



## Vendor Handbook

*All applicant vendors who wish to participate in The Farmer at The Green must 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 fourth season, The Farmer at The Green is one of Chicago's newest weekly downtown farmers markets. 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, 11am - 3pm

June 2nd 2026 – September 29th, 2026  
(18 Market Days)

### **VENDOR 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 must call or text the market's manager, **Naketa Washington (312)-778-2704** 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 9am and must be fully set up and ready to sell by 10:45am  
If you are running late, call the Market Manager; Naketa Washington 312.778.2704 as soon as possible
- **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). Vendors are encouraged to use the parking garage unless they are in oversized vehicles. Parking will be validated at each market.
  - 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 50 lbs tent weights per leg of tent**
- **No generators allowed onsite; power is available upon request.**
- Propane tanks are allowed but must be approved by Market Management. If approved, propane must be placed 10' away from the tent.
- **Vendors are prohibited from tearing down or leaving before 3 pm unless given permission by management to leave.**

## APPLICATION PROCESS

To apply to The Farmer at The Green you must visit [managemymarket.com](http://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.
- [Certificate of Insurance](#) required upon approval to market.

## 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.
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 outlines our vendor booth fees. Applications submitted without the application fee will not be considered.

Vendor Booth Fees (2026) – Seasonal			
Farmers/Producers/Growers	Processors/Artisans	Pop Up	Prepared Food
\$200	\$325	\$25	\$425
*A \$25 no call, no show fee will be assessed for any vendors that do not provide 24-hours notice of cancellation. *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.
- 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.
- No anchoring into grass or landscaping as a way to stabilize a tent. Must use appropriate weights.
- Tent weights must be a minimum of **50lbs per leg**. The venue can become windy at times 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.

**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.

**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.
- 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 may be disposed of in appropriate containers on-site. All other trash (boxes, packaging, etc.) must be taken with the Vendor for disposal.
- There is 24/7 janitorial staff - if trash disposal is needed, vendor should notify market manager to have staff assist

## **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.

#### **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.
- 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**

- **Vendors are not allowed to cook with oil. No exceptions.**
- 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.

#### **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.

## WEATHER POLICY

### **Purpose:**

To ensure the safety of vendors, customers, and staff, The Farmer at the Green has established the following weather guidelines.

### **1. Market Cancellation Due to Severe Weather**

The market may be canceled in the event of:

- **Severe thunderstorms, lightning, or tornado warnings in the immediate area. Lightning strikes within 10 miles could cause a market cancellation or early closure.**
- **Heavy rain or flooding that makes the market site unsafe**
- **High winds or wind gusts exceeding 18 MPH may require vendors to operate without a tent or cause market cancellations.**
- **Extreme temperatures (heat index over 100°F)**

### **2. Notification Procedure**

Cancellations or early closures will be **announced as early as possible**, typically by **8:00 AM** on market day. Notifications will be sent via:

- Email to all registered vendors, which will come from [thegreenat320@gmail.com](mailto:thegreenat320@gmail.com)
- Social media channels ([Facebook](#), [Instagram](#))

### **3. Vendor Responsibilities**

- Vendors should check their email or call/text market manager for any time sensitive questions or concerns.
- Vendors are responsible for their own weather-related preparations, including securing tents and products if the market is held in light rain.
- If a vendor chooses not to attend due to weather and the market is not officially canceled, no refunds or fee adjustments will be made.