



VENDOR application

May 28 - October 29, 2023

Every Sunday

We kindly ask all vendors to complete and submit the following prior to participation:

1. This application form
2. Payment for at least one week in the form of check, money order, online or cash (Cash payments must be made in person)

CONTACT INFORMATION:

Your Name:

Business Name:

Business License Number:

Business Address:

Contact Phone:

E-mail Address:

Web Address:

Social Media Links

ABOUT YOUR BUSINESS

Give a brief description of your business. This will enable us to feature you on our website:

DESCRIBE THE ITEMS TO BE SOLD

ATTACH PHOTOS OF ITEMS TO BE SOLD

FEEES AND COMMITMENT (Highlight level of participation)

Fee per market day.

Prepared food: \$50.00

Other: \$40.00

Farms: \$20.00

Specific dates you want to participate:

Fee per Summer Season (22 weeks):

Prepared food: \$770.00

Other: \$660.00

Farms: \$330.00

Half Season (11 weeks):

Prepared food: \$440.00

Other: \$350.00

Farms: \$175.00

VENDOR FEES ARE NON-REFUNDABLE. Each vendor will be allotted a 10' x 10' space. Payment must be made a week before each market vendor plans to participate.

We strongly encourage vendors to commit to **no less** than every other Sunday within the market season and be paid in full at the beginning of the season.

RULES AND REGULATIONS

Market Hours and Location

- The Pilsen Community Market will be held every Sunday beginning May 28 - October 29 2023. Market location is at Plaza Tenochtitlan on 1821 S. Blue Island Ave St., Chicago, Illinois, 60608.
- Market hours are 9:00am to 3:00pm.
- Vendors may begin setup at 8:00am and must be fully set up **and vehicles moved by 8:45am.**
- Vendors arriving after 9am may be excluded from participating. If any emergencies communicate with the market manager.
- The Pilsen Community Market operates rain or shine.

Note: Your cooperation in collaborating and following rules ensures all have a successful market day.

Vendor Attendance

Vendors who pay for the entire season will be charged for the entire season, regardless of attendance.

Product Display

Vendors furnish their own tables, chairs, display arrangements, and weather protection. Vendors must display their produce/products in a well-presented manner. The market reserves the right to disallow substandard produce/products from being sold and to suggest improved displays. All tents and tables must be securely weighted. The use of patio umbrellas and damaged or bent tents is prohibited for safety purposes.

Vendor Positions

The Market Manager will assign spaces for vendors. Only vendors who have paid for the entire season are assigned a permanent selling space for that season.

Safety and Sanitation

Pilsen Community Market is conducted in accordance with state, federal and state and local laws. Vendors must keep the space area (including back area) clean, tidy, and clear of produce trimmings, product discards, and piles of boxes. By law, smoking is not allowed in market spaces and vendors may bring pets into the Market with a leash. Before leaving the market, vendors must collect everything leaving the area clean.

Summer Festival Sanitation Certification Course

The Education Department offers a Summer Festival Sanitation Certification Course. This course, approved by the City of Chicago, is required for all summer festival food service vendors. This program covers all topics related to outdoor food handling and proper festival sanitation techniques. Courses available from April to September each year.

Standards of Conduct for Vendors, their Representatives and Market Staff

Be courteous, professional and presentable at all times. Display products in a sanitary, presentable, and attractive manner. Drinking alcohol, yelling, hawking, throwing objects, swearing, name-calling, slanderous remarks, radio playing, and other rude behavior is not permitted. Treat other Vendors, customers, market staff, and public officials with respect. Refer difficulties with customers to the Market Manager. Do not advertise items not related to market products. Do not display printed material other than promotional brochures and literature pertaining to the product. Petitions, political advertisements, and issue appeals are prohibited. Do not solicit tips. Committing a criminal act at the market will cause immediate expulsion from the market terminating any vending privileges.

Grounds for Discipline or Removal

Vendors and their representatives may be removed or suspended from the market or may have selling privileges in the market conditionally modified, limited, or revoked at the discretion of the Pilsen Community Market manager for any of the following reasons: Failure to obey and conform to state of Illinois or City of Chicago regulations and laws or violation of the market rules.

Failure to follow market rules and regulations

Failure to follow the Market's Standards of Conduct, causing or maintaining an unsafe or unsanitary condition at the market, consistent failure to attend the market, behavior that obstructs a vendor or other vendors' ability to transact business, or a verifiable complaint about the validity of any product sold at the market will result in disciplinary action, up to and including the termination of vending privileges.

Complaints

A Vendor or a consumer/client may file a complaint with the Pilsen Community Market Committee if a Vendor is suspected of violating market rules and regulations. Complaints may be made in person, by phone, by email or submitted in writing to the Market Manager of Pilsen Community Market. A site inspection triggered by a complaint may be conducted with no prior notice.

If the Market Manager receives a complaint (including the complainant's contact information, such as phone number or e-mail address) pertaining to quality, conduct, or unfair practices of the Vendor, the Market Manager or representative immediately will contact the Vendor and request that the complaint be remedied. The Market Manager will follow up with a visit to ensure compliance. A second complaint may result in disciplinary action, the severity of which will be directly related to the gravity or repetition of the offense. Lastly, a Vendor who is removed from the market forfeits all monies paid to the Pilsen Community Market for space fees.

I agree to the rules and regulations as stated above.

Vendor Initials:

Date:

Vendor Name (please print):

For more information, email pilsencommunitymarket@gmail.com directed to Xail Hernandez

¡Gracias!