



Quad Communities Development Corporation

Bronzeville Community Market Application

Every Sunday June 1- October 26, 2008

10am- 3pm (tentative)

The market will operate rain or shine

Thank you for your interest in the Bronzeville Community Market (BCM). This market is operated by a local non profit, Quad Communities Development Corporation, in partnership with the Mayor's Office of Special Events. For specific market information please review the Bronzeville Community Market Rules and Regulations, which is available online at <http://www.qcdc.org> or through the Chicago Mayor's Office of Special Events at <http://chicagofarmersmarkets.us>. Vendors are responsible for complying with all market rules and regulations, and providing their own tent(s).

APPLICATION INSTRUCTIONS

Please answer all applicable questions as completely as possible. You may attach additional sheets of paper as necessary and mail or fax the completed application to Quad Communities Development Corporation (QCDC).

Applicants are required to pay a \$100 non-refundable fee at the time of application that will be applied to your last month of the market. QCDC will bill you on a monthly basis. The per market fee will be based on the category of products that you sell at the Bronzeville Community Market.

MARKET FEES

The following is a schedule of market fees based on the category of products that will be sold at the Bronzeville Community Market. There are three categories: (1) Food Resale, (2) Prepared Food, and (3) Non Food. If you plan to sell products in more than one category, your per market fee will be based on the product category with the higher fee. Example: If you plan to sell both prepared foods and non food products, you will be billed at the Prepared Food per market rate of \$50.00.

Type of Vendor	Fee per market	Application Requirements
Food Resale	\$ 25.00	<ul style="list-style-type: none">• Bronzeville Community Market Application• General Liability Insurance for \$1 million• List of proposed items for sale• Illinois Sales Tax License Number
Prepared Food	\$ 50.00	<ul style="list-style-type: none">• Bronzeville Community Market Application• General Liability Insurance for \$1 million• Sanitation Health Inspection Report• Sanitation Food Handling Certificate• List of proposed items for sale• Illinois Sales Tax License Number
Non Food	\$ 35.00	<ul style="list-style-type: none">• Bronzeville Community Market Application• List of proposed items for sale• Itinerant Merchant License Number

Please Note: If you are a grower selling farm products, please contact the City of Chicago Department of Special Events at (312) 744-3315 or visit their website at <http://chicagofarmersmarkets.us>. The Farmers market application for growers is found under the Mayor's Office of Special Events, Farmers Market webpage.

CONTACT INFORMATION (Please Print)

Vendor Name: _____

Business Name: _____

Business Address:

City, State Zip:

County: _____

Business Telephone: _____ Home _____

Telephone: _____

Cell Phone: _____ Fax Number: _____

E-mail Address: _____ Website Address: _____

I am a (n): Individual/Sole Proprietor Limited Liability Company Partnership Corporation

Other _____

VENDOR TYPE: Check all that apply

Please indicate what type of vendor you will be at the Bronzeville Community Market based on the type of products you plan to sell at the Market. Please Note: Vendor types are defined in the Market Rules and Regulations (p.3).

Food Resale

Produce (only produce not in season locally), beverages, pre-packaged foods including but not limited to jams, jellies, dairy, eggs, cheese, butter, granola, hummus, pesto, candy, etc. (Note: Produce, Meat, Dairy, Eggs criteria will be reviewed by QCDC and MOSE on a case-by-case basis)

Prepared Food

Prepared foods that are assembled on-site or off-site in a licensed commercial kitchen, including sandwiches, smoothies, etc..

Non-Food

Any non-food item including clothing, jewelry, household items, plants, flowers, and ornamentals.

Market Selling Schedule:

Please indicate how often you plan to sell your products at the Bronzeville Community Market.

_____ Weekly (every Sunday)

_____ Twice a month (i.e. every 1st & 3rd Sunday)

_____ Once a month (i.e. every 1st Sunday)

Please circle the dates of the markets that you commit to attending (you may add additional market dates on a case by case basis)

June	July	August	September	October
1	6	3	7	5
8	13	10	14	12
15	20	17	21	19
22	27	24	28	26
29		31		

Have you participated in Chicago Street Festivals or Farmers Markets before?

Yes No

If yes, please specify. (Please list below)

The State of Illinois requires a sales tax for all food sales. All applicants must have an Illinois Sales Tax License before applying. Include the License # below and attach a copy of the license to this application.

Illinois Sales Tax License # _____ (attach copy of license)

Prepared Food (Continued)

List the major ingredients that **you produce** that go into your prepared food products.

What are your sources for ingredients that you do not produce?

Are you personally involved in the physical production of your prepared food product(s)?
__ Yes __ No

Please describe how you make your prepared food products:

If your food will not be fully prepared on site at the Bronzeville Community Market, please complete the following information about the Licensed Food Processing facilities where your prepared foods are prepared:

Product	Processor's Name & Location	Licensed by License #
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Please attach a copy of your health department license AND safe food handling certificate

INSURANCE INFORMATION

Food resale and prepared food vendors must carry commercial liability insurance (minimum of \$1 million) for protection against damages in the event that an injury occurs at the Market or an injury is caused by the product(s) that are sold at the Market. All food vendors are responsible for carrying the required insurance for each market. (If you plan to sell only non-food products, please skip this section.)

The Quad Communities Development Corporation must be listed as additionally insured.

Insurance Co:

Policy # _____ Exp. Date: _____

Coverage Limits: _____ Per Occurrence: _____

Aggregate:

Agent Name:

Agent Business Address:

City: _____ State: _____

Zip Code _____

Business Phone: _____ Business Fax _____

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

LETTER OF AGREEMENT

I have read the Bronzeville Community Market (BCM) Rules and Regulations. I agree to abide by and operate by the BCM Rules and Regulations, cooperate with the Market management and pay the required fees. I agree to sell at the Bronzeville Community Market only those items that I have included in the BCM Application.

I understand that the BCM management reserves the right to restrict the type of product(s) that I am allowed to sell at the Market. I agree that any new, additional products that I decide to sell must first be pre-approved by Quad Communities Development Corporation (QCDC) prior to sale in the Market. I acknowledge full responsibility for all of my activities in the Market (and for those assisting me) throughout the term of this season's market (June - October, 2008).

I acknowledge the authority of the Market Master, the QCDC Administrator, to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations subject to appeal under the procedures set forth in the Market rules. I agree to allow the Market Master and/or representatives of the Market to inspect the premises where the products offered for sale are produced at anytime. Failure to allow an inspection will constitute a violation of Market rules. I understand that QCDC does not carry any insurance policies to cover individual participants and that I am required to carry such insurance. Reimbursement to QCDC: Applicant hereby agrees to reimburse the City of Chicago for any expense of providing labor, equipment, and facilities, cleaning up or restoring, and repairing the premises occasioned by any use or activity carried on by applicant or those authorized under applicant's permit.

Indemnification and Hold-Harmless Agreement: The undersigned, for himself and, if different, for the person or organization on behalf of whom this application is submitted, hereby covenants to indemnify QCDC, the City of Chicago, MOSE and its officers, agents, employees and assigns, and to hold them harmless, from any liability and/or for any contractual or quasi-contractual obligations to third parties in connection with the activity, event use or occurrence.

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

Name of Business: _____

Signature: _____ Date: _____

Name of signature (PLEASE PRINT): _____

Title: _____

APPLICATION CHECK LIST

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THE FOLLOWING ITEMS ARE RECEIVED:

- ___ Application, fully completed
- ___ \$100 Non- Refundable application fee
- ___ Copy of 2007/2008 Illinois Sales Tax License
- ___ Signed Letter of Agreement

If Applicable:

- ___ Health Department Permit and/or certifications
- ___ Copy of Commercial Liability Insurance Certificate
- ___ Copies of applicable licenses
- ___ Itinerant Merchant License
- ___ Additional sheets and pages

Please send completed application, supporting documents and a check for the \$100 non-refundable application fee made out to Quad Communities Development Corporation.

Quad Communities Development Organization
Att: Bronzeville Community Market
4659 S. Cottage Grove Avenue
Suite 204
Chicago, IL 60653

Phone (773) 268-7732
Fax (773) 536-7296
Email qcdcinfo@gmail.com
<http://www.qcdc.org>