



## Winnetka-Northfield-Glencoe Chamber of Commerce Winnetka Farmers' Market 2023 Full-Time Vendor Application

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### General Information

The Winnetka Farmers' Market, beginning its 6<sup>th</sup> year, is conveniently located in the heart of the downtown business district and has been managed by the Chamber of Commerce for over 20 years.

The mission of the Market is to enhance the quality of life within our communities by providing a neighborhood activity that promotes a wholesome, social gathering place. The market provides an opportunity to support local small businesses to foster and grow the stakeholders in the market.

The Market provides the best offerings available including the freshest, highest quality farm and home-grown/produced items, as well as a variety of appealing merchandise that is valued by our local area communities.

Return market application, required documents and payment by April 1, 2023, for consideration:

Terry Dason  
Executive Director  
Winnetka-Northfield-Glencoe Chamber of Commerce  
Office: 841 Spruce Street, Suite 204  
Winnetka, IL 60093  
847-446-4451  
director@wngchamber.com  
@winnetkafarmersmarket

**Market Location:**  
754 Elm Street  
Winnetka, IL 60093  
Winnetka Train Station Parking Lot  
Southeast corner Elm Street and Green Bay Road



## Winnetka Farmers' Market 2023 Application Checklist

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1. **Completed, signed application** including vendor fee. Check made out to Winnetka-Northfield-Glencoe Chamber of Commerce (easier WNGCC) or Credit Card payment
2. **Certificate of Insurance (COI)** listing the Winnetka-Northfield-Glencoe Chamber of Commerce (WNGCC), the Village of Winnetka, and the Winnetka Park District as additional insured for \$1,000,000
  - All vendors must have a valid comprehensive liability policy with limits of at least \$1,000,000 each person and \$500,000 each accident, bodily injury, and death liability, \$500,000 each accident for property damage liability. This policy shall name the **Winnetka-Northfield-Glencoe Chamber of Commerce (WNGCC), 841 Spruce Street, Suite 244, Winnetka the Village of Winnetka 510 Green Bay Road, Winnetka AND the Winnetka Park District 540 Hibbard Road, Winnetka** as an additional insured. A copy of this policy shall be provided to the Winnetka-Northfield-Glencoe Chamber of Commerce at the time of application submittal for the Market. A Certificate of Insurance must be received prior to the opening of the Market, June 3, 2023, or the vendor will not be allowed to participate in the Market. The Certificate must be current, up to date, for the duration of the Market.
3. **MANDATORY:** A Winnetka Temporary food permit is needed to serve samples or sell food for consumption at the market (ie; bakery goods, coffee, samples of tomatoes) along with a processing fee of \$15.00, check only, payable to the "Village of Winnetka" to process the temporary food permit required by the Health Department. [LINK TO TEMPORARY FOOD PERMIT](#)
  - ALL FOOD VENDORS SELLING FOOD FOR HUMAN CONSUMPTION WILL BE REQUIRED TO HAVE A TEMPORARY FOOD PERMIT AND MUST PROVIDE A HAND WASHING STATION FOR THEIR EMPLOYEES. SEE MARKET RULES FOR COMPLETE INFORMATION.

### **Producers (meat, fish, poultry, eggs, and dairy)**

**NOTE:** If you plan to sell eggs or meat, you must include a copy of your Illinois License. If you are required to have a Health Department License or safe food handling certificate, please include a copy with this application.

**\*\*\*\* Producers:** Must complete a list of the applications of both Prepared & Processed Food Products and Non-food Products consisting of Earth-Friendly, Recycled/Recyclable, or Organic materials along with this Application.



# Winnetka Farmers' Market 2023 Full-Time Vendor Application

Date of Application \_\_\_\_\_

### Applicant's Name and Address Information:

Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Farm/Business Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State Zip \_\_\_\_\_  
 County \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Mobile# \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Company/ Farm \_\_\_\_\_  
 Web Address \_\_\_\_\_  
 Illinois Business Tax Number (IBT)\* \_\_\_\_\_

\*All participants of the Farmers' Market must have a valid sales tax number. Illinois Sales Tax ID # (attach copy of license) If license has not been received, give date of application for license.

The Market Employee Contact Name \_\_\_\_\_ E-mail \_\_\_\_\_

Mobile# \_\_\_\_\_

Please select from the categories of products that you will be participating in for the season.

- ( ) Vegetable/Fruit Produce
- ( ) Meat, Fish, Poultry
- ( ) Eggs
- ( ) Specialty Items
- ( ) Bakery Products
- ( ) Floral (Cut and Potted)
- ( ) Prepared & Processed Food
- ( ) Other (specify below)

List all the grown/harvested products you intend to sell.

**Required:** For each product you grow/harvest, note the number of varieties of that product you grow/harvest, the location where product is grown/harvested, acreage used to grow or harvest the product, whether the product is certified organic and what months the item will be sold.

Note: Changing or adding to this list after submitting the application requires a written amendment to this application and approval by the Market Manager prior to any sale. To accommodate large crop/product lists, please attach additional sheets as needed.

You must also fill in the exact location (including street address) of production for each item to have a valid item listed. If the item location is the same as applicant's address show above, you may write

“same” in the blank. If you need more space, please use the back of this sheet. To accommodate large crop/product lists, please attach additional sheets as needed.

Once approved, the items listed below will be the items you will be allowed to sell at the Market. Starting Harvest weekend September 2nd, all Farmers are allowed to also bring the following extra products that tie into the fall season: pumpkins, mums, festive wreaths, Indian corn, corn stalks, hay barrels, etc. You may continue to bring these items until the Market season is over. If you have a question regarding what can be brought during this timeframe, please contact the Market Management for review.

List Items	Exact location where product is grown/produced/sold

### Space Rental

Space desired: \_\_\_\_\_ size

10'x10'	\$397.00
20'x10'	\$527.00
30'x10'	\$712.00
40'x10'	\$929.00
60'x10'	\$1,147.00

Total fee enclosed: \$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Select Market Dates below:**

Vendors supply their own tent, weights, tables, and chairs. (Space rentals are not transferable, and no refunds shall be given).

**When vendor borrows a tent, table, weights, tables, or chairs from the Market, for any reason, there will be a rental usage fee assessed to the vendor. See rules and regulations.**

The Market will operate every Saturday, Rain or Shine, from June 3 through October 28, 2023, (22 weeks), market hours from 7:30 am to 12:30 pm.

Please place a checkmark on your requested dates of attendance. Or select All dates here ( )

<input checked="" type="checkbox"/>	Date	<input checked="" type="checkbox"/>	Date	<input checked="" type="checkbox"/>	Date	<input checked="" type="checkbox"/>	Date
<input type="checkbox"/>	June 3	<input type="checkbox"/>	June 10	<input type="checkbox"/>	June 17	<input type="checkbox"/>	June 24
<input type="checkbox"/>	July 1	<input type="checkbox"/>	July 8	<input type="checkbox"/>	July 15	<input type="checkbox"/>	July 22
<input type="checkbox"/>	July 29	<input type="checkbox"/>	August 5	<input type="checkbox"/>	August 12	<input type="checkbox"/>	August 19
<input type="checkbox"/>	August 26	<input type="checkbox"/>	September 2	<input type="checkbox"/>	September 9	<input type="checkbox"/>	September 16
<input type="checkbox"/>	September 23	<input type="checkbox"/>	September 30	<input type="checkbox"/>	October 7	<input type="checkbox"/>	October 14
<input type="checkbox"/>	October 21	<input type="checkbox"/>	October 28	<input type="checkbox"/>		<input type="checkbox"/>	

**Notification of Absence**

Vendors must attend all market dates. Please circle any scheduled absences above for Manager’s review and approval. Vendor fees are calculated on a full-season, and we are not able to prorate fees for dates missed. After the start of the market, vendors must notify the Market Manager at least 7 calendar days prior to a scheduled date if the vendor cannot attend the market. Failure to notify market management may result in the suspension or revocation of market permits.

• Chamber office at 847-446-4451 to inform us of the date of absence. In case of an Emergency: Please contact Market Manager Terry Dason cell 847-899-6112 immediately!

Return certificate of Insurance, application, with full payment to hold your space for the 2023 market. Credit Cards are accepted. Make checks payable to the Winnetka-Northfield-Glencoe Chamber of Commerce (**WNGCC**) and return to 841 Spruce, Suite 204 Winnetka, IL 60093. For further information, contact the Chamber at 847-446-4451 or [director@wngchamber.com](mailto:director@wngchamber.com).

I, \_\_\_\_\_, hereby state that I have read and agree to abide by the “Winnetka-Northfield-Glencoe Chamber of Commerce (WNGCC) Winnetka Farmers’ Market 2023. “Agreement & Rules of Operation” included below. I also agree to offer for sale at the Market only such items as listed on this application and approved by the market committee and declare that these items meet the requirements of the Operating Rules & Regulations. I additionally agree to hold the WNGCC, its Directors and employees, harmless, and to indemnify the WNGCC, its Directors and employees, because of all claims made against the WNGCC, its Directors and employees, resulting from my actions as a vendor at the Market.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**LIABILITY WAIVER:** The applicant agrees for itself and or its employees, agents, or volunteers associated or to be associated with the Farmers Market for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the Winnetka-Northfield-Glencoe Chamber of Commerce (WNGCC), Village of Winnetka, and any of its agents, public officers, officials or employees and authorized volunteers from said applicant, except for acts caused by the willful and wanton misconduct by employees of the WNGCC, and the Village of Winnetka acting within the scope of their employment.

**HOLD HARMLESS:** The applicant agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the Farmers Market(s) for which the permit is being sought, to indemnify and hold harmless the WNGCC, and the Village of Winnetka and its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses or expenses arising out of the permitted activity or any activity associated with the conduct of the applicant’s operations, including but not limited to claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the WNGCC, and the Village of Winnetka acting within the scope of their employment. Further, the applicant agrees to indemnify the WNGCC, the Village of Winnetka any of its agents, public officers, officials or employees and authorized volunteers for any attorney fees and court costs incurred or to be incurred in defending any actions brought against them because of the applicants’ use of public property as set forth in this application.

TRANSPARENCY PLEDGE: To be honest with my customers and fully transparent to Winnetka Farmers Market, I promise to sell only those products which I produce myself, or which my cooperative produces and will clearly list the city and state where each item is grown or produced. I also agree to be honest about my production practices with both market management and my customers. I have itemized all products on the preceding pages. It is relationships, trust, and transparency that will set me and Winnetka Farmers Market apart. I understand that by breaking this oath, possible removal from this Farmers Market and future markets may result. I have read and understand the above Liability Waiver, Hold Harmless and Transparency Pledge. I have also read and understand the Vendor Agreement and Rules of Operation as set down herein. I agree to abide by the said Vendor Agreement and Rules of Operation and any violation could cause expulsion from the market and loss of all fees.

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



## AGREEMENT & RULES OF OPERATION FULL & PART TIME VENDORS

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These rules govern the operation, administration, and management of the Winnetka-Northfield-Glencoe Chamber of Commerce Farmers WFM (WFM). The WFM will implement and enforce all rules and regulations pertaining to the operation of the WFM. WFM may change, delete, or modify the WNGFM rules and regulations from time to time and take any reasonable action to enforce them. WNGFM requires all participating vendors in the WFM to be in good standing as set forth in these rules and regulations.

### FARMERS MARKET OBJECTIVES:

The goal of the WNGFM is to offer for sale the freshest, highest quality farm and home-grown/produced items as well as hand produced merchandise and a variety of interesting products that would be valued by our local area residents.

### DEFINITIONS:

A **vendor** is any person offering items for sale at the WFM. This term includes growers, producers, specialty goods and unique items.

A **grower or producer** is any person offering for sale items for human consumption, including but not limited to, fruits, vegetables, edible grains, nuts, cheeses, eggs, dairy, meat, apiary products, maple sugars, syrups and baked goods, or non-edible items such as cut or potted flowers, which have been grown, raised or prepared by the grower or producer, members of his/her family, or by persons in his/her employment.

Notwithstanding the foregoing, items (regardless of whether mentioned above) that are potential health hazards as determined by the WFM must be approved by the Village of Winnetka Health Department. The Department of Code Administration and Development Services Environmental Health Division Farmers' Market Document is Available upon Request.

### LOCATION OF MARKET:

The WFM is in Winnetka, IL

### DATES AND HOURS OF OPERATION:

The WFM will operate every Saturday from June 3, 2023, through October 28, 2023, for a total of 22 weeks. Set-Up Hours are 6:30 a.m. – 7:30 a.m. Operating Hours are from 7:30 a.m. until 12:30 p.m. Rain or Shine.

Space rentals are not transferable, and no refunds shall be given regardless of the cause of non-use. Stalls come in a variety of sizes: approximately 10 feet wide x 10 feet deep, 20 feet wide x 10 feet deep, 30 feet wide x 10 feet deep, 40 feet wide x 10 feet deep and 60 feet wide x 10 feet deep. Vendors are required to provide their own tent, weights for the tent, tables, and chairs. The WNGFM will attempt to honor requests for specific sizes of stalls but cannot guarantee availability. For part-time vendors, a limited number of 10' x 10' spaces may be available on a temporary basis. The cost for such stalls for part-time vendors is \$50 per use with a limit of six uses per season.

When vendor borrows a tent, weights, tables, or chairs from the Market, for any reason, there will be a rental usage fee assessed to the vendor not to exceed \$40.00/Saturday.

No matter the weather, all tents are required to have weights sufficient to keep the tent in place during windy conditions. A minimum of 25 lbs. per leg is required! If your tent does not have adequate weights, you will be required to remove your tent or pay a rental fee to the WFM to provide weights (once, you will be required to purchase your own tent weights for future markets). Bricks, concrete blocks or gallon water jugs and other such items are insufficient! Ideal weights can be made of PVC pipe filled with sand or cement and secured with bungees. The best weights are strapped to the bottom of each leg and then tethered to the top corner of the canopy, thus lowering the center of gravity. In a strong gust of wind, even canopies secured with enough weight can be broken and cause damage and injury. Check here for more info:

<http://www.wafarmersmarkettoolkit-org.wafarmersmarkets.org/wp-content/uploads/2016/09/WSFMA-Canopy-Safety-101-3.pdf>

Vendor's stall locations are not permanent and may be changed at the discretion of the WFM Management any Saturday during the market season. In making any determination in this regard, WFM will consider the following:

1. Fire Department requirements.
2. The WNGFM's product mix and consumer traffic flow.
3. Vendor's marketing ability and product promotion.
4. The quality of the Vendor's product display and customer service.
5. The participation of owners at the WFM

**SCHEDULE & FEES:**

January 2023 Applications mailed/emailed to vendors.

Through May 15, 2023, Per full- time space fee	10' x 10'	\$397.00
	20' x 10'	\$527.00
	30' x 10'	\$712.00
	40' x 10'	\$929.00
	60' x 10'	\$1,147.00

**SELLING GOODS:**

The over 40-year history of the WNGFM has designated areas of products to be sold:

- (1). Vegetable/Fruit Produce
- (2). Flowers/Plants-both cut and potted.
- (3). Meat, Fish, Poultry
- (4). Eggs
- (5). Bakery Products
- (6). Prepared & Processed Food
- (7). Specialty Products: olive oil, cheese
- (8). Other - A variety of other products that the WFM believes would interest shoppers.

On the WFM 2023 application you will be required to select from the above categories and list those items that you would like to offer for sale. More than one category may be selected. Example: those that choose to be a vegetable/fruit vendor may also bring flowers. The concept of each vendor becoming a "Farm Stand" where the farmer sells whatever they happen to produce on their farm fits with the overall philosophy of the WFM.

Starting Harvest weekend September 2<sup>nd</sup>, the fruit/vegetable producers may be allowed to also bring the following extra products that tie into the fall season: pumpkins, mums, festive wreaths, Indian corn, corn stalks, hay barrels, etc. as determined by the WFM. A vendor may continue to bring approved items until the WFM season is over. If a vendor has a question regarding what can be brought during this timeframe the vendor should contact any of the WFM Management Committee for review.



Any vendor may bring other items that may not fall into the category upon request. Examples: if a vegetable/fruit vendor also happens to grow free range chickens on their farm, they may bring the chicken eggs for sale with the approval of the WFM. Please add these potential specialty items to your WNGFM application for review and acceptance.

VENDOR ETHICS FOR PRODUCTS SOLD:

1. Products must be of the highest and freshest quality possible.
2. Limiting carbon footprint is important.
3. Proof of USDA certification must be submitted if selling as certified organic.
4. Try to become more sustainable, recycle more, and begin to be more earth friendly.

ALL PRODUCTS: MUST CONFORM TO ALL STATE GUIDELINES AND LAWS

DISPLAYING GOODS:

Vendors should furnish their own tables and other display arrangements. In case of rain, vendors must furnish their own protection as the WFM is in a space with no shelter provided. It is important that each vendor understands their responsibility for maintaining the stall area in a neat, clean, and sanitary condition. The WNGFM will provide waste containers throughout the grounds for paper products, soda cans and bottles. At the close of business, each vendor must clean their stall area. PLEASE CRUSH ALL THE BOXES BEFORE YOU PUT THEM INTO THE DUMPSTER TO ALLOW ROOM FOR EVERYONE!!

MOTORIZED VEHICLES:

No Motorized vehicles other than those used by the vendors to transport products shall be allowed in the WNGFM. If vehicles are not necessary during market hours to unload products, they shall be parked in the parking lot or on the street.

FEDERAL AND STATE REGULATIONS:

All vendors are solely responsible for following all the rules and regulations of the Departments of Health, Agriculture and Revenue. If the health inspector reviews a vendor and finds that vendor is not in compliance with the health codes, the applicable vendor will not be allowed back without a written notice from the health inspector. Each vendor agrees to hold the WFM harmless from any loss or claim related to such vendor's violation of any such rule or regulation.

VENDOR REQUIREMENTS:

1. All vendors are required to have a valid State Business Tax Number. If you need to obtain this number for Illinois Vendors, contact the Illinois Department of Revenue, 800-356-6302 or in Chicago, 312-814-5232.
2. All vendors are solely responsible for withholding applicable sales and other taxes, filing all required returns, and remitting all amounts due.
3. All vendors must have submitted a valid application, comprehensive liability insurance (see line #4) and payment to sell at the WNGFM which has been presented to and approved by the WFM Management Committee.

All vendors must have a valid comprehensive liability policy with limits of at least \$1,000,000 each person and \$500,000 each accident, bodily injury, and death liability, \$500,000 each accident for property damage liability. This policy shall name the Winnetka-Northfield-Glencoe Chamber of Commerce (WNGCC), 841 Spruce Street, Suite 244, Winnetka the Village of Winnetka 510 Green Bay Road, Winnetka AND the Winnetka Park District 540 Hibbard Road, Winnetka as an additional insured. An acceptable (as determined by the WNGFM in its commercially reasonable discretion) Certificate of Insurance valid for the entire season must be provided to the Winnetka-Northfield-Glencoe Chamber of Commerce within ten (10) days after acceptance of the vendor's application, but in no event later than May 15. No vendor will be entitled to set up or otherwise participate in the market without appropriate documentation of acceptable insurance coverage.

## VENDOR PROHIBITIONS:

Vendors may not:

1. Sell or offer any article according to weight except in accordance with the established standards for weight of the State of Illinois.
2. Sell apiary products, maple sugars, and syrups, or any processed foods unless properly labeled in accordance with State standards for labeling. The Department of Code Administration and Development Services Environmental Health Division Farmers' Market Document is Available upon Request.
3. Sell any unwholesome or spoiled goods.
4. Offer for sale any items which have not been grown or produced by the vendor, members of his/her family, or persons in his/her employment.
5. Resell any product unless approved by the WFM Management Committee.
6. Sell or offer any article without first obtaining an Illinois Business Tax License for the current year or fail to display prominently the number of such license.
7. Transport or display food without adequate protection against contamination. Delivery trucks and other equipment used for transportation and display shall always be kept clean.
8. Do not allow any waste, garbage, or any other refuse to remain after the closing hour of any WNGFM day. Each selling area must be entirely cleaned up by the user of the assigned market stall.
9. Conduct himself/herself in an unprofessional manner.
10. Attract attention by hawking or crying out. Vendors must stay within 5' of their vendor space.
11. Locate their space to block or inhibit the use of another vendor.
12. Disobey any regulation of the Village of Winnetka, or any directive of the WFM Manager, Winnetka-Northfield Chamber of Commerce President or Director, Village Manager, Police or Fire Department.

## QUESTION OF PRODUCT LEGITIMACY:

Products for sale at the WFM (other than those that are produced elsewhere but accepted for sale) must be from the local Midwest area and, in the case of growers or producers, be seasonally available. The WFM Manager reserves the right to request proof from the vendor as to the location of production of every item sold in the WFM. The WFM Manager also has the right to inspect the specific locations listed on the vendor's application at any reasonable time.

## ENFORCEMENT OF RULES:

Vendors at this WFM must always conform to the WFM rules. The WFM Manager or designee has full authority to enforce all the rules, and any vendors failing to comply with these rules as determined by the WFM Manager in his/her sole discretion will, at the discretion of the WFM Manager, be unable to continue to sell at the WFM for the remainder of the season, and no portion of the WFM fee will be refunded. The rules and regulations are subject to revision as may be required. The Winnetka-Northfield-Glencoe Chamber of Commerce (WNGCC) shall have absolute discretion in the interpretation of all rules of the WFM.

LEAFLET POLICY:

Any person or group wishing to distribute leaflets generally at the WFM (other than leaflets merely made available at a vendor's space advertising or explaining the vendor's products or services) must obtain permission from the Winnetka-Northfield Chamber of Commerce prior to the intended date of distribution.

Each person distributing leaflets is solely responsible for cleaning up any discarded leaflets and avoiding any harassment of shoppers.

APPLICATION PROCESS:

Applications should be submitted in accordance with the "Schedules & Fees" and a valid Certificate of Insurance timely supplied in accordance with "Vendor Requirements" outlined above. Applications will be reviewed and accepted based on product mix, space availability and the vendor's past relationship with the WFM, including compliance with market rules and regulations, market attendance, seniority, and payment of fees. Each vendor's application will be reviewed carefully, and the vendor will be notified of whether it has been accepted as soon as reasonably practicable after receipt of the application. The Winnetka-Northfield-Glencoe Chamber of Commerce reserves the right to deny any potential vendor's application in its sole discretion. Spaces will be reserved only upon receipt and acceptance of a vendor's application form, fee, Certificate of Insurance and Temporary Food Service Permit.