



# JEFFERSON PARK SUNDAY MARKET SUMMER 2019 - 9<sup>th</sup> Year!

Located at:

**Jefferson Memorial Park  
Lawrence & Long Ave., Chicago 60630**

This is a great opportunity for you to sell your products and to gain additional exposure for your business. Please review this vendor information, which includes applications and rules of operation for our market.

The location of our market offers parking, shade, and is located two blocks from the Jefferson Park CTA Bus, Blue Line, Metra and two blocks from the Kennedy Expressway, Lawrence exit. The market runs every **second** and **fourth** Sunday of the month, beginning June 9, and ending October 27. Market hours are from 9:30 am until 1:30 pm. (Please note not every other as other markets which may have a 5<sup>th</sup> Sunday.) See specific dates below.

If you have any questions, please contact, Eva Skowronski (JPSM Admin) at 773.282.3879, Merrill Miller (JPSM Manager) at 847.902.2961 or via email to staff at JeffersonParkSundayMarket@zoho.com. Please send completed applications to: (food vendors also need: certificate of insurance, and a copy of your sales tax certificate in addition to application.)

**Jefferson Park Sunday Market  
C/O Merrill Miller  
4668 N. Leclaire Ave  
Chicago, Illinois 60630**

Producers may sell various farm products, flowers, and food products that were grown or prepared on their premises, bakery goods, cheese, or meat.

## **Jefferson Park Farmers Market Dates**

Market dates are on Sunday, between 9:30am and 1:30pm, on the following dates

<b>June 9</b>	<b>June 23</b> ( <i>note there are 5 Sundays in June</i> )
<b>July 14</b>	<b>July 28</b>
<b>August 11</b>	<b>August 25</b>
<b>September 8</b>	<b>September 22</b> ( <i>note there are 5 Sundays in September</i> )
<b>October 13</b>	<b>October 27</b>

If you are unable to attend, please contact us as soon as possible. **While we understand that extenuating circumstances may occur, we do require you to provide an anticipated schedule to assist with promotions and planning. Fees will be going towards promotions.**

**Please enclose a payment of \$175.00 to reserve your vendor space for the full 10 market season, or \$25 per date.**

*Note: past vendors may qualify for special discounts--talk to us.*

**Payments should be made to Jefferson Park Sunday Market**

**JEFFERSON PARK SUNDAY MARKET**  
**MARKET RULES OF OPERATION**

*and other notes (please retain for reference)*

1. Location: Markets will be located at the corner of Long and Lawrence Avenues
2. “Hours of Operation”: Hours of operation for the markets will be from 9:30am until 1:30pm. Producers must be in their spaces and set up no later than 9:00am ***and are expected to remain*** until the end of the market at 1:30pm.
3. Spaces: All spaces will be assigned by the Jefferson Park Sunday Market staff and are assumed to be 10x10 unless other arrangements are made.
  - a. Vendors must provide their own sunshade/table/etc.
  - b. While we do attempt to maintain consistent spaces for our vendors once established, we may occasionally need to shift you for market flow or other extenuating circumstances.
4. Goods Offered for Sale: Producers may sell plants, farm produce, flowers, and other products that were grown or other food products from Illinois and other regions. Value-added specialty products may be sold, if approved beforehand by the Jefferson Park Sunday Market.
5. Compliance with Local, State, and Federal Laws: All food producers are responsible for obtaining all necessary County or State health and/or other permits and are responsible for compliance with all State and Federal food and drug laws including proper labeling.
  - a. Please enclose a Certificate of Insurance covering your activities while at the Jefferson Park Sunday Market at Jefferson Memorial Park with application. The Chicago Park District must be listed as an additional named insured. Failure to do so may result in rejection or exclusion of your business from our market.
  - b. Please attach a copy of your Illinois Department of Revenue Sales Tax Number Certificate to the application. Failure to do so may result in rejection of your application.
6. Scales: If goods are offered for sale by weight, the producer’s scale must be in accordance with the local County requirements and with those established standards as set by the State of Illinois. You may be subject to a scale check by Market staff, due to problems in the past as cited by patrons.
7. Sales Tax: Each producer is responsible for the reporting of and the payment to the Illinois Department of Revenue of all required taxes resulting from the sales made at the Jefferson Park Sunday Market.
8. Market Etiquette: Producers are strictly prohibited from hawking, crying out, or engaging in activity otherwise designed to attract attention to their products. In the interest of fair

trade, those producers found disparaging other producers' goods are at risk of expulsion from the market.

9. Cleanup: Each producer is responsible for the removal of all waste and trash from his or her own space at the closing hour of each market day. Failure to do so may result in suspension from the market.
10. Product pricing: At the discretion of the individual producer.
11. Engines: NO outside generators, diesel, or gas motors are allowed with the exception of those attached to trucks such as refrigeration units.
12. Smoking: Producers and their associates may NOT smoke in the sales area as per Chicago Park District regulations.
13. Parking: Free street parking on Sundays. Once unloaded, we do ask that you relocate your vehicle to either Lawrence or Higgins Avenues to allow for patron parking.
14. On certain dates the market may be accompanied by other types of neighborhood events.
15. Vendors are NOT allowed any alcoholic beverages.
16. The Jefferson Park Field house washroom facilities may not be used for wash-up or cleanup and are restricted to hygienic purposes only.
17. NO open fires or cooking allowed without express permission.
18. Cross promotions via social media is huge for us. If you have the ability to, feel free to promote that you will be at our market by tagging us at @JeffParkMarket – we in turn will tag back. If you choose to do any special promotions that include our market, we will do our best to help you via re-tweets and website updates. But you must let us know.
19. Charity or non-for-profit organizations may qualify for special work-for-space options – one organization per event, via special arrangement. Work includes helping other vendors load and unload. Please ask us about this option, if you have a 501c3/4 organization.
20. All vendor applications are subject to approval.
21. Please bear in mind that all market staff, including the manager and assistants, are volunteers, and as such have day jobs, etc. While they make every attempt to get back to you/your questions in a timely manner, it may not be during business hours.
22. Please notify us of late cancellations via text to: 847-902-2961 Prior to 24hr may be emailed,

**JEFFERSON PARK SUNDAY MARKET**  
**2019 Producers Application for Permission to Sell**

Only this page, license, insurance and payment need be sent. Paper work may be emailed to

[JeffersonParkSundayMarket@zoho.com](mailto:JeffersonParkSundayMarket@zoho.com) Payment may be sent via: <https://www.paypal.me/Jeffparkmarket>

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

Producer Name: \_\_\_\_\_

Address/PO Box: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Media (for promotions) : FB \_\_\_\_\_

Twitter \_\_\_\_\_ Instagram \_\_\_\_\_

Day of Market Contact: \_\_\_\_\_

(If different from above – used for emergencies / no show/ special circumstances)

Illinois Business Tax Number: \_\_\_\_\_

Please list in detail the items you intend to sell:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Samples: **Yes / No** Special Needs (i.e., electricity) \_\_\_\_\_

Dates attending – Please circle dates/groupings:   **ALL**            **2<sup>nd</sup> Sundays**            **4<sup>th</sup> Sundays**

**6/9    6/23    7/14    7/28    8/11    8/25    9/8    9/22    10/13    10/27**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date