Overview for Potential Vendors
2019-2020 Market Season

Please read this section carefully before completing the application for vendors.

Introduction

Thank you for your interest in becoming a vendor at our markets!

Faith in Place makes a commitment to social justice by supporting and welcoming diverse audiences to participate in all our programming. Each winter, from November into April, Faith in Place partners with faith communities to host a series of indoor farmers markets on Saturdays and Sundays. These farmers markets:

- Provide an additional source of income for local vendors during the off-season
- Promote sustainable farming methods and economic justice for regional farm families
- Encourage healthy-wholesome eating, equitable access to healthy, local food options for all communities
- Support the building of relationships between producers and consumers.

Please complete the Vendor Application by September 1, 2019.

Guidelines and Procedures

These Winter Farmers Markets in Illinois (the Markets) are a project of Faith in Place (FiP) and are held in houses of worship throughout the Chicago area. The Market Coordinator for each Market will be one or more employees or representatives of FiP and will be identified in advance for each Market.
Grower/Producer and Local Sourcing Requirements:

- As used in this Agreement, “local” or “locally” shall be defined as within 250 miles from Chicago, zip code 60601, subject to reasonable exceptions made in advance at the discretion of the Market Coordinator.
- Farm Vendors must sell only what they grow or what they make from their farm crop and/or livestock production. All such growing and production must occur locally as defined herein. All farm vendors must display a sign (which can be provided by Faith in Place) listing the physical address of the farm.
- Non-Farm Vendors (e.g. baked goods, pasta, ice cream) who do not grow or produce their own ingredients are welcome to participate (subject to all of the remaining provisions herein) provided that at least 25% of their ingredients of their product come from local farm producers and that they identify said sources by name at their market table. Non-producer applicants must list on this agreement (or on a separate sheet attached) the names of farm producers whose ingredients they anticipate using. Where feasible, preference in purchasing ingredients should be given to those farm growers and producers who participate in the Markets.
- Cooperative Sales. Any Vendor may sell local products procured from and grown/produced at other local farms to add to the diversity of offerings at the Market, but only up to 25% of the items to be sold at that Vendor’s table. Such Vendor shall include the sales of those items in their gross sales total for purposes of this agreement and give its certification below as to those products unless a separate Agreement has been signed by the producing farm. A sign (which can be provided by Faith in Place) listing the physical address of the other farms must be displayed at the table.

Scheduling and Cancellations:

- The Market schedule is anticipated to be between November 2019 and April 2020. You will be notified by email and/or telephone of Market dates, times, and locations as they are confirmed.
- The Market Coordinator retains the right to reschedule or cancel vendors from any or all markets, if vendors (1) fail to attend a market without scheduled notice, (2) do not complete adequate pre-market forms and process as laid out in this application, or (3) have not registered with proper health department authorities.
- Any cancellations from vendors MUST be given at least 5 days in advance. If there are any changes to the space or availability at a given market, the Coordinator will let vendors know no later than 7 days in advance.
- Each host faith community’s space is unique and space may be limited. Selling space and number of tables will be assigned by the Market Coordinator and may differ from Market to Market. (Tables will generally be supplied by the host
faith community unless you are notified in advance for a particular Market.) In addition, to maximize sales for each Vendor, the Market Coordinator reserves the right to limit the number of sellers of similar products. Acceptance for each Market will be based on various factors, including: participation in previous Winter Farmers Market seasons, vendor mix, timeliness of application, record of attendance, etc.

- Vendors who meet the requirements and agree to the conditions herein will be scheduled for Markets on a first-come, first-served basis.
- The Market Coordinator shall settle any disputes regarding product legitimacy, procedural and Vendor conduct violations, and impose any penalties, including possible suspension or removal from the Market.
- To add to the diversity and quantity of offerings at Markets, the Market Coordinator may permit one or more people or organizations to sell local products procured from and grown/produced at local farms, provided that such offerings will not directly compete with products being sold by Vendors at a given Market.
- Please respond ASAP to express your interest in participating in a particular Market. Vendors are able to attend as many or as few markets as they choose, subject to the Market Coordinator’s approval.

All Vendors must:

- Sell at the Markets only those products listed on this application (except with the expressed prior approval of the Market Coordinator).
- Have comprehensive liability insurance coverage. Faith in Place shall be the only additional insured for all Markets at all host faith communities to which it is associated, unless otherwise noted by the Market Coordinator.
- Carry appropriate and necessary state and/or federal product and sales licenses and permits. Upon acceptance to the markets, attach a copy of your Illinois Business Authorization/Certificate of Registration (for sales tax) and a copy of your Certificate of Liability (COI) listing Faith in Place as “additional insured”to the vendor Agreement/Certification Form.
- Comply with all state and municipal and/or county health department requirements, including paying any permit fees.
- Have your sales table staffed at all times by yourself, a family member, or a seller familiar with your products and growing or production methods. In addition, you are encouraged to further describe your practices and/or production methods in literature, photos and displays for consumers at the Markets.
- Provide Faith in Place with a photo of you and your product(s) along with a brief bio for our publicity.
- Attend all Markets for which you have been scheduled and notify the Market Coordinator as early as possible of late arrivals or cancellations.
• Pay a fee for service of 10% of your gross sales to Faith in Place for each market where your gross sales exceed $150.
  o Your payment helps Faith in Place offset the costs of the markets, and improve the markets to reach more customers who will support the vendors. Payments shall be made within one week of the Market, payable by cash (at the end of the market, with receipt provided), by check payable to Faith in Place and mailed to the address below, or online through the Faith in Place website (go to www.faithinplace.org, click “donate,” and email the Market Coordinator to let them). If weekly repayment is not an option, you must communicate with FIP prior to the season start to guarantee a fair process.
  o Non-profit organizations are exempt from this requirement.
• Acknowledge the authority of the Market Coordinator and/or representatives or agents 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 this Agreement.
• Support low-income and marginalized communities whether it is through direct sales at the Markets within those neighborhoods or otherwise advocating for food and environmental justice policies. All vendors are expected to align with the mission of Faith in Place.
• Be courteous, friendly and cooperative in set-up, transaction and clean-up of market space in host faith communities’ facilities and contribute in constructive ways to success of the Markets.

Questions? Call Brian Sauder at 312-733-4640 ext. 111 or email brian@faithinplace.org.