



## Wicker Park Farmers Market

### 2019 Outdoor Season

#### **About the Market**

The Wicker Park Farmers Market (WPFM) 2019 outdoor season will begin on June 2, 2019 and will run every Saturday from 8am-2pm through October 27, 2019. The market is located in Wicker Park (1425 N. Damen Ave.)

The Wicker Park Bucktown Chamber of Commerce (WPBCC) assumed full responsibility for market operations in 2015. Prior to this, the market had been run through a Chamber partnership with City of Chicago's Department of Cultural Affairs and Special Events (DCASE). To make the transition in ownership as seamless as possible and maintain uniformity with other City markets, rules and regulations will largely follow City of Chicago standards for its farmers markets, but read carefully, as some have changed! **Recent guideline changes will be highlighted in yellow.** All applications and payments will be processed by the Wicker Park Bucktown Chamber of Commerce through its Farmers Market Manager, Alice Howe ([farmersmarket@wickerparkbucktown.com](mailto:farmersmarket@wickerparkbucktown.com)).

#### **About the Wicker Park Bucktown Chamber of Commerce**

The Wicker Park Bucktown Chamber of Commerce (WPBCC) is an association of over 350 local businesses whose mission is to advance the financial goals of its members by enhancing the dynamic economic climate, increasing the neighborhood's visibility and viability, and encouraging profitable relationships within the community. WPBCC manages the WPB Special Service Area, produces annual summer festivals, and helps coordinate neighborhood fundraisers throughout the year.

#### **Mission of the WPFM**

The mission of the Wicker Park Farmers Market (WPFM) is to provide a space for regional food producers to sell to and interact with customers, for our residents and neighbors to access healthful foods and local goods, and to foster a sense of place and community in the Wicker Park Bucktown neighborhood.

The WPFM promotes the following values:

- **Local, environmentally-responsible food.** The WPFM emphasizes sustainably-grown and nutritious local foods. Farmers who grow our produce and processors who use locally-grown ingredients in their products will find a space to sell their products directly to local consumers.
- **Small business entrepreneurship.** The market provides opportunities for regional farmers and food producers to sell directly, educate the public about sustainable nutrition, and build relationships with residents. Local crafters, entertainers, and service providers also have a place to promote their businesses and engage with market-goers.
- **Community cohesion.** The market allows local vendors and residents to come together around shared interests of healthful food, a robust local economy, and neighborhood togetherness. The market encourages local engagement and promotes the identity of the Wicker Park Bucktown neighborhood.

## General Vendor Guidelines

Approved selling privileges are valid for a single growing season. All vendors must apply annually. Farmers' selling privileges are based upon their particular Growing Calendar as approved by the WPFM Manager. All products are subject to restriction by WPBCC. Admission is based on the applicant's strengths in the following areas (in order of priority):

- The submission of a complete application, including a \$75 non-refundable application fee, by the **April 8th, 2019 deadline**.
- A signed signature page indicating compliance of rules, a signed hold harmless agreement, and copies of all permits and licenses required for the sale of the applicant's products.
- Payment of 2018 Wicker Park Farmers Market fees. Vendors applying for the 2018 season that have not yet paid their outstanding 2018 market fees will not be eligible to participate in the 2018 season until full payment has been received.
- Vendor's history with the Wicker Park market. This includes 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.
- Ability to engage and educate consumers about products and how they were produced (via knowledgeable employees, informative brochures and handouts, etc.)

Other factors affecting admission of a vendor include:

- Space availability.
- Vendor balance of the market between unprocessed farm products and artisan food products. WPBCC prioritizes access to farmers offering locally-grown, healthful products that are sustainably produced vs. food processors with similar products or value-added offerings. We define "local" as within 300 miles of the City of Chicago.
- Individual farms are given preference over partnerships or cooperatives and small-to-moderate family businesses over larger enterprises.
- Importance of WPFM as a marketing outlet for the farm's overall marketing strategy (direct sales vs. utilization of distributors).
- Processed products feature seasonal and regional ingredients. This is a **MUST**.
- Existing neighborhood location or production site.
- Use of certified organic or best-practice ingredients.

## Vendor Types

1. **Farmer/Producer**—Farmers/producers must grow/produce 100% of the product they sell. Farmer/producer-owned cooperatives are included in this category.
2. **Processor**—Any vendor who sells a value-added product who is not the primary grower or producer of the raw ingredients used to make that product.
3. **Prepared Foods**—Any vendor, including Farmers/Producers and Processors, that intend to prepare food on site for sale and/or immediate consumption are considered Prepared Foods Vendors.
4. **Other**—Although the Market is primarily a place for local farmers and processors of agricultural products and prepared foods, a limited number of other goods, services, and/or activities may be accepted at the discretion of management. If you do not fall into one of the above categories, please contact the WPFM Manager directly at [farmersmarket@wickerparkbucktown.com](mailto:farmersmarket@wickerparkbucktown.com).

## Vendor Billing and Fees

Market fees are billed twice per 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 rest of the season, or the next season.

**Farmers/Producers:** \$25 per 10'x10' market stall

**Processor, Prepared Foods, Other:** \$25 per 10'x10' market stall

**Community Groups and Local Businesses\*:** The standard fee for reserving the community table is \$40 per market for non-Chamber members, \$30 per market for Chamber members. This fee may be negotiated or waived on the basis of need; the community table should not be cost-prohibitive.

*\*Community Table applicants must fill out a separate application. Please contact the Market Manager at [farmersmarket@wickerparkbucktown.com](mailto:farmersmarket@wickerparkbucktown.com) for details.*

**In order for applications to be considered, a non-refundable deposit of \$75 is due by April 8th, 2019. Please make all checks and money orders payable to: Wicker Park Bucktown Chamber of Commerce. If applying as a weekly vendor (non-rotating), payment of vendor fees for weeks 1-8 are due no later than May 13th, 2019. Payment for weeks 12-20 are due no later than September 15<sup>th</sup>, 2019. Failure to pay vendor fees on time will result in suspension of selling privileges at the market until balance is paid in full.**

# GENERAL MARKET RULES, POLICIES AND REQUIREMENTS FOR ALL VENDORS AND PRODUCTS

**Farmer/Producer Only** – WPFM requires that all farmers/producers grow 100% of the products they sell. The sale of any goods not grown or produced by the seller or the reselling of goods is prohibited. No product packed for retail sale or displaying stickers can be sold. All sellers must abide by, and all products must comply with, all applicable federal, state, and local regulations.

**Cooperative Vendors** – If you wish to sell products from a neighboring farm, you must apply as a Cooperative. WPFM defines cooperative vendors in the traditional sense of an agricultural co-op where each producer must be actively involved in growing or producing what they are selling.

- **Cooperatives must submit an application “packet” which contains an application completed by EACH member. All Members are subject to the same rules and regulations as independent growers, and each farm is subject to on-site farm inspections.** WPFM can refuse any member who does not meet WPFM standards.
- All co-op members must actively grow or produce the product they sell at market.
- 100% of the products sold by the cooperative must come from the cooperative farms.
- **The Cooperative must supply general signage identifying the farm name and city/state location of EACH member.** See “Requirements for Cooperative Growers”.
- The seller must actively grow or produce at least 25% of the product being sold.
- The cooperative must be a farmer-to-farmer relationship, no auction or produce house product qualifies. The proximity of growers must be within their immediate area.
- Supplementing is not allowed. Only unique products from each member can be sold.
- Violation of the aforementioned is grounds for immediate dismissal.

**Seasonal Integrity** – All products sold must be locally-produced (within 300 miles of the City of Chicago) and in season.

**Samples** - All samples must meet the following criteria:

- Samples must be kept in clean, covered containers approved by the Dept. of Public Health.
- Toothpicks or disposable utensils must be used to distribute the samples.
- Clean, disposable plastic gloves must be used when cutting any samples.
- Cutting surfaces must be smooth, non-absorbent and easily cleanable.
- Preparation of food products (except trimming) is prohibited.
- Producer must have control over samples at all times.
- There must be a waste container in a prominent place adjacent to the sampling area for public use.

Failure to abide by these sampling requirements may result in the loss of sampling privileges.

## Prohibited Products

- Live birds or animals
- Unauthorized agricultural products
- Products purchased by the vendor from third parties but not approved by the Market Manager, such as (but not limited to) sodas, waters, coffee and tea, and manufactured goods.
- The Market Manager reserves the right to prohibit a vendor from selling any product not previously approved in the application process at any time.

**Brand Names** – Products processed and sold under a brand name other than the vendor’s are not allowed (see Processed Product section).

**Trash Management** - Before leaving the market, each vendor must remove all matter and debris from their area. This includes the area around the stall and in the common walkway. Trash must be completely removed without regard to whether the litter originated in the vendor's area and must be disposed of **off-site**. **Vendors who fail to**

clean up properly will incur a \$30 penalty per offense from the WPFM. Repeat offenders face possible suspension or eviction from the markets. Sellers who dump remaining water into the sewer grates must remove leaves, flowers or other items that may cause blockage of the sewer grates before dumping the water.

**Weights and Measures** – Scales must be approved commercial scales and certified annually by the City of Chicago. The face of the scale must be visible to the buyer and use of a non-certified scale is a procedural violation. (see Contact Sheet to arrange certification)

**Pets** - For health and safety reasons, vendors' personal pets are not allowed at any market. The sale or giving away of animals at any market is also prohibited.

### **Product Signage and Prices**

All products must have proper signage, which include the following:

- Price per unit, clearly marked.
  - o Collusion and deceptive pricing practices are strictly prohibited. Bargaining with the customer is not allowed.
- Product name and variety
- Growing method, if not grown in a field (e.g., hydroponics)
- Growing location
- Products must not be labeled “organic” unless they have been certified by a USDA-approved third party certifying agency. A copy of the current certificate stating that the product/s are organic must be submitted to and approved by the WPFM Manager.

All signage must be clearly visible and legible to the public. Misrepresentation of products will result in the appropriate disciplinary action of a fine, suspension, or expulsion from the market.

All cooperative vendors must supply signage as designated under “Requirements for Cooperative Vendors” in this document.

All products should be of good quality and harvested in a reasonable amount of time prior to the market. Fresh produce must be sold only during its appropriate growing season. Vendors should keep their prices consistent throughout the open hours of the market. Severely marking down the price of large amounts of goods at the end of the day (“down selling”) is not permitted. Repeat instances of selling out-of-season produce and/or down selling may result in the termination of the vendor’s contract with the market. Vendors must sell items printed on the application. If something changes or new products are brought to the market, the Market Manager must be notified immediately.

### **Product Legitimacy**

WPFM reserves the right to question the validity of any product sold at the market. WPFM also reserves the right to request proof of a product’s origin, and the right to inspect any vendor’s stated location of product production, at any reasonable time, with no prior notice. A vendor requested to submit proof of a product’s validity or site of production will be required to submit this proof when the request is made. Failure to provide the necessary information will be deemed a violation of the rules and will result in disciplinary action, up to and including dismissal from the market.

**Potentially Hazardous Foods** – It is the responsibility of the vendor to abide by the Chicago/Cook County Department of Health guidelines concerning the vending of potentially hazardous products. These include but are not limited to: meats, poultry, fresh eggs, dairy products and cheese. If any vendor is deemed to be in violation of health codes pertaining to such products, the following measures will be taken:

- The vendor will be immediately removed from the market for that day.
- Penalties will be assessed against the vendor for selling a hazardous food product.
- The proper regulatory agency will be notified.

**Product Temperature** - The vendor is responsible for monitoring and maintaining proper temperatures in accordance with Chicago/Cook County health codes. Vendors who sell products that must be kept refrigerated or frozen must have an accurate thermometer on-site.

Meats and Poultry: must be held at 0° or lower

Eggs: must be held at 40°

Dairy and Cheese: must be held at 40°

**Noise, Fumes, Obstruction of Sales** - Violations of this section that result in 1) verifiable consumer complaints, 2) obstruction of any nearby vendor to conduct sales or 3) an adverse effect to the welfare of the market, will result in immediate disciplinary action of a fine and/or suspension or expulsion from the market.

- Radios may not be played during market sales hours. All product promotion must occur within the space assigned to the producer and not in any common area.
- The running of any gasoline or diesel motors or engines, including vehicles, is not permitted.

### **Space Assignment**

The market, its vendors, and its customers benefit from the consistent location of vendors at the market from week to week. Prior to the start of the season, the Market Manager will send out a market map notifying all accepted vendors of their space assignment and number of stalls allotted, based on the mix of vendors and the number of stall 10'x10' spaces requested on each vendor's application. Once the season has begun, the Market Manager will endeavor to assign vendors to the same spaces each week. However, due to the dynamic nature of our market, no vendor can be guaranteed the same location. All space assignments are made at the discretion of the market manager and may change from market to market. Factors affecting space shuffling include late arrivals, changes in the number of vendors attending, weather conditions, other events held in Wicker Park, and changes to the market layout.

### **Description of Selling Space**

- Whenever possible, WPFM will provide space for a vehicle and a 10' x 10' selling area. The Market Manager may designate some spaces as "unload only," pending available space. At the discretion of the Market Manager, large trucks may not be allowed to park within the market, regardless of the number of stalls occupied.
- Vehicles, merchandise, and tables must be kept within the designated space.
- All promotions and sales must be done within the assigned stall space and may not encroach on the mandated fire lane or pedestrian flow area.
- Producers who rent more than one space shall rent that space for the *entire season*.
- **Electricity and water are not available.**
- Assigned stall spaces are non-transferable and cannot be sublet.
- **Vendors will be charged by 10'x10' space utilized each week. Details/guidelines will be provided along with 2018/19 acceptance notification.**

### **Tables, Tarps and Tents**

- Sellers must furnish their own tables, chairs, drop cloths, displays and weather protection. The use of drop cloths is suggested for all vendors selling products that can potentially cause damage to, or stain, plaza surfaces.
- Tables must be sturdy and stable.
- Tables shall not be used beyond load capacity and the products on the display table must be secured.
- **All tents must be securely weighted with a minimum of 50 lbs. at each corner to withstand rainy or windy conditions or be subject to immediate removal.**

**Licenses and Permits** – It is the responsibility of the vendor to obtain and provide copies of all licenses and permits required to sell their products in the City of Chicago.

### **Insurance Requirements**

All applicants must have a Commercial General Liability Insurance Policy listing the Wicker Park Bucktown Chamber of Commerce as additionally insured. It must have a minimum coverage of \$1 million per occurrence and \$1 million aggregate and include:

- Broad Form Coverage

- Products/Completed Operations
- Personal Injury
- Advertising Injury Coverage

Applicants should also have \$1 million in hired and non-owned automobile insurance. **A copy of your insurance certificate must be on file with our office before your application can be considered complete.**

**Growing Practices** - Farming practices must be fully and truthfully disclosed when customers inquire. Failure to do so will result in disciplinary action, including possible revocation of selling privileges. Using terms like *sustainable agricultural practices* and *transitioning to organic* must be substantiated or cannot be used.

**Organic Product** - 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 product is certified. This includes raw and processed products.

**Market Hours** - The hours for operation of WPFM are 8am to 2pm on Sundays. This market operates rain or shine, but may be cancelled in the event of severe weather, as the discretion of the Market Manager. If severe weather does not permit the market to open, the Market Manager will contact all vendors by phone before 8am on the numbers provided on vendors' applications. If severe weather occurs after the start of the market, the Manager reserves the right to cancel, effective immediately, for the safety of vendors and consumers.

#### **Cancellation Policy**

- Cancellations due to holidays or holiday weekends are not permitted.
  - o Holidays and Holiday Weekends include the weekends of: Memorial Day / Fourth of July / Labor Day
- Producers who do not show up to a market during their designated season may lose their space reservation and are subject to fines.
- If a national holiday falls on a market day, the market may be switched to another day at the discretion of WPBCC.
- If you are unable to attend a market due to unforeseen circumstances or emergency, you must notify the Market Manager (farmersmarket@wickerparkbucktown.com) within 24 hours of the market or you will be charged for your space. Potential inclement weather is not an unforeseen circumstance.

**Attendance Policy** - Vendors will be charged from their start date to the end of market season. Switching, adding or dropping markets within the season is allowed only with the approval of the WPFM Manager. If weather conditions, traffic problems, or other factors cause a delayed arrival or force a vendor to miss a market day, the Market Manager should be notified as far in advance as possible. The Market Manager's cell phone number will be provided to vendors for this purpose.

- **Please note: Vendors will be charged for the entire season, regardless of attendance. No call, no shows will be still be charged the weekly fee.**
- Repeated failure to attend markets, show up on time, or stay for the duration of the market day will result in the review of eligibility to participate in the market program.

#### **Arrival, Departure and Selling Time**

- Vendors may begin setup no earlier than 7:30am and **must be set up by market start at 9am**. Vendors who consistently arrive late to the market will lose eligibility to participate in the program.
- Vendors may leave only after the market has closed and a safe exit can be made.
- Vendors may not conduct sales until 15 minutes before the market opens—and only then if they are completely set up.
- Vendors must stop selling at 2pm when the market closes. A 15-minute grace period will be supervised by the Market Manager.
- Vendors may not leave their space before the market closes without approval from the Market Manager.

#### **Setup, Safety and Sanitation**

Markets should be safe, tidy and aesthetically pleasing. Causing or maintaining an unsafe or unsanitary condition at the market will not be tolerated. Vendors must adhere to the following regulations:

- The WPFM is conducted in accordance with local, State and Federal laws. Producers are expected to be familiar with and comply with the safety guidelines. Producers shall immediately comply with the Market Manager's directions in all matters relating to safety.
- Stall areas, including back areas, shall be kept clean of excessive produce trimmings, garbage and excessive piles of boxes.
- All boxes, crates or bags of produce and other food products must be kept at least 6" off the ground surface.
- Smoking is only allowed 15 feet outside the entrance of the market.
- Boxes, produce displays or signs may not extend into customer traffic aisles. Generally, all tables within a stall must run "border to border". Side access may be restricted if customers have access to the back area of adjacent stalls.

### **SNAP/LINK Food Benefits Programs**

The WPFM participates in the federal Supplemental Nutrition Assistance Program (SNAP) and the LINK program through the state of Illinois to provide food benefits to our patrons. All vendors who sell at this market, and have products applicable for purchase under LINK/SNAP guidelines, must accept food benefit cards (also known as EBT cards). The Chamber of Commerce administers this program; as a vendor with SNAP/LINK eligible products, you are required to work with the market manager to ensure SNAP/LINK customers can make eligible purchases. Please contact the market manager if you have questions about the logistics of this program or the products to which it applies.

**Noncompliance** – WPFM reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of WPFM criteria and guidelines.

**Standards of Conduct** – For vendors and their employees:

- Be knowledgeable about products (how it is grown, used, produced, etc.).
- Unreasonable, outrageous or and disruptive activities and behavior are prohibited.
- Be courteous, professional and presentable at all times. No drinking alcohol, smoking, yelling, hawking, throwing of objects, swearing, name-calling, slanderous remarks about others or disparaging comments about other products and/or people will not be tolerated.
- Producers experiencing difficulty with customers are encouraged to refer the matter to the Market Manager.
- Complaints about other producers or the Market Rules and Regulations must be made in writing to WPFM/WPBCC.
- Distribution of printed materials (other than pre-approved vendor brochures), petitions, or political advertisements is disallowed.
- Committing a criminal act will cause immediate expulsion from the market and is subject to appropriate legal action.
- Loitering or solicitation is strictly prohibited.
- Vendors are not allowed to solicit tips.

**Discipline or Removal of a Producer from the Market** - Producers who do not comply with Market rules and regulations shall forfeit selling privileges at the market and may be subject to fines and penalties. WPFM will provide adequate written warning prior to taking any disciplinary action within the market season. Appropriate County Agricultural Commissioners and State Department Food and Agricultural inspection services will also be notified. A producer may be removed or suspended from any market or have selling privileges in the market limited by WPFM for any of the following reasons:

- Failure to obey and conform to State, local government or WPFM Market rules and regulations.
- Product origin is the responsibility of the vendor. If WPFM repeatedly suspects a vendor of re-selling product, this is grounds for suspension or dismissal from market. It is the vendor's responsibility to provide proof of production in a written appeal.
- Causing or maintaining unsafe or unsanitary conditions.
- Repeated failure to attend markets, show up on time, or stay for the duration of the market day.
- Behavior that obstructs any other vendor's commerce or ability to transact business
- If WPFM receives a legitimate complaint pertaining to questionable quality, conduct or business practices about a vendor, the following actions will be taken: 1) A written warning will be given to the vendor, including the date, time and nature of complaint. 2) A second complaint will result in the vendor being subject

to a two-week suspension of selling privileges. 3) A third complaint from a customer will result in a minimum 90-day suspension and/or permanent removal from the program.

- Vendors or producers are required to satisfy any customer complaint in any circumstance. Vendors must accept returned product.
- Violating the Cook County Weights and Measures regulations will be subject to a penalty.
- No refunds will be given as a result of any infraction of any local or State government laws or Market rules and regulations.

The severity of any penalty or discipline imposed by WPFM will be directly related to the gravity or repetition of the violation. A vendor is responsible for the actions of its representatives, employees or agents. The decision by WPFM regarding all of the above matters shall be considered final. However, a written appeal of any WPFM decision will be welcomed and considered.

## **RULES FOR SALE OF SPECIFIC PRODUCTS**

**Vendors and Products Falling in Multiple Categories** -Vendors whose products or practices place them in more than one category are subject to all of the requirements of each category. Contradictions will be settled by WPFM.

### **Restrictions for Vegetable, Fruit, Meat and Poultry Producers**

- Raw agricultural products should be minimally handled or processed before packing for market. Waxed produce is not allowed. Labels on produce are prohibited. No commercially prepackaged, wrapped or labeled products are allowed.
- The sales of new crop items must be submitted and approved by WPFM. Substantial additions to existing and approved product lines are also subject to WPFM approval.
- Mixed operations (certified organic/conventional) must present products for sale in a manner approved by WPFM management.
- The sale of products listed on the Growing Calendar for each farmer may be restricted and must be approved annually. Produce offered for sale may be restricted by type or season. Restrictions are imposed to ensure a balance of variety, quantity and season.

### **Requirements for Vegetable and Fruit Producers**

Fresh produce may be sold by the piece or by weight on a scale. Produce must be grown from cuttings grown by the vendor or from seeds or transplants. The final product may not be purchased or bartered. The producer must have tended perennial crops from leased or rented land for one growing season prior to the sale of the product.

- Produce must not be processed or adulterated. Vendors may sell a mixed bag of produce or vegetables, but may not process them without a processing license.
- Produce quality must meet or exceed minimum standards. No distressed or inferior product will be allowed for sale.

**Requirements for Meat and Poultry Producers** - The following potentially hazardous foods may be sold in the frozen state within these requirements:

- All beef and bison stock held for sale shall have been raised by the vendor for at least 50% of the live weight or for twelve months at slaughter.
- For meat and poultry products processed by others (i.e. sausage) the vendor must produce the meat ingredients. All processing must take place in a USDA or state licensed facility.
- Vendor must ensure that the processed product contains a majority (75%) of the original raw ingredient grown by the producer for processing.
- Meats (beef, lamb, pork, bison and goat) and poultry must meet the requirements of the Chicago Food Service Sanitation Municipal Code 4-8, 7-40 and 7-42 and the Rules and Regulations of the Chicago Board of Health.
- All items must be packaged and frozen at the time of slaughter and remain frozen until sold.

- Product temperature must be maintained at 0°F or below and the temperature must be checked every two hours. Freezers at markets must be maintained by an electrical generator or cold plates to ensure the proper temperature is maintained.
- Packaging and labeling of meat and poultry must meet USDA standards and clearly state safe handling guidelines.
- Meat and poultry must be stored in a licensed facility and a copy of the last inspection of the vendor's storage facility must be provided before permission to sell is granted.
- The Safe Handling of Frozen Meats and Poultry labels must read: "Perishable foods can cause illness when mishandled. Proper handling of meat is essential to ensure the food is safe for you to eat."

**Requirements for Egg Vendors** –Vendors must comply with State regulations for egg production and selling including candling requirements and licensing. Eggs must be held at 40° after harvesting, during transportation and at market. Copies of the Illinois Egg and Egg Products Act can be made available upon request, and the WPFM highly recommends reading this document before the season begins.

**Every egg vendor is required to obtain an Illinois Egg License from the Illinois Department of Agriculture.** (<http://www.agr.state.il.us/farmersmarket/egglicense.pdf>)

#### **Requirements for Bedding Plant, House Plant, Herb Plant Vendors**

- The vendor shall have performed the propagation, germination, planting of cuttings or division work for all potted plants, trees or nursery starters that are sold.
- All Nursery vendors will be required to show the Nursery License and Nursery Seller's Permit.
- It is strictly forbidden for vendors to purchase plants for the sole and immediate intent to resell them without sufficient propagation as defined by WPFM or without necessary growing time. Noncompliance will result in expulsion from the market.
- Purchased plant materials must be grown on the vendor's premises for at least 60 days before they can be offered for sale.
- Purchased plugs size 32 or larger must be grown on the vendor's premises for at least 60 days before they can be offered for sale.
- Patented materials may be sold, but may carry no identification of the licensed patent holder or propagator other than that required by law.
- Containers must be utilitarian and not decorative.

#### **Requirements for Floral and Ornamental Producers**

- Must be grown or gathered by the vendor (see Requirements for Wild Gathered section below).
- Must not be treated with any substance other than a clear lacquer spray. Dyes and paints are prohibited.
- Decorated circular wreaths that use mixed elements will be allowed. All decorative elements must be grown, formed and decorated by the vendor.
- Potpourris must be 100% produced by the vendor, including the oil and fixative.

#### **Requirements for Cheese Vendors**

- A vendor must participate on a regular basis in the physical production of the cheese, or in the milk from which the cheese is made.
- If a dairy producer, vendors must have influence over the cheese made from their milk and the cheese must verifiably be made from ONLY the milk produced on their farm.
- Cheese vendors who are not also dairy producers must obtain their milk from local dairy producers, and provide WPFM with the contact information for the dairy(ies).
- Cheese must be held at 40° during transportation and at market.

**Requirements for Cooperative Vendors** – The origin of all products must be clearly displayed at market.

- The main signage must identify the cooperative.
- Each farm's product must be segregated in the display area and clearly identified with the farm name and location.
- The seller must know the growing practices of all the cooperative members and be able to supply contact information for these growers if the customer has additional questions.

### **Requirements for Value-Added Vendors**

- A minimum of 75% of the original raw ingredients grown by the producer for processing must be verifiably present in the end product.
- Processors who are not growers must be able to verify that 75% of their ingredients are purchased from local growers/producers.
- All value-add product must satisfy all public health labeling, permitting and other requirements pertaining to processed products
- Vendor must have copies of all necessary licenses for the production of the processed product on file with WPFM/WPBCC before offering any processed item for sale.
- The products defined above may include but are not limited to the following:
  - o Fresh juices and beverages prepared from fresh fruits and vegetables.
  - o Flower arrangements and wreaths.
  - o Jams, preserves, vinegar, oils and flavored oils, etc.
  - o Dairy, meat and poultry products where the seller plays a substantial role in the husbandry of the animals and the production of the raw product.
  - o Other products approved by WPFM and consistent with the intent of the Market Program (e.g. cotton, wool, etc.).

### **Requirements for Bakery Vendors** -It is strictly forbidden for vendors to purchase ready-made or frozen baked goods with the intent to resell them.

- All Baked Good Vendors must offer at least one item that features a seasonal ingredient sourced from one of our participating farmers/producers at the market. In addition, the items must clearly display the name and origin of the seasonal ingredient. Examples could include: market jam filled pastries, market rhubarb tarts, savory baked goods such as market asparagus and cheese quiche, or market zucchini bread.
- All bakery items must be made from scratch. Vendors may not sell items made from purchased pre-made doughs, batters, crusts, or dry ingredient mixes. For example, the shortening (fats and oils), the leavening, and the salt must be added by the vendor to comply with this rule.
- A vendor must participate on a regular basis in the physical production of the product.
- The vendor must keep all recipes and receipts for ingredients on file and must be able to produce them at an inspection.
- WPFM strives to support participating farmers/producers and encourages other businesses to support them and source their raw ingredients through them whenever possible.
- Ready to eat meat, vegetable and/or bean-filled pastry items are prohibited.
- All baked goods must be covered or individually wrapped.

### **Requirements for Honey Producers**

- Honey must be produced by bees kept by the vendor. Or, if bees are on vendor's land for pollination, the vendor may sell the resulting honey with prior approval by WPFM.
- Honey must not be adulterated.
- Raw beeswax must not be adulterated with dyes, fragrances, etc.
- Raw beeswax may be formed into blocks, tapers, votive or cylindrical-type candles only.
- Honey producer must manufacture the candles him/herself with rendered beeswax from hives.
- Purchased beeswax, candles, honey, or other hive related products are strictly prohibited.

### **Requirements for Maple Syrup Producers**

- Syrup must be produced by the vendor from sap that he/she collects.

### **Requirements for Wool/Mohair Producers**

- 100% of the product must come from the vendor's own flock.
- The animals may be professionally sheared.
- The raw product may be sent out for processing.
- Only clean wool/mohair, rovings, yarns or batts may be sold. All wool displayed and/or sold must be in its natural color. Bleached wool may be sold. Dyed wool is prohibited.
- Wool may not be pooled with other flocks during off-site processing.

### **Requirements for Wild Gathered (Foraged) Products**

- Vendors selling wild-gathered or foraged items 1) must have proof of land ownership 2) or show written permission from the land owner to gather the item and 3) provide the location and amount of land gathered
- Items may not be purchased or bartered.

### **Requirements for Soap Vendors**

- Hand-milled soap must be processed by the vendor and contain either an emollient or fat or both that is produced by the vendor.
- Vendor-produced ingredients must be at least 50% of the value.
- Soap must be sold in bar form.
- Any ingredient must be FDA approved.
- Label must include all ingredients.

### **Prohibited Products**

- Live birds or live animals
- Products purchased by a seller that have not been approved by WPFM/DCASE (sodas, water, coffee and tea).
- Unauthorized agricultural products.
- Crops grown using Genetically Modified (GM) seed planted after March 1, 2000. Consult WPFM for a current list of these crops, which include varieties of canola, soy, corn, tomato, radicchio, summer squash, potatoes, cotton, and papaya. Note: Since there are no labeling requirements for GM seeds, the only sure way to avoid growing crops using unlabeled GM seeds is to give preference to certified organic agricultural products and processed foods.
- Products purchased at an auction house, wholesaler, or from another farm without prior approval from WPFM are strictly prohibited, and sale of these products is grounds for expulsion from the market.

## IMPORTANT CONTACT INFORMATION

### **The Chicago Department of Public Health**

Food Protection Division  
2133 West Lexington  
Chicago, IL  
Phone: 312.747.FOOD (3663)  
Fax: 312.746.8099  
Email: [food@cdph.org](mailto:food@cdph.org)

### **The Department of Consumer Services (Scale Certification)**

2350 West Ogden, 1st Floor.  
Chicago, IL 60608  
Contact: Tom Malesh  
Phone: 312.746.4882  
Fax: 312.744.8089  
TTY: 312.744.9385  
Email: [VVM00927@cityofchicago.org](mailto:VVM00927@cityofchicago.org)

Growers/Producers must be registered with the **Illinois Department of Revenue** for tax purposes. For more information, call 1-800-732-8866, TTY: 1-800-544-5304

### **Wicker Park Bucktown Chamber of Commerce (WPBCC)**

1414 N. Ashland  
Chicago, IL 60622  
Contact: Alice Howe  
WPFM Manager  
[farmersmarket@wickerparkbucktown.com](mailto:farmersmarket@wickerparkbucktown.com)  
Phone: 773-384-2672  
Fax: 773-384-7525

