



**JEFFERSON PARK
SUNDAY MARKET
WINTER EDITION
2016**

The Jefferson Park Sunday 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 applications and our 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 or email staff at JeffersonParkSundayMarket@zoho.com. Please email completed applications, certificate of insurance, and a copy of your sales tax certificate. Send check and your company name to:

Jefferson Park Sunday Market

C/O Merrill Miller
4668 N. LeClaire
Chicago, IL 60630

Jefferson Park Sunday Market Winter Dates

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

December 18, 2016

January 29, 2017

April 2, 2017

May 7, 2017

\$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.

FARMERS 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 will be from 10am until 2pm. Set up time is between 9am & 10am. Vendors are expected to remain until the end of the market at 2pm.
3. Spaces: All spaces will be assigned by the Jefferson Park Sunday Market staff. Tables 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. **ANY** vendor whose product may produce moisture **MUST** put down floor protection (mat/tarp or similar). NO pets will be allowed.
- 4 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.
5. 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.
6. Sales Tax: Each producer is responsible for the reporting of and payment to the Illinois Department of Revenue of all required taxes resulting from the sales made at the Jefferson Park Sunday Market.
7. Damage and cleaning: Any excessive damage done to the Copernicus Center facility or property shall be billed to the client for either replacement or repair.
 - a. For any excessive mess (at the determination of the staff) made by children or adults resulting in extra cleaning of Copernicus Center and its property, vendor 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.
 - d. **PLEASE** be proactive and protect the floor if your product produces any moisture risk
 - e. Please do not use power excessively (halogen lights etc).
8. 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.
9. Pricing: At the discretion of the individual producer.
10. Smoking: Producers and their associates may NOT smoke in the sales area during market hours.
11. Parking: There will be parking available for vendors in the Copernicus Center lot.
12. Vendors are NOT allowed to sell any alcoholic beverages. Note that bar will open at 11am, and beverages will be available there.

2016 Producers Application for Permission to Sell

please send paperwork to JeffersonParkSundayMarket@zoho.com & checks with vendor name to our mailing address.

Business Name: _____

Producer Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ IL Busn. Tax Number: _____

Email Address: _____

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 18, 2016

January 29, 2017

April 2, 2017

May 7, 2017

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

Please provide 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? _____ **

** Power must non excessive i.e.no halogen lights etc - power necessary for you to function, such as freezers, is excepted

Note: Tables are part of your fee. In addition to setting spaces this reduces load in/out congestion.

Are there any other special considerations? _____

Print Name

Signature

Date