

Vendor Information



APPLICATION INFORMATION

2024 marks the 45th anniversary of the Chicago Farmers Markets Program. Currently, there are 3 city run markets and 4 community partner run markets that sell produce alongside prepared foods and local, artisan products. There are approximately 50 independent Markets operating in Chicago as well.

Farmers Markets are dynamic platforms for local entrepreneurs, providing an excellent opportunity for farmers, artists, and businesses to showcase their products. Joining our markets means engaging with a vibrant community, promoting entrepreneurship, and contributing to the well-being of Chicago residents through the sale of fresh, diverse produce. Our markets actively support vendors and their communities, including under-resourced individuals through SNAP programs, ensuring equitable access to quality, locally sourced food. We welcome you to become a part of this thriving ecosystem, where your participation not only boosts your business but also enhances the social and economic fabric of Chicago.



Eligibility Vendor

All vendors must apply annually; approved selling privileges are valid for a single growing season. A link to the application can be found on last page of this document.

Admission is based on the applicant's strengths in the following areas (*in order of priority*):



Vendor's history with DCASE Markets (*including adherence to market rules and regulations, market attendance, history of positive consumer/producer relationships, payment of fees, and professional behavior*).



Products are locally grown, have seasonal integrity and are of high quality.



Uniqueness of products offered that enhance the market and enrich shopper experience.



Ability to engage and educate consumers about products and how they were produced (*via knowledgeable employees, informative brochures and handouts, etc.*)



VENDOR VARIETY

Chicago Farmers Markets is always looking for unique, new vendors.

Here are some categories we welcome at our markets:

- Fruits & Vegetables
- Cheese Vendors
- Cooperative Vendors
- Value-Added Vendors
- Soap vendors
- Wool/mohair producers (Prepared foods)
- Bakery Vendors
- Honey Producers
- Soap vendors
- Wool/mohair producers
- Egg Vendors
- Meat and poultry producers
- Maple syrup producers
- Bedding plant, house plant, herb plant vendors
- Floral and ornamental producers
- Wild gathered (foraged) products

Specific criteria for each category can be found in the official City of Chicago Farmers Market Rules and Regulations. www.ChicagoFarmersMarkets.org Please take the time to review this information before applying.

2024 Market Calendar List

Farmers Markets may vary and are established by DCASE. They are subject to change as conditions warrant. DCASE Markets operate rain or shine.

WEDNESDAYS

Pullman Market

11100 S. Cottage Grove Ave.
July 10 - October 30, 7am-1pm

SATURDAYS

Division Street Market

30 W. Division St.
May 18 - October 26, 7am-1pm

Mercado de Colores, Little Village*

Manuel Perez Memorial Plaza,
4345 W. 26th St.
June 1 - October 5, 11am-3pm

West Humboldt Park City Market*

3601 W. Chicago Ave.
June 1 - October 5, 10am-2pm

THURSDAYS

Daley Plaza Market

50 W. Washington St.
May 23 - October 24, 7am-2pm

Austin Town Hall Market*

5900 W. Chicago Ave.
June 13 - October 31, 1pm-6pm

SUNDAYS

Bronzeville Community Market*

4700 S. King Dr.
July 14 - October 20, 10am-2pm

*indicates managed by a community partner



Requirements Insurance

All applicants for all Chicago Farmers Markets will be required to provide an original Certificate of Insurance evidencing the following insurance minimums for the dates of May 1 to October 31, 2024:

- Workers Compensation and Employers Liability – minimum of \$500,000 each accident, illness, or disease
- Commercial General Liability – minimum \$1,000,000 per occurrence
- Automobile Liability – minimum of \$500,000 per occurrence
- Property coverage (replacement cost)
- Certificate Holder MUST list: City of Chicago, 78 E. Washington, Chicago, IL 60602

Final acceptance is contingent on applicant naming the City of Chicago, the Chicago Park District, their employees, agents and officials as additionally insured. Applicants must also submit a copy of the endorsement using ISO form CG20 26 or equivalent. Applicant’s certificate of insurance must also evidence a waiver of subrogation in favor of the City of Chicago, its employees, elected officials, agents, or representatives.

Additional insurance: Daley Plaza and Pullman Market locations have additional insurance requirements. Please make sure that you comply and provide a separate certificate of insurance for each additional market to which you are accepted.



Requirements

Insurance

DALEY PLAZA

- Additional Insured: Public Building Commission of Chicago Transwestern Commercial Services, LLC and Transwestern Commercial Services Illinois, LLC. Cook County
- COMMERCIAL GENERAL LIABILITY INSURANCE
 - Combined Single Limit
 - Bodily Injury & Property Damage: \$1,000,000.00 each
 - Occurrence/\$2,000,000.00 General Aggregate
 - Products/Completed Operations: \$1,000,000.00 each
 - Occurrence/\$2,000,000.00 Aggregate Limit
 - Personal Injury & Advertising : \$1,000,000.00
- UMBRELLA LIABILITY INSURANCE
 - Umbrella Liability Policy: \$2,000,000.00
Limits will be determined based on the type of event, attendance, and planned activities
- COMPREHENSIVE AUTOMOBILE LIABILITY
When any vehicle drives on Daley Center property, automobile insurance must include all owned, leased, hired or non-owned vehicles with limits of at least: \$1,000,000.00 Per Occurrence for Bodily Injury and Property Damage
- CERTIFICATE HOLDER:
Send insurance certificate to:
Transwestern Commercial Services Illinois, LLC.
Richard J. Daley Center
50 West Washington Street Suite 1203
Chicago, IL 60602
312-603-7980

All Chicago Park District Sites, including:

PULLMAN

- Additional Insured: “The Chicago Park District of the City of Chicago, a body politic and corporate, and its employees”
- Coverage Limits: \$1,000,000.00 (“one million dollars”) per occurrence and aggregate
- Certificate Holder: Send insurance certificate to:
Attn: Chicago Park District – Risk Management
541 N. Fairbanks, Chicago, Illinois 60611
Phone: 312/742-4619 Fax: 312/742-5328

See full Rules and Regulations for details at ChicagoFarmersMarkets.org

Other Requirements

For ALL Applicants:

- Online application, fully completed (link on last page)
- Copy of 2024 Illinois Sales Tax Filing (for returning vendors, new vendors need ID # only)
- Summer Festival Vendor Sanitation Certification (if you are sampling and/or serving food) due after acceptance
- Proof of Commercial Liability Insurance due after acceptance
- Signed Letter of Agreement, Transparency Oath & Disclosure of Indebtedness to the City of Chicago (included in online application)

Farmers/Growers:

(fruit, vegetables, flowers, plants)

- 2024 Growing Calendars
- Farm Map (showing farm boundaries, growing areas, crop locations, storage sheds, packing and processing facility locations)
- Organic Certificate (if applicable)
- Illinois Egg License (if applicable)

Processors: (meat, poultry, dairy)

- Ingredients List (for each product you plan to sell during the 2024 season)
- Copies of applicable licenses (e.g, Organic Certification, Fair-trade, Non-GMO Project Verified, Animal Welfare Approved, etc.)

Processors (baked goods, jams, jellies, honey, etc.) & **Prepared Food** (for immediate consumption):

- Ingredients List (for each product you plan to sell during the 2024 season)
- Copies of applicable licenses (e.g. Organic Certification, Fair-trade, Non-GMO Project Verified, etc.)

LINK/SNAP & LINK Match Coupons (MANDATORY)

- All vendors that sell qualified produce at Chicago Farmers Markets where LINK/SNAP & LINK Match coupons are accepted must participate. We work with a third-party contractor to complete operational and accounting functions, making it very easy for our vendors to participate.

Please note: All past City of Chicago Farmers Market fees MUST be paid in FULL in order to be reaccepted in to the 2024 markets.

Vendors will be billed per 10'x10' space per day. Details will be provided with your 2024 acceptance letter. Market fee can be billed at any point throughout the season and payment is due upon receipt by the date designated on the invoice. If payment is not received, you may forfeit your space at the market for the next season.

Ready to Apply?

Online applications for this year's Chicago Farmers Markets can be completed here:

www.surveymonkey.com/r/ChicagoFarmersMarkets24

All applications must be submitted by:

March 8th for RETURNING VENDORS

March 15th for NEW VENDORS

QUESTIONS?

Sandra Carrera

Chicago Farmers Markets Coordinator,
Department of Cultural Affairs and
Special Events

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