



**JEFFERSON PARK
SUNDAY MARKET
WINTER EDITION
2019-2020**

The Jefferson Park Farmers Market – winter version will be held at the Copernicus Center Annex located at 5216 W. Lawrence Ave., just west of I-90. The location of our market offers free parking, and is located two blocks from the Jefferson Park CTA Bus, Blue Line, Metra and one block from the Kennedy Expressway, Lawrence exit. There is free street parking as well as several adjacent lots.

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 the application and the rules of operation for our market.

This will be a tight space, so we can only offer you one table/ table space to accommodate as many vendors as possible. You will be assigned spaces, with as much consideration for your product as we can afford. If you have specific concerns, we can work them out via a conversation with Merrill or email.

If you have any questions, please contact, Eva Skowronski (JPSM Admin) at 773.282.3879, Merrill Miller (JPSM Manager) at 847.902.2961 (6-9pm weekdays or weekends, otherwise leave message) or email staff at JeffersonParkSundayMarket@zoho.com. Please email completed application signature page, certificate of insurance, and a copy of your sales tax certificate.

Payment may be submitted upon approval via checks with vendor name to our mailing address below, or to PayPal.Me/Jeffparkmarket

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

Jefferson Park Sunday Market Winter Dates

Market dates are on Sunday, between 10am and 2pm, on the following dates:

**December 22, 2019
January 26, 2020
April 5, 2020
May 3, 2020**

\$25 per date.

Payments should be made to Jefferson Park Sunday Market

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.

JEFFERSON PARK SUNDAY MARKET RULES OF OPERATION

(Please keep this for your records)

1. Location: Copernicus Center Annex located a 5216 W. Lawrence Ave., 60630
2. Hours of operation for the markets: 10am until 2pm. Set up time: 9am & 10am. Those earlier must either wait, or assist staff setup of site.
3. Vendors are expected to remain until the end of the market at 2pm.
4. Spaces: All spaces will be assigned by the Jefferson Park Sunday Market staff. Tables & chairs will be included to help facilitate layout & ease congestion during load in/out. If you cannot use a table, please note that. Spaces may change market to market. A no show may result in your future exclusion from this market.
5. Compliance with Local, State, and Federal Laws: All 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.
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.
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. Damage and cleaning: Any excessive damage done to the Copernicus Center facility or property shall be billed to the vendor for either replacement or repair.
 - a. Any excessive mess (at the determination of the staff) done by children or adults resulting in extra cleaning of Copernicus Center and its property shall be charged an additional cleaning fee of \$100.00 which is not refundable.
 - b. Any additional damage to the facility and its contents/property shall be charged accordingly.
 - c. ONLY painter's tape can be used on the painted walls.
9. Cleanup: Each producer is responsible for the removal of all waste and garbage 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. Open flames of any kind are PROHIBITED, including candles.
11. Smoking: Vendors and their associates may NOT smoke/vape in the sales area during market hours.
12. Parking: There will be parking available for vendors in the Copernicus Center lot.
13. Vendors are NOT allowed to sell any alcoholic beverages. Note that bar will open at 11am, and beverages will be available there.
14. Prepayment is required to secure space. Space is limited. Table arrangement is preset and determined by number of participants. Payment is due 2 days prior to market. Cancellations with a refund are permitted 2 day (48 hours) before the market date. Cancellations after that deadline may result in no refund.

2019/2020 Vendors Application for Permission to Sell

Please send paperwork and this page to JeffersonParkSundayMarket@zoho.com

Payment may be submitted upon approval via checks with vendor name to our mailing address, or to PayPal.Me/Jeffparkmarket

Business Name: _____

Producer Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ IL Busn. Tax Number: _____

Day of Phone: _____ Email Address: _____

Social Media Info: _____

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. Remember, each producer is responsible for the reporting and payment of all required taxes resulting from sales at the Jefferson Park Farmers Market.

Jefferson Park Sunday Market Winter Dates

Market dates are on Sunday, between 10am and 2pm, on the following dates.

December 22, 2019

January 26, 2020

April 5, 2020

May 3, 2020

Please circle the dates you plan to attend. If you are unable to attend, please contact us as soon as possible.

Please enclose a Certificate of Insurance covering your activities while at Copernicus Center. Failure to do so may result in rejection or exclusion of your business from our market.

Please list in detail the items you intend to sell: _____

Do you plan to provide taste samples? _____ Are you certified in food service sanitation? _____

Do you wish to opt out of having a table? _____ Do you need power? _____

note-tables are part of your fee. In addition to setting spaces this reduces load in/out congestion.

Are there any other special considerations? _____

I have read the Market Rules of Operation and I agree to be bound by them.

Print Name

Signature

Date