



**This Application is for Prepared Foods Vending for
Wicker Park Farmers Market 2025 - 2026 Indoor Season**

Prepared Foods Definition

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.

Application Fee

A non-refundable deposit of **\$85 is due by November 15, 2025.**

Please make all checks and money orders payable to:

Wicker Park Bucktown Chamber of Commerce

or [pay online HERE](#).

Vendor Billing and Fees

Market fees are billed ONCE for the indoor season and payment is due upon receipt by the date designated on the invoice to secure your space at the market for the rest of the season. There are 10 market dates for this indoor season.

Full Season \$750

Single Day \$100

Failure to pay the fee on time will result in NOT being accepted.

LOCATION

Royal Palms Shuffleboard Club at 1750 N Milwaukee, Chicago IL 60647

There are 10 dates for the 2025-2026 indoor market season:

December 7, 2025
December 14, 2025
December 28, 2025
January 4, 2026
January 18, 2026

February 1, 2026
February 15, 2026
March 1, 2026
March 15, 2026
March 29, 2026



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, Monica Paprocki*** (farmersmarket@wickerparkbucktown.com)

About the Wicker Park Bucktown Chamber of Commerce

The Wicker Park Bucktown Chamber of Commerce (WPBCC) is an association of over 450 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 WPMM

The mission of the Wicker Park Makers Market (WPMM) is to provide a space for regional artists, craftspeople, and makers to sell 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 WPMM promotes the following values:

Small business entrepreneurship. The market provides opportunities for regional farmers and food producers, craftspeople, artisans, etc. 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 MARKET RULES, POLICIES AND REQUIREMENTS FOR ALL VENDORS AND PRODUCTS

ATTENDANCE POLICY

Market Hours

The hours for operation of WPFM are **10am 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 7am 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.

Arrival, Departure, and Selling Time

- Vendors may begin setup **no earlier than 8:30am and must be set up by market start at 10:00am**. 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 2 pm 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.

Cancellation Policy

- Cancellations due to holidays or holiday weekends are not permitted.
- Producers who do not show up to a market during their designated season may lose their space reservation and are subject to fines.
- 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.
- 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 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.

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.

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.

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 tables allotted, based on the mix of vendors and the number of table 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.

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.

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).

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.

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.

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 a product, this is grounds for suspension or dismissal from the 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 products.

- 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.

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.

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.

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.

Wicker Park Farmers Market Application

2025-2026 Indoor Season

Application Instructions

You must submit a complete application and all supporting documents, attaching additional sheets of paper as necessary, by **November 15, 2025**.

Please include a **non-refundable application fee of \$85** made out to the **Wicker Park Bucktown Chamber of Commerce** or pay online [HERE](#).

Vendors with outstanding balances from previous WPFM seasons will not be considered until payment has been made in full.

Vendors who were approved for the 2025 outdoor season and submitted a complete application may submit to us a copy of that complete application in lieu of filling out sections V and VI of this application.

Contact Information (Please Print Legibly)

Business Name:

Contact Person:

Business Address:

City, State, Zip:

Township:

County:

Business Telephone:

Cell Phone:

E-mail Address:

Website Address:

Social Media Handle:

Emergency Contact and phone number:

Emergency Contact Relationship:

I am a(n):

- ☐ Individual Family LLC
- ☐ Partnership
- ☐ Corporation
- ☐ Co-Op
- ☐ Other

If Other, please explain: _____

I am to be listed as the primary contact for a Cooperative Vendor: Yes____ No____

I am applying as a: Vendor only Co-Op

What is the name of your Co-Op?

Do you intend to distribute a CSA at our market? Yes____ No____

Please list all Chicago and non-Chicago Farmers Markets where you sell:

General Information

Space Requirements and Fees:

- ☐ Full Season \$600
- ☐ Single Day \$85/day

Please select Market Dates:

- ☐ **Full Season Vending- all dates**
- ☐ December 7, 2025
- ☐ December 14, 2025
- ☐ December 28, 2025
- ☐ January 4, 2026
- ☐ January 18, 2026
- ☐ February 1, 2026
- ☐ February 15, 2026
- ☐ March 1, 2026
- ☐ March 15, 2026
- ☐ March 29, 2026

-Payments will not be reduced for markets missed by full-time vendors.

-It is your responsibility to cover your booth space. We strongly discourage missing a market and leaving your space empty.

-By applying to this market, you are **agreeing to be properly set up by 10:00 AM without arriving late** and to attend each market registered for or you will be subject to removal of the market without reimbursement.

-Each vendor will have their own table for the venue. Backstock space is limited to your booth set up ONLY.

Products List

Use this chart to identify the items you will be selling at the Market.

After the item listed, please specify the number of varieties, the approximate dates the item will be available (example: June Wk 2,) the volume of the item (producers, please indicate the acreage amount and processors please indicate the quantity of items) and finally, please specify if the product is organic.

Attach additional sheets if necessary.

[illegible]

a. List all prepared food or other products you hope to sell at the market. Each must be accompanied by its own ingredients list and source sheet (see attached) -

Please make additional copies as necessary.

Be sure to note what percentage of each ingredient is in the final product and highlight any local or Midwest grown ingredients used in your products. If you have seasonal items, please include the dates the items will be offered. Products not approved for immediate sale will be wait-listed and you will be contacted if or when the product is approved.

A sample of all product labels must be submitted with this application.

A. Products intended for sale at Indoor Wicker Park Farmers Market (be specific, please):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

B. List the major ingredients that you produce that go into your products:

If there are none, please explain:

C. Are you personally involved in the physical production of your product(s)?

Yes_____ No _____

Please describe how you make your products:

D. If you use a co-packer or co-producer, please explain what involvement you have in the development and production of your product.

E. If you are required to have a health department license or safe food handling certificate, please attach a copy to your application.

F. Licensed Food Processing Location (where products are fabricated):

Product Processor's Name & Location Licensed by License #

1.

2.

3.

4.

5.

G. What makes your product a good fit for the Wicker Park Farmers Market?

***Please provide small samples of product to be submitted to the Wicker Park Bucktown Chamber of Commerce to better understand you and your product.**

If your samples are perishable, please contact us to coordinate a drop-off time so that we can ensure freshness when sampling.

Labeling of Processed Products

Every food pre-packaged in advance of retail sale must bear the following information in English on its label:

- The common and/or usual name of the product;
- The name, address and zip code of the manufacturer, processor, packer, preparer or distributor;
- The net contents of the package;
- A list of ingredients in the order of their predominance by weight with ingredients shown by their common or usual name; and
- A list of any artificial color, artificial flavor or preservative used.

Provide the following information for EACH packaged or processed product you intend to sell at the market. Please use additional sheets if necessary.

a) Product Name:

Packager: Phone:

Address:

City: State: Zip:

b) Product Name:

Packager: Phone:

Address:

City: State: Zip:

c) Product Name:

Packager: Phone:

Address:

City: State: Zip:

d) Product Name:

Packager: Phone:

Address:

City: State: Zip:

Every food pre-packaged in advance of retail sale must bear the following information in English on its label:

- The common and/or usual name of the product;
- The name, address and zip code of the manufacturer, processor, packer, preparer or distributor;
- The net contents of the package,
- A list of ingredients in the order of their predominance by weight with ingredients shown by their common or usual name; and
- A list of any artificial color, artificial flavor or preservative used.

Provide the following information for EACH packaged or processed product you intend to sell at the market. Please use additional sheets if necessary.

a) Product Name:

Packager: Phone: _____

Address: _____ City: State: Zip: _____

b) Product Name:

Packager: Phone: _____

Address: _____ City: State: Zip: _____

c) Product Name:

Packager: Phone: _____

Address: _____ City: State: Zip: _____

d) Product Name:

Packager: Phone: _____

Address: _____ City: State: Zip: _____

e) Product Name:

Packager: Phone: _____

Address: _____ City: State: Zip: _____

f) Product Name:

Packager: Phone: _____

Address: _____ City: State: Zip: _____

g) Product Name:

Packager: Phone: _____

Address: _____ City: State: Zip: _____

h) Product Name:

Packager: Phone: _____

Address: _____ City: State: Zip: _____

i) Product Name:

Packager: Phone: _____

Address: _____ City: State: Zip: _____

Packaged/Processed Items

a) Item name:

Ingredients grown by you:

Ingredients NOT grown by you:

Source of ingredients NOT grown by you:

b) Item name:

Ingredients grown by you:

Ingredients NOT grown by you:

Source of ingredients NOT grown by you:

c) Item name:

Ingredients grown by you:

Ingredients NOT grown by you:

Source of ingredients NOT grown by you:

d) Item name:

Ingredients grown by you:

Ingredients NOT grown by you:

Source of ingredients NOT grown by you:

e) Item name:

Ingredients grown by you:

Ingredients NOT grown by you:

Source of ingredients NOT grown by you:

f) Item name:

Ingredients grown by you:

Ingredients NOT grown by you:

Source of ingredients NOT grown by you:

g) Item name:

Ingredients grown by you:

Ingredients NOT grown by you:

Source of ingredients NOT grown by you:

Note: If you are selling your product as organic either through labeling or implying it is organic through your company name or advertising, the raw ingredients and their final percentage in the finished product must be organically certified and meet USDA organic labeling standards. Additionally, the facility where your product is produced or processed must be licensed for organic processing. Please attach all necessary documentation to support this with the application.

Processing Facility Inspection

All processed foods must be prepared in a kitchen that has been inspected and approved by the appropriate governmental agency. If you plan to sell this type of product, please provide the following information:

Location of kitchen:

Inspection agency:

Phone:

Inspecting agent:

Inspection date:

Exp. date:

Are you a Cottage Food Operation? **YES**___ **NO** ___

If YES, please contact the Farmers Market Manager
(farmersmarket@wickerparkbucktown.com) for additional documentation requirements.

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.

Insurance Co.:

Policy#: Exp. Date:

Coverage Limit: Per Occurrence:

Aggregate:

Agent Name:

Agent Business Address:

City: State: Zip Code:

Business Phone:

Business Fax:

Illinois requires that sales tax be collected in the sale of food, therefore you must have an Illinois Sales Tax License before applying to this market.

Please include the License # below and attach a copy of the license to this application.

Illinois Sales Tax License # :

Please note: A copy of your insurance policy certificate AND a copy of your 2024/25 sales tax filing to the State of Illinois(annual or monthly statement) must be in our office before your application will be considered complete.



Transparency Oath

In an effort to be honest with my customers and fully transparent to the market management, I promise to sell only those products which I produce myself or which my cooperative produces.

I also agree to be honest about my production practices with both market management and my customers.

I understand that breaking this oath will result in removal from the Indoor 2025-2026 market.

Name of Business:

Signature:

Print Name:



Letter of Agreement

I have read the Wicker Park Farmers Market Guidelines. I agree to abide by and operate by the Markets' Guidelines, cooperate with the Market management, and pay the required fees. I agree to sell at the Wicker Park Farmers Market only those items I have listed on the attached Product List.

I understand that the management reserves the right to restrict the type of product(s) I am allowed to sell at the market. I agree that any new, additional products must be pre-approved by the Wicker Park Farmers Market prior to sale. I acknowledge those products must be of my own production or be produced at the location described on my application. I acknowledge that

I am not a subcontractor or employee of the Wicker Park Bucktown Chamber of Commerce (WPBCC) and take full responsibility for all my activities in the market (and for those assisting me) throughout the term of this season's market (December 2025- March 2026).

I acknowledge the authority of the Market Manager and the WPBCC to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations subject to appeal under the procedures set forth in the Market rules.

I agree to allow the Market Manager and/or representatives of the Market to inspect the premises where the products offered for sale are produced at any time. Failure to allow an inspection will constitute a violation of Market rules. I understand that the Wicker Park Farmers' Market does not carry any insurance policies to cover individual participants and that I am required to carry such insurance. I will comply with all local, federal, state and municipal laws and ordinances in the operation of my booth during the Wicker Park Farmers Market and shall insure my merchandise against loss by theft or damage.

Reimbursement to the Wicker Park Bucktown Chamber of Commerce: Applicant hereby agrees to reimburse the WPBCC for any expense of providing labor, equipment, and facilities, cleaning up or restoring, and repairing the premises occasioned by any use or activity carried on by application or those authorized under applicant's permit.

Indemnification and Hold-harmless Agreement: The undersigned, for himself and, if different, for the person or organization on behalf of whom this application is submitted, hereby

releases WPBCC, its officers, directors and members from any and all claims for, and agrees that WPBCC, its officers, directors and members shall have no responsibility for, personal injury sustained by the Applicant, its agents or employees, or damage to, or loss or destruction of, the Applicant's property. The Applicant further agrees to indemnify and hold WPBCC, its officers, directors and members harmless, from and against any and all claims for personal injury, damage to property or theft occurring in or about the Wicker Park Farmers Market area, whether to the Applicant, its agents or employees or any third party, caused in part or in whole by the participation of the Applicant in Wicker Park Farmers Market, and from any liability and/or for any contractual or quasi-contractual obligations to third parties in connection with the activity, event use or occurrence.

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

Business:

Signature: Date:

Name of signature (PLEASE PRINT):

Title: