



Donna Oppolo, President  
 Godfrey Gillett, Vice President  
 Sallie Douglas Gordon, Secretary  
 Ron Gordon, Treasurer  
 John Bailey, Board Member  
 Esmirna Garcia, Board Member

## 2010 MARKET APPLICATION

All vendors are required to complete and submit the following prior to participation.

1. This application form
2. A copy of your certificate of insurance.
3. A signed copy of the rules and regulations. (Page 2)
4. Payment for at least one week in the form of check, money order, or cash (Cash payments must be made in person)
5. A signed copy of the Hold Harmless form. (Page 3)

### CONTACT INFORMATION

Vendor's Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Tax ID \_\_\_\_\_

Business Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Web Address \_\_\_\_\_

Business Status  Individual  Family  LLC  Partnership  Corporation  Non Profit  Other

Items to be sold (be specific) \_\_\_\_\_

#### Vendor Fees

Vendor fees are non-refundable. A vendor who chooses to pay in advance for the entire 20-week season will pay \$300.00. Week-to-week vendors will pay \$25 per week which, that fee is to be paid one week in advance. Each vendor will be allotted a 10' x 10' space.

Level of commitment  Full Season - \$300  Week-to-Week - \$25

Amount Enclosed \$\_\_\_\_\_ (Checks payable to: Pilsen Community Market) Payment Type  Check  Money Order  Cash

### RULES AND REGULATIONS

#### Vendors Defined

A vendor is any individual, family, or organization (LLC, Partnership, Corporation) offering for sale articles for human consumption, such as fruits or their juices, vegetable, edible grains, nuts and berries and homemade items that meet State of Illinois and Cook County regulations. Permitted products also include, non-edible articles, such as cut or potted flowers, arts and crafts and garden decor. All vendor applications must be approved by the Pilsen Community Market Committee. Vendors are accepted on a first come-first served basis.

#### Market Hours

The Pilsen Community Market will be held every Sunday beginning June 13 through October 24th in the parking lot of Chicago Community Bank located at 1800 S. Halsted St., Chicago, Illinois. Market hours are 9:00AM to 3:00PM. The Pilsen Community Market operates rain or shine. Vendors may begin setup at 7:00AM and must be setup by 9:00AM. No vehicles will be allowed in the designated area after the market opens.

#### Vendor Attendance

Vendors who pay for the entire season will be charged for the entire season, regardless of attendance. Repeat instances of non-attendance will result in the review of the Vendor's eligibility to participate. Cancellations due to holidays or holiday weekends are not permitted. Tables, tarps, and tents are to be setup in designated spaces. Vendor who have not paid for the entire season must see the Market Manager each market day to be assigned a space. Only Vendors who have paid for the entire season are assigned a permanent selling space for that season.

Vehicles must be parked in the designated parking area after setup to allow a clear emergency lane. It may be necessary to relocate or rearrange vendor spaces even if you are a paid seasonal vendor with an assigned space. Vendors furnish their own tables, chairs, display arrangements, and weather protection.

**Product Display**

Vendors must display their produce in a well presented manner. The market reserves the right to disallow substandard products from being sold and to suggest improved displays. Tables shall not be filled beyond load capacity and products on display must be secured. All tarps, tents, and tables must be securely weighted. The use of patio umbrellas and damaged or bent tents is prohibited.

**Farm/Producer Identification**

All vendors must display a sign, with lettering at least 3 inches high, clearly identifying the name of their establishment, and the city or town, country and state where their production occurs.

**Safety and Sanitation**

Pilsen Community Market is conducted in accordance with state, federal and state and local laws. Vendors must keep space area (including back area) clean, tidy, and clear of produce trimmings, product discards, and piles of boxes. Smoking is not allowed in market spaces. Vendors may not bring pets into the market. Before leaving the market, vendors must collect all matter and debris in their area without regard to whether or not the litter originated in their area.

**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 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 by the Pilsen Community Market Committee for any of the following reasons: Failure to obey and conform to state of Illinois or City of Chicago regulations and laws.

**Failure to follow market rules and regulations**

Failure to follow the Markets 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 would result terminating 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 address and phone number) pertaining to quality, conduct, or unfair practices of 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. Vendors are required to satisfy any customer complaint under any circumstance. 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 to Pilsen Community Market for space fees.

**I agree to the rules and regulations as stated above.**

Vendor Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Vendor Name \_\_\_\_\_

Please Print

Title/Organization \_\_\_\_\_

For more information, email: [info@pilsencommunitymarket.org](mailto:info@pilsencommunitymarket.org) /// [pilsencommunitymarket@gmail.com](mailto:pilsencommunitymarket@gmail.com)



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## HOLD HARMLESS AGREEMENT

\_\_\_\_\_, hereby Vendor agrees to Hold Harmless Pilsen Community Market and its members, Chicago Community Bank, Metropolitan Bank Group, its affiliates and employees from any and all claims, lawsuits, damages, or liability of whatsoever nature which may be occasioned by vendors participation in the Pilsen Community Market, including any liability for injury or damage to third parties and customers of Pilsen Community Market, it being the understanding that the vendor assumes full responsibility for the condition of all goods sold by the vendor during the course of operation of Pilsen Community Market, scheduled every Sunday from June 13<sup>th</sup> through October 24<sup>th</sup> from 9am to 3pm at the Chicago Community Bank parking lot.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Organization**

\_\_\_\_\_  
**Date**

Return To: Sallie Gordon  
1720 S. Halsted  
Chicago, Illinois 60608  
pilsencommunitymarket@gmail.com