



**Feel Free to Spread the Word, if You Know of Anyone Who May be Interested!**

**A Message from the RFM Manager, Ed Kugler**

**Attention All Potential Vendors: Natural / Organic / Cottage Industry / Handmade**

**The Afternoon HP Farmers Market ("HPFM")**

**Location: Harvest Bible Chapel  
1731 Deerfield Road  
Highland Park**

**(Front driveway along road with ample parking across from the Highland Park Police & Fire Station)**

**Tuesday Afternoons:  
Hours of Operation: Proposed 3:00 – 7:00 pm**

**Call to discuss any questions you may have  
Ed Kugler  
Taste Marketing, Inc.  
847.561.1302 – Call to confirm if the Market is taking place  
[tastemarketing@gmail.com](mailto:tastemarketing@gmail.com)  
**Application Deadline April 30th****

I am requesting transparency and desire all vendors to have quality goods and services with a focus on organic, sustainable and earth friendly products. Our objective is to attain a variety of local food and product selections.

My goal is to create a market that is concerned about 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.

# HP Farmers Market (“HPFM”)

## 2019 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 Monday of the week prior to any participation, unless you have paid for a full year.

### Application Checklist

- **Highland Park City license permit submitted by April 30<sup>th</sup> allows you to start on the first Market Day, May 21st, or on the Monday 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 April 30th (for the May 21st Market), or one week before each market day on Monday. 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.**

## 2019 HP Farmers Market

### Rules and Regulations for Market Food Vendors

#### Tuesday Market Rules of Operation

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

#### Location of Market

The HPFM is located at Harvard Bible Chapel, 1731 Deerfield Road, Deerfield, Highland Park, IL.

#### Hours of Market Operations

The Market will operate on Tuesday from 3:00 to 7:00pm. Market begins on Tuesday, May 21st through October 29th.

Participants may begin setting up as early as noon and should be ready to begin at 3:00 pm. All participants must be open for business until the close of the market at 7:00pm (unless approval given by HPFM Management). Your specific booth space must be cleaned up / broomed before leaving at 8:00pm. When setting up, market participants must limit themselves to their assigned spaces. Please arrive early.

#### \* OPENING DAY MEETING – 2:30 pm (5 – 10 minutes)

#### 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

HPFM'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 HPFM. Admittance to the Market is given to Vendors (Farmers and Producers) based on:

- HP City License Permit Application must be completed and submitted by April 30th (to participate on May 21st) or on the of the Monday 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 HPFM.
- Space availability at the Market.
- The Vendor's product knowledge and ability to communicate it.
- HPFM'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 list both **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, PRODUERS, PRODUCTS, AND VENDOR INSPECTION

### Products Sold

The HPFM 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 HPFM 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:**

HPFM reserves the right to question the validity of any product sold at the HPFM. HPFM 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.

**Cottage Industry Products: Must Conform to all State Guidelines and Laws.****Farm / Business Visits and Inspections:**

HPFM 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 HPFM 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 HPFM 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 HPFM Management any Tuesday during the market season. In making any determination in this regard, HPFM 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 25 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 HPFM.
- 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 HPFM. This includes petitions, political advertisements, and issue appeals.
- Committing a criminal act at the Market will cause immediate expulsion from the HPFM 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.

**HIGHLAND PARK FARMERS MARKET****2019 Tuesday 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. For Part-time vendors, please submit a completed application with all supporting documents the week prior to the desired market day by any Monday.

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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

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

City: \_\_\_\_\_ State / Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Website: \_\_\_\_\_

Illinois Sales Tax License Number (required): \_\_\_\_\_

USDA Egg License (required): \_\_\_\_\_

USDA Meat License (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)

\_\_\_\_\_



**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 3<sup>rd</sup> 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 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 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.**

**Vendors (please circle your preferred space):****2019 RATES – Based on Providing Only a 10X10 Space on the Lot**

Vendors	Part Time - Per Day Tuesday	Full – Time (24 Days) (apply before 4/30/19) May 21st – October 29th	HP Fee Only If Selling Product	Full-time Marketing Budget Fund	Total	Co-op Tote Bag with Name - Optional	New Application Fee (non-refundable)
Farmers	\$15.00	\$115.00	\$35.00	\$55.00	\$205.00	\$50.00	\$25.00
Business/Service	\$25.00	\$115.00	\$35.00	\$55.00	\$205.00	\$50.00	\$25.00
Non-Profit Organizations	\$20.00	\$115.00	\$35.00	\$55.00	\$205.00	\$50.00	\$25.00

**\*Marketing Budget Fund:** Implemented to create a cash flow to promote and circulate the HP Farmer's Market message.

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.

**May:** 21,28; **June:** 4, 11, 18, 25; **July** 2, 9, 16, 23, 30; **August** 6, 13, 20, 27; **September:** 3, 10, 17, 24; **October:** 1, 8, 15, 22, 29

**Please circle**

## HIGHLAND PARK FARMERS MARKET

### 2019 Tuesday Market Application Farmers, Business, Non-Profit Organizations

#### AFFIDAVIT

I have read the **Application Instructions**, as described for HP Farmers Market (HPFM) and if accepted into this Market, I hereby agree to abide by all **Rules and Regulations** adopted by HPFM (attached). Further, I agree to sell at the HPFM 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 (September 4, 2019 – October, 30, 2019). I acknowledge the authority of the Market Manger and the HPFM 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 HPFM 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 \$115 (10X10) **Total:** \$ \_\_\_\_\_

**\*Part-time Vendor: # of days:** \_\_\_\_\_ X **# of Spaces** \_\_\_\_\_ X \$15 (Farmers); \$25 (Business/Service);

\$20 (Non-Profit Organizations) (10X10) **Total:** \$ \_\_\_\_\_

**Part-time Requested dates:** \_\_\_\_\_

City of HP Permit License Fee for ALL Selling Vendors\* **MANDATORY (per 10X10 space \$35)** \$ \_\_\_\_\_

Marketing Budget Fund (full-time fee for all Markets) - **\$55.00** \$ \_\_\_\_\_

Marketing Budget Fund (part-time fee **\$5.00/per Market**) \$ \_\_\_\_\_

Co-op Tote Bag with Name (optional) - **\$50.00** \$ \_\_\_\_\_

New Application Fee (non-refundable / first year only) - **\$25.00** \$ \_\_\_\_\_

**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.)*

Mail to:

Ed Kugler

Taste Marketing, Inc.

7301 N. Cicero Ave.

Lincolnwood, IL 60712

Ed Kugler at Taste Marketing, Inc.

7301 N. Cicero Ave.

Lincolnwood, IL 60712

Phone: 847-561-1302

Fax: 847-677-0790

**Insurance Information:**

All applicants must carry commercial liability insurance (\$1 million) and **list both 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.**

**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.  
HIGHLAND PARK 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. Tuesdays from 3 PM – 7 PM beginning May 21st through October 29, 2019  
Is this application in connection with a Special Event? 2019 Highland Park 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