



A Message from the RFM Manager: ED KUGLER (2ND YEAR)

Welcome everyone whether new or returning.

Our 2018 season marks RFM's 40th year anniversary.

I am requesting transparency in this application process, and desire all vendors to have quality goods and services with a focus on organic, sustainable and earth friendly products.

Please answer the questions to our application to the best of your ability, even if they don't apply to you. Feel free to contact me if you have further questions.

Our objective is to attain more of a variety of food and product selection at the Ravinia Farmer's Market. Also, educational, music, and special event day components would be nice. If anyone has suggestions, I am open. How a person spends their money daily has a direct impact on the welfare of our planet's air, water and soil. Future generations will benefit if we act now to preserve and care for our environment.

After 40 years, the market has sustained itself. My history has been the following:

- In 1978, I had a sprout growing booth the first 3 years of RFM
- I have been an organic vegetable grower along with Robert Boyce since 2013 at the RFM, and we also sell Tiny but Mighty Popcorn (an ancient heirloom variety from Iowa)
- I host the Organic Teaching Garden ("OTG") for Highland Park High School Environmental Science classes (over 200 students). The students learn the 101 version of Organic gardening. I visit the school a few times during the year to talk and start the seeds with the students. The students come to the OTG for a Fall tasting of the crop, and in Spring they prepare the soil and plant the seedling and direct seed. Every student has the opportunity to work in the garden (up to 4 hours) for extra credit for their community service obligation.

My company Taste Marketing is the Management Company for the RFM. Therefore, all checks should be made payable to Taste Marketing.

We wish you the very best, and look forward to our first meeting at 6:45 am on Wednesday, June 6th.

RAVINIA FARMER'S MARKET ("RFM")

2018 APPLICATION

General Information

Before submitting, make sure the following documentations has been completed and the appropriate forms and copies accompany the application. Approval is dependent on the receipt of all necessary documents and applicable fees. All forms need to be received by the Tuesday of the week prior to any participation, unless you have paid for a full year.

Application Checklist

- Highland Park City license permit submitted by May 11th allows you to start on the first Market Day, June 6th, or on the Tuesday of the week prior to each Market you participate in (*included last page of this packet*).
- Application
- Affidavit
- Insurance
- Prepared and Processed Product List
- Non-Food Items List

Temporary food service permits, certifications and fees submitted to the Lake County Health Department. The Farmers Market Food Product Sampling Handler Certificate is listed below, which is less expensive for just sampling.

- Click on either link below, as there are now two options, depending upon your business needs:

Farmers Market Food Product Sampling Handler Certificate:

<http://www.dph.illinois.gov/topics-services/food-safety/farmers-markets>

3-page instructions to register for the Lake County Health Dept. at the end of the Application package:

<https://energocitizenaccess.tylertech.com/LakeCountyIL/SelfService#/home> -

All Food Handling Applications, certifications, and fees must be mailed directly to the Lake County Health Dept. Waukegan Office no later than May 11th (for the June 6th Market), or one week before each market day on Tuesday. Lake County requires that all vendors who will be handling food at the market be licensed. Sampling: If you will be sampling a permit is required!

All Vendors selling food for human consumption will be required to provide a hand washing station for their employees. See market rules for details.

Ed Kugler at Taste Marketing, Inc.
7301 N. Cicero Ave.
Lincolnwood, IL 60712

Phone: 847-561-1302
Fax: 847-677-0790

www.raviniafarmersmarket.org

2018 RAVINIA FARMER'S MARKET

Rules and Regulations for Market Food Vendors

Wednesday Market Rules of Operation

These rules govern the operation, administration and management of the Ravinia Farmer's Market ("RFM"). The RFM will implement and enforce all rules and regulations pertaining to the operation of the Market. RFM may change, delete, or modify these Market rules and regulations from time to time and take any reasonable action to enforce them. RFM requires all participating vendors in the Market to be in good standing as set forth in these rules and regulations.

Location of Market

The RFM is located in Ravinia on Dean Ave. between Roger Williams and St. Johns Street at Jensen Park.

Hours of Market Operations

The Market will operate on Wednesday from 7:00am to 1:00pm. Market starts Wednesday, June 6th through October 31st.

Participants may begin setting up as early as 5:00am and should be ready to begin at 7:00am. All participants must be open for business until the close of the market at 1:00pm (unless approval given by RFM Management). Your specific booth space must be cleaned up / broomed before leaving at 2:00pm. When setting up, market participants must limit themselves to their assigned spaces. Please arrive early. No vehicles allowed on parkway or driveway on the north end of Dean Street (as indicated on map).

*** OPENING DAY MEETING – 6:45am (5 – 10 minutes)**

**** WEEKLY MARKET MEETING – 6:45am (5 – 10 minutes) – TO BE DETERMINED THE WEEK PRIOR**

*****SPECIAL NOTE** - There is a city noise ordinance in effect until (9:00am). RFM is not exempt from this ordinance during the set-up hours (5:00 – 7:00am) and between (7:00 – 9:00am) the ordinance will be enforced and excess noise will not be tolerated.**

Eligible Participants – WE WELCOME ALL WHO CARE ABOUT OUR AIR, WATER & SOIL.

- Food Purveyors: An eligible participant is any grower or producer offering items for human consumption, such as: fruits, veggies, grains, nuts, berries, apiary products, maple syrups, preserves, baked goods, meat, fish, etc.
- Non-edible Purveyors: An eligible participant is any business offering items made from cut, dried, or potted flowers, plants, household products, and natural fiber clothing and handmade jewelry may be sold. Other items may be offered for sale at the discretion of the Market Manager. We are striving to achieve preferably items made from organic methods, sustainable, recycled, and / or earth friendly materials.

I. ADMISSION OF VENDORS AND PRODUCTS

Approval

RFM's approval of selling privileges is for a limited period of time, never exceeding one growing season, and is a privilege, not a right. All products sold at the market are subject of restrictions by RFM. Admittance to the Market is given to Vendors (Farmers and Producers) based on:

- HP City License Permit Application must be completed and submitted by May 11th (to participate on June 6th) or on the Tuesday of the week prior to participation.
- The submission of a complete application, including supporting documentation as well as the signature page indicating that they will abide by these rules.
- The submission is applicable, if you acquire all permits and licenses required for retail selling at RFM.
- Space availability at the Market.
- The Vendor's product knowledge and ability to communicate it.
- RFM's attempt to create a balance between unprocessed farm products and value-added products prepared by small-scale food artisans.

Insurance Requirements

All applicants must carry commercial liability insurance (\$1 million) and name Taste Marketing, Inc. and Ed Kugler as an additional insured for protection against damages in the event an injury occurs at the Market or an injury is caused by the product(s) they sell at the Market. A copy must be provided along with this Application.

II. POLICIES AND REQUIREMENTS REGARDING FARMERS, PRODUCERS, PRODUCTS, AND VENDOR INSPECTION

Products Sold

The RFM Management reserves the right to prohibit a vendor from selling a product not previously approved in the Application process.

Vendor Ethics on Products Sold:

- They must be to the highest and freshest quality possible
- Carbon footprint is important
- Proof of USDA certification must be submitted if selling as certified organic.
- Try to become more sustainable, recycle more, and begin to use more earth friendly.

Products Prohibited at RFM Markets:

- Live birds or animals for human consumption
- Fresh meat and poultry (frozen only)
- Unauthorized agricultural products (*i.e.* produce not grown locally)
- Market Management has the final decision
- Anything not sustainable or Earthy-friendly

Product Validity:

RFM reserves the right to question the validity of any product sold at the RFM. RFM also reserves the right to request proof of any product's origin: seed source, a soil analysis - or herbicides and pesticides used in the growing process. As well as the right to inspect any Vendor's stated location of product production, at any reasonable time, with no prior notice.

Farm/ Business Visits and Inspections:

RFM representatives will visit and inspect farms and business manufacturing establishments used by its farmers and producers during normal business hours (8:00am – 6:00pm) to verify compliance with RFM requirements. A map to the farm or establishment with clearly written directions must be submitted upon request. An inspection may include ownership information and any other information relevant to determining product legitimacy. Failure to allow such an inspection will constitute a violation of Market rules.

III. GERNERAL MARKET RULES**Safety and Sanitation:**

- All RFM Markets are conducted in accordance with State and Federal laws and local laws.
- Vendors must keep stall area (including back area) clean, tidy, and clear of produce trimmings, produce discards, and piles of boxes.
- Smoking is not allowed in the Market area or vendor's booth space.
- Vendors may not bring pets into the Market.
- Vendors must comply with the Market Manager's directions in all matters relating to safety.

Assignment of Selling Space

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

- Fire Department requirements.
- The Market's product mix and consumer traffic flow.
- Vendor's marketing ability and product promotion.
- The quality of the Vendor's product display and customer service.
- The participation of owners at the Market.

Tables, Tarps and Tents:

- Vendors must furnish their own tables, chairs, display arrangements, and weather protection.
- All tents must be weighted sufficiently to be secure and stable during rain and windy conditions (approximately 50 lbs. per side pole recommended), a City of Highland Park ordinance.
- Unsecured tents are subject to immediate removal.
- Tables must be sturdy and stable with the tops covered when appropriate.
- Tables shall not be filled beyond load capacity and the products on the display table should be secured.

FARM/ PRODUCER IDENTIFICATION:

All Vendors must display a sign, with lettering at least 3 inches high, clearly identifying the name of their establishment, phone number and the city or town, county and state where their production occurs. A handmade sign is acceptable, or if this information is included in your signage that is fine.

Product Signs and Disclosure of Growing Practices:

- Each product for sale must have a clear, readable, identification sign with the price per unit.
- Farming Practices must be fully and truthfully disclosed when customers inquire. Failure to do so may result in revocation of selling privileges.
- All products sold as Organic must be prominently labeled as “Certified Organic” with the certifying agency name. The use of the word organic is prohibited unless the products are certified or conform to the USDA rules. Certified organic growers must submit their certification with the application.

Product Display:

Vendors must display their produce in a beautiful, clean, well presented manner. The Market management reserves the right to disallow substandard products from being sold and to suggest improved displays.

Sampling and Potentially Hazardous Foods:

Vendors are encouraged to offer samples of their products. When offering samples, Vendors should adhere to the following guidelines:

- Must submit a Lake County Health Department permit and follow all of their guidelines.
- Must be current with permits and licensing.
- Keep samples in clean, covered containers.

Trash Management:

Before leaving the Market, Vendors must collect all matter and debris in their area without regard to whether or not the litter originated in their area. Refuse collected is to be disposed of off-site by each Vendor. Vendors who fail to clean up properly face fines of up to \$100.00 from the City’s Department of Sanitation and repeat offenders face possible suspension or eviction from the markets. **Local Park District trash cans may not be used for throwing away vendors debris. These trash cans are for consumer use only.**

Weights and Measures:

Scales must be legal-for-trade commercial scales and may be certified annually by the City of Highland Park. Pricing per item is permissible.

Standards of Conduct for Vendors, their Representatives, and Market Staff:

- Be knowledgeable about how products are used, grown, or produced. Be able to communicate this information clearly to the customers.
- Be courteous, professional and presentable at all times.
- Display products in a sanitary, presentable and attractive manner.

- Behave in a polite manner and practice clean personal hygiene. Drinking alcohol, yelling, hawking, throwing objects, swearing, name-calling, slanderous remarks, radio playing, and other rude behavior are not permitted.
- Treat other Vendors, customers, Market staff, and public officials with respect.
- Refer difficulties with customers to the Market Manager.
- Make complaints about other Vendors, Market staff, or the Market Rules and Regulations in writing to RFM.
- Do not advertise items not related to Market products.
- Do not display printed material other than Vendors. Permission to display other materials must be approved by RFM. This includes petitions, political advertisements, and issue appeals.
- Committing a criminal act at the Market will cause immediate expulsion from the RFM terminating any vending privileges.

Taxes:

Every vendor is responsible to withhold sales tax during the Farmer's Market season and submit it to their appropriate states.

RAVINIA FARMER'S MARKET

2018 Wednesday Market Application Farmers, Business Non-Profit Organizations

APPLICATION INSTRUCTIONS

Please answer all applicable questions as completely as possible, attaching supporting documentation a necessary. For full time vendors, you must submit as soon as possible a completed application and all supporting documents. Otherwise, the full-time rate ends by May 11, 2018 in order to participate in the Marketing starting on June 6, 2018. For Part-time vendors, please submit a completed application with all supporting documents the week prior to the desired market day by any Tuesday.

Date: _____ Email Address: _____

Applicant Name: _____

Business Name: _____

Address: _____

City: _____ State / Zip: _____

Phone#: _____ Fax #: _____

Cell Phone #: _____ Website: _____

Illinois Sales Tax License Number (required): _____

Vendor Type:

Farmers

Non-Profit Organization and Business or Service (please circle)

Check and circle each category in which you plan to bring product to the Market:

Fruits, Vegetables, Flowers

Meat, Fish, Poultry (frozen only)

Eggs

Dairy

Prepared & Processed Food (please specify) _____

Other, Non-Food, and /or Earth-Friendly, Recycled/Recyclable, Biodegradable, Organic, and Sustainable Products (please specify) _____

***A \$25.00 non-refundable application fee must accompany this application. Checks should be made payable and mailed to Taste Marketing, 7301 N. Cicero Ave., Lincolnwood, IL 60712. This only applies to new applicants.**

Ed Kugler at Taste Marketing, Inc.
7301 N. Cicero Ave.
Lincolnwood, IL 60712

Phone: 847-561-1302
Fax: 847-677-0790

www.raviniafarmersmarket.org

Farmers and Non-Profit Organizations:**General Information****What method of Farming (*please X*):**

Certified Organic (USDA) _____ Organically Grown (no certification) _____ Naturally Grown _____ Conventional _____

Do you possess a 3rd party certification for your production practices? (i.e. certified organic, naturally grown, Food Alliance, Certified Humane, etc.)

_____ Yes _____ No

If yes, list type of certifying agency, and date of last inspection. (Please attach a copy of your certification letter)

Do you possess and certifications regarding food processing or food handling practices?

If yes, please list (Please attach a copy of certifications) _____

Do you grow and/ or raise all products or ingredients that you plan to see at the Ravinia Farmer's Market?

_____ Yes _____ No

Where do you get your seeds from? _____

Is your soil tested? _____ When was it last tested? _____

Farm/ Orchard Site Location Information:

Please list all sites including a map for each (show farm boundaries, growing areas, crop locations, and storage sheds, packing/ processing facility locations). If items are wild gathered, identify the location(s) and attach written permission from the property owner where gathered.

Land Description and Address: _____

County: _____ City: _____ State: _____

Number of Acres: _____ Total acreage in production: _____

Greenhouse (# and total sq. ft.): _____ Tunnels (# and total sq. ft.): _____

Landlord: _____ Phone: _____

Land Description and Address: _____

County: _____ City: _____ State: _____

Number of Acres: _____ Total acreage in production: _____

Greenhouse (# and total sq. ft.): _____ Tunnels (# and total sq. ft.): _____

Landlord: _____ Phone: _____

Land Description and Address: _____

County: _____ City: _____ State: _____

Number of Acres: _____ Total acreage in production: _____

Greenhouse (# and total sq. ft.): _____ Tunnels (# and total sq. ft.): _____

Landlord: _____ Phone: _____

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

NOTE: If you plan to sell eggs, you must include a copy of your Illinois Egg 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 an attach lists for both Prepared & Processed Food Products and Non-Food Products consisting of Earth-Friendly, Recycled/ Recyclable, or Organic materials along with this Application.**

Full-time Vendors (please circle your preferred space):**2018 RATES**

Price for 10X10 Space						
Vendors	Part Time - Per Day Wednesday	Full – Time (21 Days) (apply before 5/11/18) June 6 th – October 31st	HP Fee	**Marketing Budget Fund	Total	*New Application Fee
Farmers	\$15.00	\$110.00	\$35.00	\$55.00	\$200.00	\$25.00
Business / Service	\$25.00	\$110.00	\$35.00	\$55.00	\$200.00	\$25.00
Non-Profit Organizations	\$20.00	\$110.00	\$35.00	\$55.00	\$200.00	\$25.00

*New applicant non-refundable \$25.00 registration fee to be submitted with your application. This is not necessary for previous existing vendors.

**Marketing Budget Fund: Newly implemented to create a cash flow to promote and circulate the Ravinia Market message.

***Grey area indicates pricing for all incumbent vendors.

How many 10X10 spaces do you need? _____

If you bring a generator it must be low noise. Will you be bringing one? _____

Part-time Vendors may secure a 10x10 space for the above pricing. Please indicated the dates that you intend you participate so that space can be confirmed. There will only be a limited number of part-time spaces each week and they will be assigned by the Market Manager. Dates and spaces will be assigned in the order that applications are received, and based on product mix.

June: 6, 13, 20, 27; **July:** 11, 18, 25; **August:** 1, 8, 15, 22, 29; **September:** 5, 12, 19, 26; **Oct.** 3, 10, 17, 24, 31
Please circle

RAVINIA FARMER'S MARKET

2018 Wednesday Market Application Farmers, Business, Non-Profit Organizations

AFFIDAVIT

I have read the **Application Instructions**, as described for Ravinia Farmer's Market (RFM) and if accepted into this Market, I hereby agree to abide by all **Rules and Regulations** adopted by RFM (attached). Further, I agree to sell at the RFM only such items as those attached **Products to be Sold** page. I also acknowledge that all farm products must be of my own production or produced at the location described on my application. I acknowledge full responsibility for my activities and conduct (and for those assisting me) throughout the terms of this season's market (June 6, 2018 – October, 31, 2018). I acknowledge the authority of the Market Manger and the RFM Administrator to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and impose any penalties, including possible suspension or removal from the Market, subject to appeal of the Market at any time to inspect the premises where the products offered for sale are produced. Failure to allow an inspection will constitute a violation of Market Rules. I understand that RFM does not carry any insurance policies to cover individual participants and I am required to carry such insurance and have provided all information on the **Insurance** page.

I certify that the information contained in this application is true and accurate.

Name of Business: _____

Signature: _____ Date: _____

*Full-Time Vendor: # of Spaces _____ X \$110 (10X10) \$ _____

*Part-time *Farmer* Vendor # of days: _____ X # of Spaces _____ X \$15 (10X10) \$ _____

*Part-time *Business/Service* Vendor # of days: _____ X # of Spaces _____ X \$25 (10X10) \$ _____

*Part-time *Non-Profit* Vendor # of days: _____ X # of Spaces _____ X \$15 (10X10) \$ _____

Part-time Requested dates: _____

City of Highland Park Permit License Fee for ALL Selling Vendors* **MANDATORY** \$ 35.00

Marketing Budget Fund - \$55/yr. \$ 55.00

New Application Fee - \$25/yr. (new vendors first year only) \$ _____

Total amount enclosed: \$ _____

***Full-Time Vendors & Part-Time Vendors: payment in full is due upon receipt of your acceptance notification
Please send completed application, supporting documents and check made payable to (Taste Marketing, Inc.)**

Ed Kugler at Taste Marketing, Inc.
7301 N. Cicero Ave.
Lincolnwood, IL 60712

Phone: 847-561-1302
Fax: 847-677-0790

www.raviniafarmersmarket.org

Mail to:**Ed Kugler****Taste Marketing, Inc.****7301 N. Cicero Ave.****Lincolnwood, IL 60712****Insurance Information:**

All applicants must carry commercial liability insurance (\$1 million) and name **Taste Marketing, Inc. and Ed Kugler as an additional insured** for protection against damages in the event an injury occurs at the Market or an injury is caused by the product(s) they sell at the Market.

Insurance Co.: _____

Policy #: _____ Exp. Date: _____

Coverage limits: _____ Per Occurrence: _____

Aggregate: _____

Agent Name: _____

Agent Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Business Fax: _____

A COPY OF YOUR INSURANCE POLICY CERTIFICATES MUST BE ON FILE WITH OUR OFFICE BEFORE YOUR APPLICATION WILL BE CONSIDER COMPLETE.

Ed Kugler at Taste Marketing, Inc.
7301 N. Cicero Ave.
Lincolnwood, IL 60712

Phone: 847-561-1302
Fax: 847-677-0790

LIST ALL PREPARED & PROCESSED FOOD PRODUCTS

Bakery goods, cheese, dairy products, honey, jams, cider, juice, maple syrup, frozen (meat, fish, poultry), pasta, cased sausage, etc.). Please make sure your products reflect the Market’s mission to support local agriculture and business.

Vendor Name: _____

PLEASE INDICATE WHICH CATEGORY				
PRODUCT	SOURCE (WHERE PRODUCED)	CERTIFIED ORGANIC YES/NO	NOT-CERTIFIED ORGANIC (ORGANIC INGREDIENTS ONLY) YES/NO	CONVENTIONAL

What license(s) are necessary to produce this product (attach copy) if this pertains to your products?

APPLICATION FOR LICENSE FOR VENDORS, PEDDLERS AND ITINERANT MERCHANTS.
RAVINIA FARMERS MARKET

CITY OF HIGHLAND PARK, ILLINOIS

PLEASE TYPE OR PRINT CLEARLY

APPLICATION NO.

- 1. Vendor's name _____
 Address _____
 City, State, Zip Code _____
 Date of Birth _____
 Social Security # _____
 Drivers License # _____
- 2. Nature and kind of business to be conducted _____
- 3. Illinois Sales Tax Number _____
- 4. Length of time of license period. Wednesdays from 7AM - 1PM beginning June 7 through October 25, 2017
 Is this application in connection with a Special Event? 2017 Ravinia Farmers Market
- 5. License number and description of vehicles to be used _____
- 6. Applicants selling food products must obtain a Lake County Health Department Temporary Permit from the County. Attach proof of the Lake County Health Department Permit to this application.

State of Illinois)
)SS
)
County of Lake

The undersigned, being first duly sworn, on oath deposes and says that he/she has read the foregoing application and knows the contents thereof and that the matters and things therein contained are true to the best of his/her knowledge, information and belief.

Signature of participant

Acknowledged before me this
____ day of _____, 20____.

Notary Public _____
(Notary preferred, but not required)

LICENSE FEE: \$35.00 per 100 sq. ft. of
permitted space

RETURN COMPLETED APPLICATION, LICENSE FEE, & PROOF OF LAKE COUNTY PERMIT TO:
Event Organizer: Taste Marketing, 7301 North Cicero Avenue, Lincolnwood, IL 60712

FOR OFFICE USE:
___ Fees paid
___ Special Event Permit approved

___ Application received
___ Proof of Health Permit
___ Vendor License issued

Ed Kugler at Taste Marketing, Inc.
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Lincolnwood, IL 60712

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