

# SOUTH LOOP FARMERS MARKET

Thanks for considering South Loop Farmers Market this season!

Below you will find some preliminary information about our vendor selection process, fees to participate, our market locations & dates, required licensing & supporting documentation, and next steps if you're interested in joining our family.

## VENDOR SELECTION PROCESS

### PRODUCT TYPE

We choose our vendors based on product type, uniqueness, quality, and demand (for example: if you make cupcakes, we will only choose one cupcake vendor unless there is demand for more)

### BUSINESS TYPE

Your business/product must be based & produced within a 200-mile radius of Chicago. Are you a social entrepreneur, woman-owned, or BIPOC biz? Even better! Tell us more when you fill out your application.

### SOURCING

We require that *at the very least* one of the ingredients used to produce your product be local (within a 200 mile radius of Chicago). Specialty makers, clothing, & non-food businesses must be based within Illinois & handmade.

## SLFM 2024 SUMMER SEASON MARKET LOCATIONS & DATES

### SLFM NIGHT MARKET @ ROOSEVELT COLLECTION | THURSDAYS

**Dates:** Weekly on Thursdays, beginning June 13 through October 3, 2024 (no market 7/4)

**Time:** 4pm-8pm (load-in @ 2p)

**Location:** 150 W Roosevelt, Roosevelt Collection

**Parking:** Free vendor parking provided (limit one vehicle)

### SLFM PRINTERS ROW @ PRINTERS ROW PARK | SATURDAYS

**Dates:** Weekly on Saturdays, beginning May 18 through October 26, 2024 (no market 9/7)

**Time:** 9am-1pm (load-in @ 7:30a)

**Location:** 632 S Dearborn Street, Printers Row Park

**Parking:** Free vendor parking onsite (first come first serve, late arrivals are street/pay & display)

## SET UP ON MARKET DAYS & VENDOR FEES

Vendors are responsible for their own equipment and required to provide their own set up.

### EQUIPMENT & SET UP

All vendors receive a stall area (usually 10x10) and are responsible for their own set up including tents with required weights (min 25 lbs at each stake), tables/linens, and swag (banners, signage, product display, etc). If you have a special setup (ice cream cart, trailer, special oven, etc, this is permissible and will be discussed/determined prior to acceptance). Limited food truck parking is available onsite at both locations. **EQUIPMENT RESOURCES:** Tents: [HERE](#) Weights: [HERE](#) Banners, Custom Swag, or Promo Material: [HERE](#)

## VENDOR CATEGORY TYPES & PRICING

SLFM charges a one time, non-refundable \$150 application fee per 2024 season

### **Farmers & Growers, \$35 per market**

For farmers or producers of raw or minimally processed agricultural products, that you have raised yourself. This includes produce farmers, dairy farmers, livestock farmers, apiaries, flower farms, and fisheries.

### **Bakers, Ready to Eat, & Prepared Foods, \$50 per market**

For bakers & qualified makers of prepared foods intended for immediate consumption.

### **Processors, \$45 per market**

Food vendors or processors of products made from raw or minimally processed ingredients. This includes all products using ingredients that you have not raised yourself. Some examples include: soup makers, coffee roasters, teas, juices, baby food, take-home ice cream, take-home hummus etc.

### **Food Trucks, \$150 per market**

For all food trucks that require parking onsite. (limited acceptance)

### **Pet Treats & Apparel, \$55 per market**

For all pet treats and pet related accessories, toys, or apparel. (limited acceptance)

### **Non-Food, \$55 per market**

For all non-food vendors including bath & body and apparel. (limited acceptance)

### **Pop Up Vendors, \$60 per market**

For all vendors that would like to participate on a limited basis and/or would like a custom schedule outside of a weekly or bi-weekly schedule.

## REQUIRED LICENSING & INSURANCE

Vendors are responsible for all set up and must have the proper licensing & insurance to sell products at SLFM.

### **LICENSING**

You **MUST** be a [registered business](#) (sole proprietorship, partnership, or corporation) or hold an adequate license by the city of Chicago and/or your state to sell products at SLFM. **Food Vendors:** If you are not a licensed/operating food business and would like to start the process to get registered as a cottage food vendor, please review the cottage food info: [HERE](#) & [HERE](#)

### **SUPPORTING DOCUMENTATION**

Vendors are required to submit category type-specific supporting documentation when applying to be an SLFM vendor. *Applications will not be reviewed without the proper supporting documentation.* We recommend that you review the [Illinois Department of Health's Farmers Market Resources](#) and the [Illinois Cottage Food Guide](#) to verify your procedures are in compliance with state law.

### **INSURANCE**

Upon acceptance to SLFM, we require all SLFM vendors to have insurance and issue a COI (according to requirements per applicable location). If you do not have coverage, we work with an incredible company, Campbell Risk Management. They offer a flat \$275 rate which includes coverage for the year. To inquire about a farmers market policy contact: Campbell Risk Management, (800) 730-7475 ext 203 [www.campbellriskmanagement.com](http://www.campbellriskmanagement.com) or email Tina Branham at [TBrancham@campbellrisk.com](mailto:TBrancham@campbellrisk.com)

## READY TO APPLY?

### STEP 1: SUBMIT THE ONLINE APPLICATION

Create a free profile at [Manage My Market](#). Select your desired SLFM location & application [HERE](#). After submitting your application online via Manage My Market, you MUST immediately review & complete the 2024 agreement and submit any required supporting documents according to your category type. Your application WILL NOT be considered complete without your supporting documentation.

### STEP 2: REVIEW & COMPLETE THE 2024 AGREEMENT

All SLFM applicants must review and complete the [2024 Agreement](#), & email in PDF format with the supporting documents according to vendor category type.

**Please note:** *ALL applicants are required to complete the 2024 agreement.* Your application WILL NOT be queued for review without your completed 2024 agreement.

### STEP 3: DEFINE & SUBMIT ALL SUPPORTING DOCUMENTS

Supporting documents are required to complete the application: please review the vendor categories with applicable checklists listed below. Applications will not be reviewed without the proper supporting documents. Vendors must review the [Illinois Department of Health's Farmers Market Resources](#) and the [Illinois Cottage Food Guide](#) to verify procedures are in compliance with state law.

**Please note:** Supporting documents need to be submitted via email as attachments to [stephanie@southloopfarmersmarket.com](mailto:stephanie@southloopfarmersmarket.com) with the business name in the subject line. *Example Email Subject Line: Joe Schmo's Farm 2024 Application Supporting Documents*

### FARMERS & GROWERS

- Any 3rd Party Certifications: USDA certified organic, animal welfare approved, etc (encouraged, but not required)
- Egg License: required by farmers or growers that sell eggs
- Food Processor's License: required by farmers, growers, & food businesses who process food offsite, exp: meat butchered at a processing facility, breads or pastries from a bakery, jams, dips, etc from a commercial kitchen
- Farm Site(s) & Property Info: required lease and/or documents with site information
- Completed [SLFM 2024 Agreement](#)
- Illinois Department of Revenue Sales Tax: proof of registration (out of state businesses must hold a certificate for IL) (required upon request)

### PREPARED, PROCESSED, & READY TO EAT FOOD & FOOD TRUCK VENDORS

- Summer Sanitation Course Certificate: required by all prepared/ready-to-eat food vendors or vendors who will distribute samples
- Products & Ingredients List: required document listing all products intended for sale with ingredients and their source
- Cottage Food, Shared Kitchen, or Retail Location Health Inspection Documents: required by all food businesses
- Completed [SLFM 2024 Agreement](#)
- Illinois Department of Revenue Sales Tax: proof of registration (out of state businesses must hold a certificate for IL) (required upon request)

### PET & NON-FOOD VENDORS

- Products & Ingredients List: required document listing all products intended for sale with ingredients and their source
- Completed [SLFM 2024 Agreement](#)
- Illinois Department of Revenue Sales Tax: proof of registration (out of state businesses must hold a certificate for IL) (required upon request)

## WHAT TO EXPECT NEXT

Upon receipt of the online application & your supporting documents, your information will be placed in queue for review. SLFM management will review your information in the order in which your application was received and will notify you via email with an approval, waitlist, or decline status on or before Tuesday, April 23, 2024.

If your application is approved and accepted, you'll receive a welcome email including next steps regarding your COI requirements & due date, general logistics & marketing details leading up to opening day, and your invoice & payment details.

Applications submitted without supporting documentation via email within 48 hours of the online application will not be reviewed and automatically declined. *SLFM's annual \$150 application fee is non-refundable* and accepts vendors based on product quality, demand, vendor availability, and the information submitted via Manage My Market's online application.

## QUESTIONS?

If you have additional questions or if you are a corporation, small business, or community organization interested in sponsorship opportunities and/or onsite engagement at the market (activities, brand activations, promotional, etc), please contact:

### **Stephanie Jokich**

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### **Tina Feldstein**

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