



PRESENTED BY BMO 

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 farmers market. Shop for fresh, seasonal produce and locally made products from Chicago-based vendors and Midwest farmers. Conveniently located just south of Union Station, The Farmer at The Green is ideal for commuters and Loop/West Loop residents alike!

The mission of the market is to facilitate and support the growth of our local food system and to foster community engagement in downtown Chicago and the West Loop neighborhood. We are focused on building a great roster of farmers, local producers, and local processors. The market is a 75% food-based market, meaning the vendor roster is made up of 75% farmers and food producers.

DATES & HOURS OF OPERATION

Tuesdays from 3pm to 7pm

May 14, 2024 - October 8, 2024

(22 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 (*name and phone number TBA*) 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.
 - Sell products grown using organic and sustainable practices including IPM; humane treatment of animals; non-GMO seeds and crops, limited/no use of pesticides, herbicides, fungicides, synthetic fertilizers, antibiotics, etc.
 - Operate as an NFPO
 - Use of seasonal, local ingredients, with preferential sourcing from The Farmer at The Green Vendors
 - Are owned and operated by a woman, identify as member of the BIPOC community, or identify as a member of the LGBTQIA community
 - Innovative product and marketing

VENDOR TYPES:

The Farmer at The Green is primarily a place for local farmers, processors of agricultural products and 100% of vendor slots are reserved for food vendors.

1. **Farmer/Producer:** sells raw or minimally processed agricultural products that they farm and/or produce from within 250 miles of The Green at 320.
2. **Processor:** sells value-added food items that they process/bake from raw or minimally processed ingredients. Please note: only coffee roasters roasting within 250 miles of The Green at 320 are eligible for consideration.
3. **Artisan:** sells handmade items. Items must be made locally and cannot be purchased by an outside party for resale
4. **Prepared Food:** sells ready-to-eat prepared, packaged "to go" foods.

FEES, INSURANCE AND CUSTOMER ELECTRONIC PAYMENTS

Vendors are subject to a \$20 non-refundable application fee and stall rental fees that help to cover the operational costs of the market. The fee structure below (next page) outlines our vendor booth fees.

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 guidelines concerning storage and vending of potentially hazardous products. These include, but are not limited to, low acid preserved fruits and vegetables, meats, poultry, fresh eggs, dairy products, and cheeses.

TRASH MANAGEMENT

- The market site is used by the community 7 days a week. Before leaving, vendors must remove all trash and debris from the area in and around the stall and common walkway.
- Consumer trash not originating with the vendor may be disposed of in appropriate containers on-site. All other trash (including but not limited to boxes, packaging, sample waste, charcoals, etc.) must be taken with the Vendor for disposal following the "Haul in, haul out" policy.

SINGLE USE DISPOSABLES

- Plastic bags that are not certified compostable are not allowed at the market.
- Vendors using disposable products (sampling utensils, cups, utensils, plates, bowls, cups, straws, lids, etc.) must use certified compostable products.
- Vendors are encouraged to provide compostable paper bags to customers and/or encourage customers to bring their own bags.
- Bags labeled "100% degradable" or "30% recycled plastic" are highly discouraged to avoid confusion with compostable bags.
- Vendors are urged to discuss acceptable types of bags and request referrals for compostable food service item suppliers with Market Management.

VENDOR SPECIFIC REQUIREMENTS

MEAT & POULTRY PRODUCERS

The following potentially hazardous foods may be sold in the frozen state within these requirements:

- All beef and bison stock held for sale shall have been raised by the vendor for at least 50% of the live weight or for twelve months at slaughter.
- For meat and poultry products processed by others (e.g. sausage) the vendor must produce the meat ingredients. All processing must take place in a USDA or state licensed facility.
- The vendor must ensure that the processed product contains a majority (75%) of the original raw ingredient grown by the producer for processing.
- Meats (beef, lamb, pork, bison and goat) and poultry must meet the requirements of the Chicago Food Service Sanitation Municipal Code 4-8, 7-40 and 7-42 and the Rules and Regulations of the Chicago Board of Health.
- All items must be packaged and frozen at the time of slaughter and remain frozen until sold.
- Product temperature must be maintained at 0°F or below and the temperature must be checked every two hours. Insulated chests with dry ice or cold plates or electric freezers must be used to meet this standard.
- Packaging and labeling of meat and poultry must meet USDA standards and clearly state safe handling guidelines.
- Meat and poultry must be stored in a licensed facility and a copy of the last inspection of the Vendor's storage facility must be provided before permission to sell is granted.

EGG VENDORS

Vendors must comply with State regulations for egg production and selling including packaging and labeling requirements, candling requirements, and licensing. Eggs must be held at 40 degrees Fahrenheit after harvesting, during transportation, and at market.

HONEY PRODUCERS

- Honey must be produced by bees kept by the vendor, or, if bees are on vendor's land for pollination, the vendor may sell the resulting honey with prior approval by Market Management.
- Honey must not be adulterated.

VALUE-ADDED VENDORS

- Processors who are not growers must be able to verify that at least one of their ingredients are purchased from local growers/producers.
- All value-added products must satisfy all public health labeling, permitting, and other requirements pertaining to processed products.
- Abide by the Beverage policy listed in the Prepared Foods section on the following page.
- Packaging should be biodegradable or made of paper, cardboard, glass, steel, aluminum, plastic #1, 2, 3, 4, 5 or 7 (no #6).

BAKERS/PROCESSORS & PREPARED FOOD

- Beverages may only be sold by value-added processors and prepared food vendors.
- All beverages offered must be personally handcrafted. Vendors must be able to supply proof of sourcing, production process and production whereabouts.
- Commercial beverages are not permitted. Sale of pre-made beverages from other businesses is not permitted, unless done through an associate vendor relationship with a fellow market vendor.
- Value-added coffee vendors are the only vendors permitted to carry coffee beverages
- In order to sample you MUST obtain your Chicago Summer Sanitation Certificate unless it is prepackaged in your facility before it's brought to the market and brought to the market sealed and enclosed.

PREPARED FOOD VENDORS

- In order to sample you **MUST** obtain your Chicago Summer Sanitation Certificate unless it is prepackaged in your facility before it's brought to the market and brought to the market sealed and enclosed.
- Before completing your application, please review the Guidelines for Food Handling at Temporary Food Service Events on the City of Chicago Website.
- Include with your application a copy of the most recent "approved" health inspection certificate from your production facility.
- To Go packaging should be certified compostable.

COMPLIANCE POLICY

All vendors are expected to comply with the Rules and Guidelines outlined in this handbook. If Vendors do not comply, the Market Manager reserves the right to cancel the Vendor's market participation. Vendors should note that past non-compliance with Rules and Guidelines - including continual tardiness, unexpected tardiness, and trash management violations - will be considered when reviewing applications for upcoming seasons.