

Geneva Green Market Application

What is the Geneva Green Market? GGM is a not-for profit distributional and educational association of local/organic/naturally produced and sustainable agriculture products and value added agricultural products.

Mission Statement: The mission of the Geneva Green Market is to:

- ❖ Promote local/organic/naturally-produced and sustainable products from local artisan farmers/producers who provide fresh, diverse, high quality food - the basis of regional cuisine.
- ❖ Provide an educational forum for consumers to learn the uses and benefits of high quality, locally grown or prepared food products; to develop an appreciation for the benefits of locally grown food – flavor, freshness, variety, and nutritional value.
- ❖ Preserve the environment for future generations while improving the quality of food.
- ❖ Promote the use of locally grown foods by restaurants and chefs.
- ❖ Promote a green community.
- ❖ Create partnerships with other not-for-profit organizations that promote green living, preservation of our natural resources, sustainable gardening, and other aligned interests.

The Geneva Green Market operates on Saturdays, from 9:00 am until 1:00 pm, from first Saturday in November through the last Saturday in April.

Note: Completed application (pgs. 4-10), along with all support documents and appropriate payment must be submitted by October 15, 2019. Checks can be made payable to Geneva Green Market, NFP.

Questions regarding this application, or the Geneva Green Market, should be directed to:

Connie Weaver
Geneva Green Market, NFP
108 Nebraska Street
Geneva, IL 60134

Email: genevagreengreenmarket@gmail.com
Cell: 847.501.0430

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Market Season:

Geneva Green Market is a winter farmer's market focused on healthy staple foods for the tri-city community. It is open every Saturday from 9:00 am until 1:00 pm. The Market will begin operations on the first Saturday in November and run through the last Saturday in April, rain or shine. The market is located at 327 Hamilton Street (the corner of Fourth and Hamilton Streets) in Geneva, Illinois.

Farmers/Producers must comply with Market hours and City of Geneva regulations, and be completely set up and ready to sell by 9:00am. Vendors arriving late will be subject to relocation.

A good-faith, non-refundable application donation of \$25.00 is to be submitted along with your application. On acceptance to become part of the Geneva Green Market, the \$25 will be deducted from the seasonal donation of \$330.00* per each 8' x 6' space per season. If you intend to use more than one space during the market season, contributions should reflect space used.

Application Instructions:

- Please answer all applicable questions as completely as possible, attaching additional sheets as necessary.
- You must submit a completed application and all supporting documents before participating in the market.
- All applications submitted shall include a good faith donation of \$25.00.
- Please print clearly.

Application Deadline:

All applications for the 2019/2020 Market season must be submitted to Connie Weaver by October 15, 2019. Applications can be mailed, hand delivered or submitted via email, provided that all supporting documentation is included in submission.

Donations:

Donations go toward the maintenance, advertising and educational cost of the Geneva Green Market not-for profit group. The required donation amount for the 2019/2020 market season is as follows:

\$330.00 total, payable in three installments on November 1st, December 1st and February 1st, or
\$290.00 total if paid all at once by November 1st, or
\$25.00 per Saturday for *Drop-In Vendors*, space permitting, or
\$180.00, paid in full at time of application acceptance, for *Twice-a-Month Vendors*, or
\$120.00, paid in full at time of application acceptance, for *Once-a-Month Vendors*

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Drop in Vendors must submit a completed application at least one week prior to anticipated drop in date. All Drop-in Vendors must be approved by the GGM Board of Directors prior to drop-in date. Application need not be resubmitted in advance of each drop in; application will be kept on file for the duration of the season.

Once-a-Month and Twice-a-Month Vendors must select the same Saturdays of the month (first, second, third or fourth), and operate their booth *each month*, November through April, on that Saturday.

Application Check List:

Your application will not be processed until all of the following items are received:

Application, fully completed

\$25.00 donation made payable to Geneva Green Market, NFP

Copy of Illinois Retail Sales License, and any other applicable licenses

Proof of Commercial Liability Insurance (Comp Gen Liab \$1,000,000), with First Congregational Church of Geneva, Geneva Green Market and the City of Geneva listed as 'named insured' on your insurance certificate, or Signed Affidavit (see instructions)

Add link www.geneva-green-market.org to your website.

Organic Certificate, if applicable

Food Alliance Certificate, if applicable

Food Handling Certificate, if applicable

Health Department Permit and/or Certifications, if applicable

Copies of Applicable Licenses: Processed and/or Prepared Food Products, if applicable

Slow Food Membership, if applicable

Natural Direct, if applicable

Humane Animal Welfare, if applicable

Any certification aside from those listed

(certificate title: _____)

A minimum of six (6) digital photos of your growing or production facility for advertising and display purposes (files should be large format, preferably over 7 mb in size, and not scans of previously printed photos)

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I. CONTACT INFORMATION

This is a:

Vendor's Name:

Business Name:

Business Physical Address:

City:

State:

Zip:

County:

Business Telephone:

Cell Phone:

Additional Phone Numbers:

E-mail Address(s):

Facebook page:

Business Web Address:

I am a(n):

Is this your first time applying to Geneva Green Market?

Other Farmers' Markets where you sell:

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II. VENDOR INFORMATION

Check each category in which you plan to bring product(s) to market:

Eggs, Dairy, Grains

Breads and/or Baked Goods

Canned Foods or Value-Added Foods Fruits, Vegetables

Flowers, Plants

Meat, Fish, Poultry

Other, please specify:

Please list items to be sold:

Vendors please note that if you want to bring a product to the market that is not listed in your application you will need approval to do so. Please fill out an amended application and have it approved by the GGM board prior to selling any new items. Any product(s) brought in without approval will be removed. Note: This does not apply to product that you are already selling, where variety and selection changes with the season (i.e. cheeses, flowers, fruits, vegetables and/or meats)

Please provide a brief history of your farm or company, including the number of years you have been in business, the number of employees you currently have, your business practices, and any other information you would like to share that will assist us in advertising the Market.

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III. GENERAL INFORMATION

1. Are you Certified Organic?

If yes, list certifying agency

2. Are you Food Alliance Certified "Sustainable"?

If yes, list date of last inspection:

3. Do you grow/raise all products or purchase all ingredients for Value Added Products that you plan to sell at the Geneva Green Market within 250 miles of Geneva?

If No, explain what, why, and how much (percentage)

4. Would you consider your business a small farm/operation?

Explain

5. Please provide a Sustainability Statement and a Description of Goods Statement: In reference to the Geneva Green Market statement (pg 1), what is your sustainability philosophy? Statements will be made available to the public and media.

6. Please list all pertinent Certifications/Memberships/Affiliations:

7. Does your farm/business have a website:

If yes, you are required to provide a link to GenevaGreenMarket.org. GGM will do the same.

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IV. PROCESSORS and VALUE-ADDED FOOD ITEM PROVIDERS

This includes bakery goods, cheese and other dairy products, honey, jam and jellies, ciders, juice, maple syrup, candy, granola, sandwiches; all meat, fish and poultry items which are cured, smoked, etc.; non-food items.

ALL products sold at the GGM must contain at least 50% locally sourced (within 250 miles of Geneva) and/or organic ingredients. Items not permitted in any quantities are tropical fruits, citrus and canned or bottled beverages of any kind. All tea, coffee and cocoa products, or products which contain tea, coffee or cocoa, must be fair trade and organic.

1. List all prepared food or other value-added products you wish to sell at the market. You must supply an *Ingredients List and Source Sheet* to the market manager if ingredients are not listed in detail on your packaging (be sure to note what percentage of each ingredient is in the final product and highlight any local or Midwest grown ingredients used in your products.)

2. Are you personally involved in the physical production of your product(s)?

Please explain your answer:

4. If you use a co-packer or co-producer, please explain what involvement you have in the development and production of your product:

5. If you are required to have a health department license or safe food-handling certificate, please contact Kane County Health Department at 603.444.3040.

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6. Licensed Food Processing Locations (where products are fabricated):

Product	Processor's Name & Location	Licensed by	License #
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If you need additional lines, please email a supplemental sheet to the market manager.

7. The State of Illinois prohibits the sale of fresh meat and poultry. These products must be frozen. If you intend to sell meat and/or poultry, they must be kept at a temperature below 0 degrees Fahrenheit. The vendor is responsible for monitoring and maintaining proper temperatures in accordance with health codes. Vendors who sell products that must be kept refrigerated or frozen must have an accurate thermometer on-site. In addition to frozen meat and poultry; eggs, dairy, and cheese must be held at 40 degrees Fahrenheit.

Initial here if you will sell these products and understand these regulations.

8. How do you keep potentially hazardous foods at correct Health Department temperatures during transportation and at market?

9. If you are selling your product as organic either through labeling or implying it is organic through your company name or advertising, the raw ingredients and their final percentage in the finished product must be organically certified and meet USDA organic labeling standards. Additionally, the facility that you produce or process your product in must be licensed for organic processing. Please attach all necessary documentation to support this with the application.

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V. INSURANCE INFORMATION

All applicants must carry commercial liability insurance (\$1 million) and name **Geneva Green Market, NFP, The First Congregational Church of Geneva, and the City of Geneva** as an additional insured for protection against damages in the event an injury occurs at the Market or an injury is caused by the product(s) they sell at the Market.

Insurance Company:

Policy Number:

Expiry Date:

Coverage Limits:

Per Occurrence:

Aggregate:

Agent Name:

A COPY OF YOUR INSURANCE POLICY CERTIFICATES MUST BE ON FILE WITH OUR OFFICE BEFORE YOUR APPLICATION WILL BE CONSIDERED COMPLETE.

Please note that Illinois requires that sales tax be collected on the sale of food. Therefore, you must have an Illinois Sales Tax License before applying to this market and must include the License # below and attach a copy of the license to this application. Vendors who participated in Geneva Green Market previously must show proof of sales tax payment with this application.

Illinois Sales Tax License Number:

(please email a copy of your Illinois State license to the market manager)

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AFFIDAVIT

I have read the Statement of Purpose and the Instructions as described for Geneva Green Market, NFP and, if accepted into this Market, I hereby agree to abide by all Rules and Regulations adopted by GGM and the City of Geneva. I also acknowledge those products must be of my own production or produced at the location described on my application. I acknowledge full responsibility for all my activities in the Market (and for those assisting me) throughout the term of the current Geneva Green Market Season: November 3, 2018 through April 27, 2019.

I acknowledge the authority of the Geneva Green Market, NFP to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and impose any penalties, including possible suspension or removal from the Market, subject to appeal under the procedures set forth in the Market rules. I agree to allow The Geneva Green Market, NFP representatives at any time to inspect the premises where the products offered for sale are produced. Failure to allow an inspection will constitute a violation of Market rules. I understand that the Geneva Green Market, NFP does not carry any insurance policies to cover individual participants and that I am required to carry such insurance.

I certify that the information contained in this application is true and accurate.

Name of Farm/Business:

Owner Printed Name:

Signature:

Date:

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Geneva Green Market Rules and Regulations

1. The Green Market Manager is Connie Weaver. Her contact information is as follows:
 - a. Cell Phone: 847-501-0430
 - b. Email Address: genevagreengreenmarket@gmail or cmweaver@core.com
 - c. Physical Address: 108 Nebraska St., Geneva, Illinois 60134
2. Punctuality: Please be considerate to the other vendors and market volunteers. Do not disrupt Market set-up due to tardiness.
3. Clean Up: Prior to leaving the Market, vendors must remove all product waste/refuse from their market space. The area must be returned to the same clean condition as found upon the vendor's arrival.
4. No Shows: Full Season vendors who are not able to participate on a given week(s) must contact the Market Manager at least 48 hours prior to the market opening.
5. Stall Assignments: Full Season vendors are assigned permanent locations. Drop-in vendors are assigned an available space by the Market Manager when they arrive on Saturday morning.
6. Set-up: Set up time is 7:30am to 9:00am. Vendors may unload their merchandise on site, but must move their vehicle so that on road parking is available to customers.
7. Cleanliness: No unwholesome or spoiled articles may be offered for sale.
8. Display: The Market has a limited number of 8' tables for use by vendors, which will be assigned on a first com-first serve basis as applications are received. Vendors whose applications are received after tables have been assigned must furnish their own tables, chairs or other display arrangements. It is important that each vendor use only his or her allotted space. Under no circumstances may any space be shared, leased, re-sold or given away to another vendor. Spaces are not transferable.
9. Pricing: Scales and other weighing/measuring devices must be registered as legal for trade in the State of Illinois. Prices for items must be clearly posted, either on the item, individually or at a location near the product. The Illinois State Sales Tax number must be displayed prominently in any Market stall from which goods are sold.
10. Labeling: Vendors will be given signage with the name and location of their operation, as well as other important information. Additionally, the Market will work with Full Season vendors to create appropriate banners to help advertise products in the most beneficial way. Farm Vendors are encouraged to display the type of growing practices that were used in their food production i.e. IPM, Certified Organic, Pesticide free, etc. Processed and Prepared Food Vendors are encouraged to display properties of their products i.e. organic, gluten-free, vegetarian, etc.
11. LINK Cards: The Green Market accepts the State of Illinois LINK Card. All vendors must accept the LINK card coupons given to LINK Card holders when they process their cards at the Market Manager's table. LINK coupons will be reimbursed at the end of every market day, or when turned in by vendor.
12. Resale: A vendor may not resell products at the Market unless at least 50% of the product offered was grown or processed by the vendor, and grown or processed within 250 miles of Geneva. All resale items must include signage identifying the grower/producer.

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13. Grievance Policy: All disputes of any nature shall be agreed upon by all parties to be settled at the discretion of the Market Manager or Market Board of Directors. Any altercation, be it verbal, physical or otherwise, will not be tolerated and may be cause for immediate expulsion from the market that day and may further result in permanent expulsion from the Market. Any further disciplinary action will be determined by the Market Manager or Board of Directors. Occupants of space at this market must conform to the market rules at all times. The Market Managers have full authority to enforce all rules.
14. Production Site: Vendors must post their production-site locations. The Market reserves the right to visit the locations of growers/producers to confirm that the products brought to the market are their own.
15. Packaging: Vendors must use sustainably sourced packaging products. Under no circumstances can Styrofoam packaging be used for any product sold at the market.

Individual Vendor Policies

1. The Market will authorize vendors offering atypical goods or services on a case-by-case basis.
2. 50% of products sold must be grown or produced by the vendor.
3. Vendor must be an active owner/operator of the farming/production operation and may not be operating the business under a franchise agreement or as a wholesaler.
4. Vendors selling non-food plants may act as wholesalers provided they grow their product locally, work as both a wholesaler and local seller, and submit to visits to their facilities. Acceptance is up to the discretion of the Market Manager and Board of Directors.
5. "Vendor" shall be defined as the farmer of produce sold and shall include the immediate family and employees of the applicant who assist in the cultivation of the same property listed in the application under the "name of the farm facility."
6. Produce grown or produced at a location not listed on the application is not eligible to be sold. The resale of items purchased by the vendor shall not be permitted with the exception of "Carrying" as outlined in Rule 12 above. Farm Vendor's application shall state what products the vendor will sell at the Market.
7. Vendors are only permitted to sell items that the Market Manager and Board of Directors have approved.
8. Sampling of any item by the Vendor to the public is strictly prohibited without proper permit from Kane County Health Department. Contact Joe Durczak at (847) 888-6450 or email Durczakjoe@co.kane.il.us with any questions.
9. Any processed product must have packaging and labeling that conforms to the Kane County and State of Illinois Public Health and Marketing standards. Each vendor is responsible for securing the appropriate permits/health licenses to sell said processed foods. Homemade baked goods and homemade food, such as honey, will be accepted under the conditions that goods are made, or packaged/bottled by the Vendor's immediate family.

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10. Prepared foods are ready-to-eat and take-away items such as snacks and meals; ice cream; soups; sandwiches; snacks and treats. Vendors are only permitted to sell items that the Market Coordinators have approved. Prepared Food Vendors are subject to all Kane County Health department regulations and must comply with said regulations. It is the responsibility of the Owner/Producer/Manager of the respective vendor to produce appropriate permits/health license at the request of a Kane County or State of Illinois Official. Failure to produce required documentation upon request will be cause for immediate expulsion from the Market until proper documentation is produced.
11. With respect to our environment, no bottled water or bottled beverages may be sold or given away at the Market.
12. Educational or Not-For-Profit Booth are permitted, but no products may be sold at these tables. Educational or NFP Participants are restricted to educational demonstration, community groups and not-for-profit groups using the space to educate. Sign up for the space will be handled through the Market application process, and is limited to no more than twice in one season per group. Educational or NFP space is free of charge.