager's cell phone number for this purpose.

### **Booth Operations Requirements**

- Tables and Display
  - Vendors are responsible for setup/teardown of signage, tents, tables, and equipment.

- You may only use your assigned space. Sidewalks must be left unobstructed at all times.
- Vendors must provide and furnish their own tables, chairs, and tents (10'x10' only), and tent weights.
- Each tent must be weighted down with 40 lb. weights per leg, to ensure safety during extreme weather events.
- The use of a floor covering is required for any Vendor selling products with potential to stain or damage the pavement, pavers, or sidewalks.
- Tables must not be loaded beyond capacity. Products and display items must be sufficiently secured against movement caused by wind, vibration, or jostling.
- **Trash Management**  
Vendor space must be kept clean and free of debris, leaving the area “broom clean” at the end of each Market day. Trash must be completely removed without regard to whether the litter originated in the Vendor’s area. There are no trash receptacles on site (except for consumer trash), and all trash must be taken with the Vendor for disposal. Market Management will periodically monitor and then review the space for cleanliness each week with the Vendor. Vendors leaving trash behind will be fined \$50 per incident.
- **Electrical and Water**
  - Electricity is limited and must be approved by Market Management. Vendors intending to use a generator must notify Market Management in advance.
  - Running water and lights are not provided.
- **Vendor and Product Signage**
  - All Vendors must display a sign, with lettering at least three inches high, clearly identifying the name of their business, phone number, and location of their production.
  - All products must be clearly marked or posted and list each individual item for sale. Collusion and deceptive pricing practices are strictly prohibited. Bargaining with the consumer is not allowed.
  - The use of the word “organic” is prohibited unless the product is “Certified Organic” and the certifying agency name is also displayed. If some products are organic and some are not, signage must clearly distinguish between them.
  - Vendors carrying associate vendor products must clearly label the product’s origin location and business name.
- **Sales Reporting**
  - We ask all Vendors to report an estimate of total sales at the closing of each market, rounded to the nearest dollar.
  - Information will be provided anonymously, and is purely for research and marketing. Information shared publicly will only be given for the market as a whole.
- **SNAP/Link Match**
  - **All Vendors and Vendor representatives must accept NCFM SNAP/Link Match (for eligible products only).** Vendors must turn in all tokens and vouchers at the end of each market day. NCFM will reimburse Vendors for redeemed tokens on a monthly basis.
  - **Note: NCFM does not reimburse for Illinois Senior Farmers Market checks or WIC Farmers Market checks as a market.** Vendors are welcome and encouraged to seek out other food access programs that serve those facing food insecurity in our community.
- **Cost**
  - Seasonal Fee: \$450 per stall (total includes a \$180 full season discount if paid in advance)
  - Pop-Up Fee: \$30 per market

## VI. ADDITIONAL REQUIREMENTS

### Requirements for Prepared Food Vendors

Before completing your application, please review the Public Health Guidelines for Food Handling at Outdoor Special Events, published by DCASE. (A copy is available at [Chicago Department of Cultural Affairs and Special Events](#)). Include with your application a copy of the most recent “approved” health inspection certificate from your production facility.

### **Requirements for Cottage Food Vendors**

Cottage Food Vendors must comply with all city and state regulations regarding Cottage Food Operations. Please attach to your application a copy of your Food Service Sanitation Certificate, proof of registration with the Chicago Health Department, and labeling practices. If you have any questions, please refer to the City of Chicago website regarding [Cottage Food Operations](#) rules and guidelines.

### **VII. COMPLIANCE POLICY**

- All Vendors are expected to comply with the Market Rules & Regulations, including any and all COVID-19 protocols determined by the City of Chicago and the NCFM.
- If Vendors do not comply, Market Management reserves the right to cancel the Vendors' participation in the Market for the remainder of the season, or permanently. Vendors should note that past non-compliance with Rules & Regulations - including continual tardiness, unexpected absences, trash management violations, and failure to abide by health code regulations - will be heavily considered when reviewing applications for upcoming seasons.
- Suspension or Dismissal from the Market due to policy violations will not trigger any refund of stall rental or other fees that had been paid in advance.

By signing here, I confirm that I have read any rules and regulations made available to me by the Northcenter Chamber of Commerce for the Northcenter Farmers Market. I further confirm and take full responsibility for (company) \_\_\_\_\_

That we are informed of all laws and ordinances, whether issued by a federal, state, county, municipal, city or other governmental organization such as the health department, that apply to the business operation and that the business is in compliance with all relevant laws and ordinances. I further confirm and attest that I have full authority to sign on behalf of and bind the above named company for which this application has been prepared.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date