

Ridgeville  
Farmers' Market



**2017 APPLICATION FOR PERMIT  
RIDGEVILLE FARMERS' MARKET**

**ABOUT RIDGEVILLE PARK DISTRICT'S FARMERS' MARKET:** Ridgeville is an independent park district located in south Evanston near the Chicago border and Lake Michigan. This summer will mark our seventh season of hosting a mid-week Farmers' Market, which has given our community members the unique opportunity to interact with farmers in a neighborhood setting.

Over the past eight summers, Ridgeville has proven to be an ideal location for farmers to sell their fresh local and organic produce, flowers, and other Midwest specialty crops. Local neighborhood residents have enthusiastically embraced the Market and have been joined by specialty cafés, local churches, musicians, and non-profit organizations to create an exciting and vibrant atmosphere of community interaction and involvement. Ridgeville's close proximity to the CTA and Metra train stops has also offered commuters easy access to a mid-week opportunity to buy local and avoid traditional grocery store chains.

We are hoping for a great turnout this summer and invite you to apply for a choice spot at the Ridgeville Farmers' Market.

If you have any questions or would like more information, please don't hesitate to contact us!

***Contact Information:***

Natalie Sallee, Market Manager

Phone: 847.869.5640

Fax: 847.869.5667

Email: [programs@ridgeville.org](mailto:programs@ridgeville.org)

Address: Ridgeville Park District, 908 Seward Street, Evanston, IL 60202

**APPLICATION INSTRUCTIONS**

Please answer all applicable questions as completely as possible, attaching additional sheets of paper as necessary. You must submit a complete application *and all supporting documents* by **Monday, May 1st**. All applications submitted after that date, including any incomplete applications, may be subject to a late fee of \$5.00.

**Market Season:** Wednesdays, June 7th – Oct. 11th

**Hours: 3:30-7pm**

Starting in September, we will start shutting down the Market as it gets dark, which will likely occur slightly before 7pm. Farmers/producers must comply with Market hours and be set up to sell at the Market start time.

**Fees**

\$300.00 for the season per each 20'x20' space, or see page 11 for other fee options. Please make checks payable to: **Ridgeville Park District**.

VENDOR NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_ ZIP CODE: \_\_\_\_\_

SEC. \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

PHONE :( \_\_\_\_\_ ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

MOBILE PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

ILLINOIS SALES TAX LICENSE # \_\_\_\_\_ (ATTACH COPY)

Please note that Illinois requires that sales tax be collected on the sale of food. Therefore, you must have an Illinois Sales Tax License before applying to this market and must include the License # below and attach a copy of the license to this application. Vendors who participated in Ridgeville Park District’s Farmers Market last season (2016) must show proof of sales tax payment with this application.

Illinois Sales Tax License # \_\_\_\_\_ (attach copy of license)

**ATTACH COPY OF 2016 SALES TAX REPORTED TO THE STATE OF ILLINOIS.**

GIVE ESTIMATED PERCENTAGES OF YOUR SALES AT THE MARKET FOR EACH OF THE FOLLOWING PRODUCT CATEGORIES:

FRUITS \_\_\_\_\_%    VEGETABLES \_\_\_\_\_%    FLOWERS \_\_\_\_\_%  
CHEESE \_\_\_\_\_%    BAKERY \_\_\_\_\_%    MEAT \_\_\_\_\_%    OTHER \_\_\_\_\_%

If other, describe: \_\_\_\_\_

**A. PRODUCE**

1. Give a complete and detailed listing of all land used for production of produce. A copy of lease documentation and/or tax bill must be provided.

<u># of Acres</u>	<u>Town/City</u>	<u>County</u>	<u>Owned or Rented</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Please complete the attached Farm Products form indicating your primary products.

3. Give name and address of owner of any rental land.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is your farm certified ORGANIC\_\_ Yes \_\_ No

If yes, list certifying agency \_\_\_\_\_

5. Are you Food Alliance Certified "Sustainable"? \_\_ Yes \_\_ No

If yes, list date of last inspection. \_\_\_\_\_

6. Will you be using a greenhouse or other structure which you own or lease to grow produce?

\_\_ Yes      \_\_ No

If yes, complete appropriate section of "Farm Products" form for greenhouse use listing description of produce, quantity of space devoted to the product, and date of planting and date of market sale.

B. PROCESSED PRODUCTS

Please indicate on the attached form (Farm Products) all processed food products you plan to sell during the Market. In all cases, the farmer selling this product must have grown on his or her land the produce used to make the processed product. Processed products must be sold in individual containers. Farmers are prohibited from refilling containers provided by customers or containers initially purchased from a farmer and returned for refilling from a bulk container.

REIMBURSEMENT TO RIDGEVILLE PARK DISTRICT

Applicant hereby agrees to reimburse Ridgeville Park District 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 the Applicant or those authorized under Applicant's permit.

AFFIDAVIT

Applicant certifies, under penalties of perjury, that all of the information set forth in this Application for permit is true and complete to the best of his/her knowledge. Applicant further agrees to perform all obligations, which may be required under applicable laws, ordinances, rules, and regulations, and under all contracts or agreements which may be annexed hereto.

Applicant hereby agrees to sell or offer for sale at the Ridgeville Farmers' Market only such items as listed in this Application and that all such items will be grown, or produced from produce grown, by Applicant on the property described in this Application. Further, Applicant further agrees if this Application is approved, it will be present at the Farmers' Market on all days for which application has been made unless prevented from do so by reasons beyond Applicant's control. Applicant acknowledges full responsibility for all activities conducted at the Market space allocated to it and agrees its right to occupy such Market space may be revoked if any produce is sold which has not been grown or produced as required by this Application and any rules that may be promulgated by the Ridgeville Park District.

Applicant certifies that Applicant has read the terms and conditions governing the Ridgeville Farmers' Market as set forth herein and in the Market Operating Rules which have been provided to Applicant and which form a part of this Applications and Applicant agrees to abide by such terms, conditions and rules.

Signature of Vendor: \_\_\_\_\_

Print Name of Signer: \_\_\_\_\_

Name of Farm: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Residence Farm

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

NOTE: Periodically testing of scales will be conducted at the

Market Market Manager:

Natalie Sallee  
Ridgeville Park District  
908 Seward St.  
Evanston, IL 60202  
Phone: (847) 869-5640

Brian Rosinski  
Director of Parks and Recreation  
Ridgeville Park District  
Phone: 847-869-5640

RIDGEVILLE PARK DISTRICT, EVANSTON, ILLINOIS

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 (the "*Applicant*"), hereby covenants and agrees to indemnify, defend and hold harmless Ridgeville Park District and its officers, agents, employees and assigns, from any and all claims, losses, damages, expenses (including attorneys fees) and liabilities resulting from, directly or indirectly, the Applicant's participation as a vendor at the Ridgeville Farmers' Market and Applicant's use of any property or facilities of the Ridgeville Park District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

**Certificate of Insurance:** Attach a copy of the Certificate of Insurance naming the Ridgeville Park District as additional insured and certificate holder. The Certificate must show that Applicant maintains public liability insurance with limits at least \$1,000,000 for injury to any person and must be in form satisfactory to the District.

FARM PRODUCTS  
(Attachment to Ridgeville Farmers' Market Application)

1. Farm Products. Identify specific farm products. Be specific. Only items listed on this document may be sold at the Ridgeville Market.

TYPE OF FRUIT, VEGETABLES OR FLOWERS	ACREAGE OF CULTIVATED	LOCATION OF FIELDS (MUNICIPALITY, COUNTY AND STATE)	PLANTING DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**NOTE: ALL PRODUCE BROUGHT TO MARKET MUST BE GROWN ON FARMER'S OWNED/LEASED LAND.**

2. Other (honey, jams and jellies, juice):

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3. Processed Food from your Farm:

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4. Give location of licensed food processor used for preparation of your product. All processed products must be labeled. Farmers must be prepared to provide, upon request, documentation (invoices, shipping orders, bills of lading, etc.) confirming that processed food products they are selling at the Market have been derived from their farms and processed by a processor who complies with appropriate Federal, state and local standards for food processing.

FOOD PROCESSOR	MAILING ADDRESS	LICENSED BY	LICENSE #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. If you intend to sell cider at the Market, you must indicate the government agency which inspects, certifies your still, and any additional process used to insure that the product is produced in a safe and sanitary condition and comply with local, state and federal regulations concerning the processing of cider.

Name, Address & Phone of Inspecting Agency

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License or Certification Number: \_\_\_\_\_

Attach copy of certificate of compliance from appropriate agency.



6. Use of greenhouse for cultivation of produce by farmers.

Please provide a description below of any produce to be cultivated in a greenhouse or other structure which you own or lease.

VEGETABLES /FLOWERS	SQUARE FOOTAGE OF AREA CULTIVATED	DATE OF PLANTING	PROBABLE DATE OF MARKET SALE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF ADDITIONAL SPACE IS NEEDED TO ANSWER ANY QUESTIONS, PLEASE ATTACH ADDITIONAL PAGES.

## RIDGEVILLE FARMERS' MARKET

### MARKET OPERATING RULES

PRODUCER - DEFINITION - A grower or producer is any person offering for sale articles for human consumption, such as fruits, vegetables, edible grains, nuts and berries, apiary products, maple sugar, syrups and /or non-edible articles, such as cut or potted flowers, which have been grown or prepared by the grower or producer.

ENFORCEMENT OF RULES - Occupants of spaces at this Market must at all times conform to the Market Rules. The Market Master has full authority to enforce all rules and if any occupant fails to comply therewith, the Market Master may terminate the right of such occupant to occupy space and to sell goods at the Market. In the event of any such termination, no portion of the fee paid by the occupant shall be refundable.

TERMINATION OF MARKET - If the Ridgeville Park District determines that the operation of a farmers' market unreasonably disturbs the peace or welfare of the neighborhood in which the market is operated, may result in a breach of the peace, or is otherwise not in the public interest, the District may cancel future scheduled days of operation in which event vendors shall be entitled to receive a pro rata portion of any prepaid rental fees.

### DAYS AND HOURS OF OPERATION -

**Market Season:** Wednesdays, June 7th – October 11th

#### **Hours: 3:30-7pm**

NOTE: In September/October, the Market will end when it gets dark as determined by Ridgeville Staff. Farmers/producers must comply with Market hours and be set up to sell at the Market start time.

**A vendor failing to arrive by 3:00pm must notify Ridgeville Park District staff or risk forfeiting their space for the day.**

DISPLAYING AND SELLING GOODS - Producers must furnish their own tables, chairs, or other display arrangements. Producers must display prices of items for sale. In case of rain, producers must furnish their own protection, as the Market is in the park with no shelter provided. Tents and canopies must be secured at all times. All refuse must be removed by the producers at the close of the Market each week. Restrooms will be available in the Ridgeville Park District building.

SPACE RENTAL FEES

Seasonal Space: **\$300.00 Rate per Season** – Assigned spaces may be used by only one producer.

Not sure you can commit to a whole season? We provide options. Please circle the session(s) you would like to attend.

Session 1: June 7th – June 28th (4 markets) <b>\$75.00</b>	Session 2: July 5th- Aug. 2nd (5 markets) <b>\$90.00</b>
Session 3: Aug. 9th-Sept. 6th (5 markets) <b>\$90.00</b>	Session 4: Sept. 13th- Oct. 11th (5 markets) <b>\$90.00</b>

METHOD OF PAYMENT Checks should be made payable to:

**Ridgeville Park District**

MAIL APPLICATION, CHECK, AND ALL ATTACHMENTS TO:

Natalie Sallee  
Ridgeville Park  
District 908 Seward  
Street Evanston, IL  
60202

Total payment of \$300.00 must accompany your Application. Seasonal permits are not transferable and no refunds will be given. Space will be reserved only after Application, attachments, full payment are received. If more Applications are received than space allows, priority will be given to earliest qualified applicants.

ALL SPACE RENTERS MUST HAVE THE FOLLOWING DISPLAYED ON OPENING MARKET DAY AND ALL SUBSEQUENT MARKET DAYS:

1. Copy of Illinois State Tax Number - Permit
2. A sign no less than 15" x 20" in dimension with Business Name, Address and Phone Number written in prominent letters.
3. Prices for all product sold must be clearly displayed.

**GENERAL REGULATIONS:**

A. QUESTION OF PRODUCE LEGITIMACY

Only items listed in the Application for space and related schedules may be sold at the Market.

1. The following procedure will be used if a farmer's produce is questioned regarding its origin on his or her farmland:

- a. The person challenging a farmer's produce legitimacy, first should discuss his complaint with the Market Manager or Director of Parks and Recreation.
- b. Should the matter not be resolved in this manner, then the complainant should submit a written statement to the Market Manager or Director of Parks and Recreation, giving the name of the farmer and the produce he feels may not be grown by that farmer. The complainant must sign this statement as no complaints will be considered if they are not submitted in writing.
- c. The challenged farmer will be told by the Market Manager or Director of Parks and Recreation of the complaint and informed that if the questioned goods are not produced by him, he should cease to bring such items to the Farmers' Market.
- d. The Park District has the option to inspect the farm.
- e. If it is found that the farmer has not produced the challenged item, the Market Manager, with the approval of the Director of Parks and Recreation, would notify the farmer in question that the complaint has caused the Farmer's Market License to be revoked. As a result he would be unable to sell in the Ridgeville Farmers' Market, and no portion of the Market fee would be refunded. In addition, the farmer must reimburse Ridgeville Park District for any costs incurred to investigate the complaint.

2. Throughout the season, unannounced and announced visits to farms may occur to check the legitimacy of produce.

3. Ridgeville Park District may designate dates by which certain produce shall be allowed for sale. For example, Ridgeville Park District may say that peaches may not be sold earlier than July 4th.

**B. NO SPACE HOLDER SHALL:**

1. Sell or offer any article according to weight except in accordance with the established standards for weight of the State of Illinois. Scales will be checked periodically during the season.
2. Sell apiary products, maple\_sugars and syrups or any processed food unless properly labeled in accordance with State of Illinois standards for labeling and approved by the City of Evanston's Health Department.
3. Sell or offer any unwholesome or spoiled articles.

4. Attract attention to his goods by hawking or crying out.
5. Sell or offer any article without first obtaining an Illinois Sales Tax License of the current year or fail to display prominently the license number provided, however, when a temporary (daily) space is assigned, suitable evidence of application for such license may be presented to the Market Master or Director of Parks and Recreation.
6. Transport or display food without adequate protection against contamination. Delivery trucks and other equipment used for transportation and display shall be kept clean.
7. Allow any waste, garbage or any other refuse to remain after the closing hours of any market day. Each selling area must be cleaned up by the user of the assigned Market stall.
8. Farmers may not expand their selling space beyond the space assigned to them.

C. Absolutely No Animals Or Pets Shall Be Allowed In The Market Any Time With The Exception Of Service Animals.

D. No motorized vehicles shall be allowed in the Market. This section does not apply to wheelchairs.

E. Application packet will not be accepted without the following materials:

- **Application**
- **2016 Sales Tax Return (annual or monthly statement)**
- **Certificate of Insurance with Ridgeville Park District named as additionally insured**
- **Check payable to Ridgeville Park District for \$300.00 (19 markets) or the appropriate amount for a quarterly or mix & match session.**
- **Packet must be received no later than May 1st, 2017.**