



## MARKET HOURS

### SUNDAYS

May 28<sup>th</sup> – October 29<sup>th</sup>

9am – 3pm

## CONTACT INFO

### ADDRESS

800 S. Desplaines St.  
Chicago, IL 60607

### OFFICE HOURS

Fridays, 9am – 4pm

Sundays, 7am – 2pm

### PHONE

312.745.4676

### FAX

312.745.7045

### EMAIL

Maxwellstreet  
@cityofchicago.org

### WEBSITE

Maxwellstreetmarket.us



#MaxwellStreetMarket

# MAXWELL STREET MARKET

# GENERAL MERCHANDISE VENDOR APPLICATION



## APPLICATION INSTRUCTIONS & CHECKLIST

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**Thank you for your interest in Maxwell Street Market!**

To apply as a General Merchandise Food Vendor, applicants must:

- **Complete the Application Packet**
  - ☐ General Merchandise Vendor Application
  - ☐ Maxwell Street Market Vendor Agreement
  - ☐ Disclosure of Indebtedness to the City of Chicago
    - All applicants must complete the Affidavit of Disclosure of Indebtedness to the City of Chicago when applying to vend at Maxwell Street Market. In accordance with Section 4-4-150 of the Municipal Code of Chicago, no vendor permit shall be issued to any applicant who has unsettled debt with the City. Proof of payment plan or bill payment is required prior to space purchase.
- **Attach the following:**
  - ☐ A copy of Current Driver's License, State ID, Matricula Consular ID or Passport
  - ☐ A copy of Current Vehicle Insurance
    - Vendors using autos to transport goods to and from the market must maintain Auto Liability.
  - ☐ A copy of current Sales IBT/IDOR Number or Certificate (Illinois Business Tax ID #/Illinois Department of Revenue #)
    - IBT ID/IDOR numbers can be obtained by applying online at [mytax.illinois.gov](http://mytax.illinois.gov) or in person at the Illinois Department of Revenue, located in the basement of the Thompson Center at 100 W. Randolph St.
- **Select the date(s) you'd like to vend** (see page 4)

**> YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUESTED INFORMATION IS RECEIVED <**

**Please return completed application and supporting documents to:  
Maxwell Street Market, 800 S. Desplaines Street, Chicago, IL 60607  
[Maxwellstreet@cityofchicago.org](mailto:Maxwellstreet@cityofchicago.org)**

***Kindly note that our office hours are Fridays, 9 a.m. – 4 p.m. and Sundays, 7 a.m. – 2 p.m. during market season.***

# GENERAL MERCHANDISE VENDOR APPLICATION

**COMPLETED APPLICATION PACKET MUST BE SUBMITTED PRIOR TO VENDING AT  
MAXWELL STREET MARKET**

*PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.*

**PLEASE PRINT:**

Name		Business Name (if applicable)	
Address	City and State	Zip Code	
Phone Number		Email Address	
Website Address/ Etsy/ Social Media Handles (FB, IG)			
Illinois Business Tax ID/IDOR Number		MSM Vendor Number	

Description of items to be sold (please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2023 MARKET DATES

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PLEASE MARK THE DATE (S) YOU'D LIKE TO VEND:

 Sundays	
	May 28 <sup>th</sup>
	June 4 <sup>th</sup>
	June 11 <sup>th</sup>
	June 18 <sup>th</sup>
	June 25 <sup>th</sup>
	July 2 <sup>nd</sup>
	July 9 <sup>th</sup>
	July 16 <sup>th</sup>
	July 23 <sup>rd</sup>
	July 30 <sup>th</sup>
	August 6 <sup>th</sup>
	August 13 <sup>th</sup>
	August 20 <sup>th</sup>
	August 27 <sup>th</sup>
	September 3 <sup>rd</sup>
	September 10 <sup>th</sup>
	September 17 <sup>th</sup>
	September 24 <sup>th</sup>
	October 1 <sup>st</sup>
	October 8 <sup>th</sup>
	October 15 <sup>th</sup>
	October 22 <sup>nd</sup>
	October 29 <sup>th</sup>

# VENDOR AGREEMENT

## COMPLETED APPLICATION PACKET MUST BE SUBMITTED PRIOR TO VENDING AT MAXWELL STREET MARKET

*PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.*

I agree to the following (*please initial each statement*):

- \_\_\_\_\_ I will vend for the full Market Day, from 9:00 a.m. until 3:00 p.m.
- \_\_\_\_\_ I understand that I can set-up my vending space between 7:00 a.m. – 8:30 a.m. and that I will not be allowed to enter the market or set-up after 8:30 a.m.
- \_\_\_\_\_ I understand that I must load all unsold food or merchandise in my vehicle(s) and depart between 3:00 p.m and 4:30 p.m.
- \_\_\_\_\_ I will purchase my weekly permit by 8:15 a.m. on the date in which I intend to vend and understand that vendor spaces can be reassigned if not purchased by that time.
- \_\_\_\_\_ Starting at 8:30 a.m. until the Market ends at 3:00 p.m., my vehicle will remain parked, and I will not drive on the Market grounds. When driving on the Market grounds, I will do so at a safe speed.
- \_\_\_\_\_ I understand that I must call the Market office to report any Market Day absences by 8:00 a.m. on the missed market date. Failure to report my absence will result in the loss of the fee paid for that date.
- \_\_\_\_\_ I understand that vendor spaces are assigned on a first-come, first served basis and that I cannot claim a space that I haven't paid for. I understand that vendor spaces will not be held and that spaces may be reassigned unoccupied for three (3) consecutive weeks.
- \_\_\_\_\_ I will vend only in the space(s) for which I purchased a permit.
- \_\_\_\_\_ I will not attempt to sell/re-sell the space for which I purchased a permit.
- \_\_\_\_\_ I affirm that none of the goods I am selling are counterfeit or stolen.
- \_\_\_\_\_ I affirm that I do not owe the City of Chicago any debt. If debt is discovered, I will pay it as soon as possible.
- \_\_\_\_\_ I affirm that the information submitted is accurate and complete.
- \_\_\_\_\_ I agree to abide by and operate by the Maxwell Street Market Ordinance and the Maxwell Street Market Rules and Regulations, cooperate with the Market Management, and pay the required fees.

The undersigned, for themselves and, if different for the person or organization on behalf of whom this application is submitted, hereby covenants to indemnify the City of Chicago and its officers, agents, employees, and assignees, and to hold them harmless, from any liability and/or for any contractual or quasi-contractual obligations to third parties in connection with the activity, event use or occurrence.

Vendor Name: \_\_\_\_\_  
Please Print

Date: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_



# DISCLOSURE OF INDEBTEDNESS TO THE CITY OF CHICAGO

## THIS FORM MUST BE COMPLETED IN ITS ENTIRETY.

The undersigned understands that failure to disclose any debt owed to the City, including parking tickets, will be grounds for the termination of any offer to do business with the City of Chicago.

All City of Chicago debts must be paid or arrangements for payment made with the Department of Finance (City Hall, 121 S. LaSalle St.) prior to receipt of Maxwell Street Market Permit. Parking tickets and water bills can be paid online at [pay.cityofchicago.org](http://pay.cityofchicago.org).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

License Plate #: \_\_\_\_\_

SSN (Last 4 digits **ONLY**): \_\_\_\_\_

Signature: \_\_\_\_\_

**For the last five (5) years, if you have been an owner, officer, director, associate, partner, or proprietor of a business, list that information below.**

Business Name	Address (Include City, State and Zip)	Type of Company

# VENDOR FEES

## LEGACY GENERAL MERCHANDISE VENDOR PERMITS

*(Maxwell Street Vendor for more than 5 consecutive years):*

☐ **Annual Reservation (formerly Renewal) Fee - \$50.00**

**GENERAL MERCHANDISE**

10' x 10' space .....	\$70.00 per month, or
10' x 10' space .....	\$20.00 per week
10' x 20' space (space and vehicle).....	\$125.00 per month, or
10' x 20' space (space and vehicle).....	\$35.00 per week
10' x 30' space (space and vehicle) .....	\$175.00 per month, or
10' x 30' space (space and vehicle) .....	\$50.00 per week

## FEATURED GENERAL MERCHANDISE VENDOR PERMITS

*(Maxwell Street Vendor for less than 5 consecutive years):*

☐ **Annual Reservation (formerly Renewal) Fee - \$75.00**

**GENERAL MERCHANDISE**

10' x 10' space .....	\$85.00 per month, or
10' x 10' space .....	\$25.00 per week
10' x 20' space (space and vehicle).....	\$165.00 per month, or
10' x 20' space (space and vehicle).....	\$45.00 per week
10' x 30' space (space and vehicle) .....	\$210.00 per month, or
10' x 30' space (space and vehicle) .....	\$60.00 per week

## SINGLE DAY GENERAL MERCHANDISE VENDOR PERMITS

*(Single Day Vendors are assigned to open and available spaces on a first-come, first-served basis):*

**GENERAL MERCHANDISE**

10' x 10' space .....	\$30.00 per week
10' X 20' space (space and vehicle) .....	\$65.00 per week

*Note: Vehicles are not allowed in 10' x 10' spaces.  
New Applicants may apply as Featured Vendor with Annual Reservation Fee or as Single Day Vendor.*