

**NORTH BRANCH FARMERS MARKET**  
**RULES AND REGULATIONS**  
(Updated January 2025)

All participants are encouraged to read and review all City of Chicago Farmers Market Rules. The North Branch Farmers Market rules are not intended to supersede the requirements laid out by the City of Chicago: <https://www.chicago.gov/content/dam/city/depts/dol/rulesandregs/Farmers%20Market%20Rules.pdf>

These rules govern the operation, administration, and management of the North Branch Farmers Market. Please note we may modify these Rules and Regulations at any time and can take any action to enforce them. All applicants are asked to be flexible and patient through the application process as well as throughout the season. Market managers are not paid. They are volunteering their time to make the market a success.

### **LOCATION AND TIMES**

The North Branch Market Farmers Market is located in the parking lot of Edgebrook Elementary School, 6525 N Hiawatha Ave, Chicago, IL 60646 (near the corner of Hiawatha and Central). In 2025, it will take place every other Saturday from 9:00 a.m. until 1:00 p.m. rain or shine from **July 5 to September 27.**

Vendors may begin setting up at 7:30 a.m. but must be set up no later than 8:45 a.m. All vendors are expected to remain in operation until the end of the market and to be done with clean up by 2:00 p.m.

### **INSURANCE**

All VENDOR applicants must have a Commercial General Liability Insurance Policy naming North Branch Market, the Edgebrook Sauganash Chamber of Commerce and their volunteers, the City of Chicago (City of Chicago, Department of Business Affairs and Consumer Protection, City Hall, 8th Floor, Chicago, IL 60602) and the Board of Education of the City of Chicago as additional insureds. It must have a minimum coverage of \$1 million per occurrence and aggregate and include:

- Broad Form Coverage;
- Products/Completed Operations;
- Personal Injury;
- Automobile;
- Advertising Injury Coverage.

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A current Certificate of Liability Insurance must be submitted to North Branch Market at **hello@northbranchmarket.com** by June 1, 2025.

## **VENDORS**

### *Application Process*

Admission to the market shall be determined by the Farmers Market Committee. Applicants must complete application and all applicable permits and licenses required by the relevant health department, city, county, and state for the goods offered for sale. Applications shall be selected based on the following criteria:

- Maintaining a vendor ratio of at least 75% of total stalls devoted to local fruit, vegetable and non-processed food vendors, per City of Chicago rules.
- Products are grown using organic and sustainable practices that feature humane treatment of animals, limited use of pesticides, herbicides, fungicides, non-organic fertilizers and antibiotics.

All application materials must be submitted by June 1, 2025.

### ***Who May Apply***

#### Farmers/Growers/Producers

Growers/Producers who grow or produce 100% of the products they sell. All Growers/Producers must be able to provide information regarding agricultural practices as requested.

#### Processor/Baker

Vendors who sell a value-added product who are not the producer of the raw ingredients used to create the products offered for sale. Products processed and sold under a brand name other than the vendors are strictly prohibited.

#### Prepared Foods

Vendors (including Growers/Producers and Processors) who intend to prepare food on site for sale "to go" and/or immediate consumption.

#### Artisans

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Goods (non-food) made in and produced **within 250 miles of Edgebrook.**

Other

Market Management makes final vendor decisions in accordance with City of Chicago rules.

***Fees***

All vendors must commit to at least 3 markets in a season. All fees must be paid by June 1. Please do NOT send payment until acceptance is confirmed. This payment is non-refundable unless a market is canceled by management.

**NOT-FOR-PROFIT TENT**

North Branch Market shall set aside one market space each market, free of charge that shall be made available to not-for-profit organizations which serves the surrounding community. NFP must submit a timely application. Market management will notify the selected NFPs of their market date as soon as practicable.

**LOCAL COMMERCIAL TENT**

North Branch Market shall set aside select market space for businesses. Businesses are required to provide an activity for market patrons and pay \$500 for the day. Businesses are welcome to promote their business and offer promotional items or services but shall not offer for sale any goods or services in this stall. Market management will notify the selected corporate sponsors of their assigned market date as soon as practicable.

**SPACE ASSIGNMENT**

Space assignment shall be determined at the discretion of market management. Market management reserves the right to reassign spaces due to absence or cancellations of other vendors. Great care will be taken to lay out the market in a way that highlights all vendors and encourages fluid and fair traffic patterns.

**MARKET EQUIPMENT**

Vendors must supply their own tables, chairs and tents. Outdoor stalls will be no larger than 10'x10'. The use of drop cloths is encouraged for any

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vendor selling products with potential to stain or damage pavement or sidewalks. No electrical power is available on-site. If electricity is needed, vendors running a generator must get approval from Market Management. If approved, the vendor must supply a portable generator in good operating condition. Generators emitting excessive noise or fumes are prohibited, and all generators must be kept in a noise-canceling device or enclosure. Tables must not be loaded beyond capacity. Products and display items must be sufficiently secured against movement caused by wind, vibration, or jostling. All tents must be weighted sufficiently to be secure and stable during inclement weather. **(40lb minimum per tent leg)** Failure to secure a tent may result in expulsion of the vendor.

**POLICIES REGARDING SALE OF GOODS AND SERVICES**

The market space is an open area with no shelter or amenities provided.

All vendors must display a sign clearly identifying the name of the business.

Vendors may only sell products listed on their application. Requests to sell items not listed on an application must be made in writing prior to the Market Day and may only be sold at the discretion of the Market Manager.

**All items must be sold in accordance with city, state, and county regulations. At no time shall a vendor offer goods for sale contrary to such regulations.**

In order to sample you MUST obtain your Chicago Summer Sanitation Certificate OR 180 DAY SPECIAL EVENT FOOD BOOTH LICENSE APPLICATION. If your samples are prepackaged in your production facility before they are brought to the market and brought to the market sealed and enclosed, you do not need certifications above. Vendors are encouraged to offer samples of their products. When offering samples, Vendors should keep samples in clean, covered containers; use toothpicks or biodegradable utensils to distribute samples; use clean, disposable gloves when handling samples; use cutting boards that are smooth, non-absorbent, and easily cleaned; provide a waste container at the sampling area for public use; use biodegradable sample packaging or sample containers.

All products must be clearly labeled with product name and price per unit.

All prepackaged and other perishable products must be kept at appropriate

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temperatures in accordance with state and local standards.

No products may be labeled "organic" unless they have been certified by a USDA approved third party certifying agency, and a copy of the current certificate stating such has been provided to market management.

All produce must be sold by legal weights and measures. Vendors are responsible for having their scales certified for compliance annually.

Vendors are responsible for pricing their own goods and services. Price fixing among vendors is prohibited.

Vendors shall conduct themselves in a manner that is courteous to other vendors, market personnel and to the public. Behavior that is threatening, abusive, or harassing shall constitute a violation of Market rules and may result in removal from the market. Should local or state rules contemplate mandatory masking or other public health requirements, vendors must comply without exception.

Smoking in the market area is strictly prohibited.

Consumption of alcoholic beverages on Chicago Board of Education property is strictly prohibited.

Market management has the authority to limit the use of Bluetooth speakers and other audio or video devices at the market when deemed appropriate to curb a nuisance.

The running of any gasoline or diesel motors or engines are prohibited without prior approval by market management.

Each vendor is responsible for the reporting of and the payment to the Illinois Department of Revenue of all required taxes.

Each vendor is responsible for the removal of all trash, refuse and debris from their market space by the close of the Market Day (2:00 p.m.). Failure to follow the above policies will subject the vendor to disciplinary action and a fee of \$30 per offense. This includes, but is not limited to food waste left on the ground, produce boxes, cardboard, empty product packaging, gloves, plastic wrap, etc.

**RULE ENFORCEMENT**

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The Market Manager shall have the responsibility of enforcing all Market rules. The Market Manager shall have control over the market area and activities taking place within it. Any questions should be directed to the Market Manager. All vendors shall notify the Market Manager of any rule violation.

All vendors are expected to comply with the terms of these Rules and Regulations and the City of Chicago Farmers Market Rules. Non-compliance will result in fees and possible expulsion from the market.

Vendors who are tardy or fail to set up their market space by 9:00 a.m. and don't notify the market manager as soon as practicable are subject to a \$50.00 fee.

No vendor shall be allowed to set up in their market space until all previous fees have been paid in full.

Infringement of all other rules will be handled first by a warning. Subsequent or continued infringement for the same violation will result in the expulsion of the vendor.

If a vendor is expelled from the market for a rule infringement, its fee is non-refundable.

### **CANCELLATION POLICY**

Vendors must contact market management at least 7 days prior to the start of the Market Day if they will be unable to attend. Failure to notify within 48 hours will result in a \$50 fee. **Inclement weather is not an unforeseen circumstance. Markets are not cancelled unless lightning is present within 5 miles of the market location and/or weather is considered objectively dangerous. Markets will not be cancelled for rain.** Any absence shall result in review of the vendor's eligibility to participate in the market.

### **ACKNOWLEDGEMENT OF RULES AND REGULATIONS**

Each vendor, sponsor, or not-for-profit organization agrees to follow these rules when they pay their invoice and/or otherwise agree to participate in a market.