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**Deerfield Farmers Market**  
**2021 Producer's Application for Permission to Sell**  
Returning vendors must submit applications no later than **March 1, 2021**

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**Producer/Vendor Information:**

Name of Farm or Business: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Onsite Contact (if available): \_\_\_\_\_

Onsite Contact's Phone # (if available): \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook Page: \_\_\_\_\_

**Production & Sales Information:**

Exact Location of Land Used for Production:

\_\_\_\_\_

\_\_\_\_\_

Items of Production for Sale (include ALL products to be sold – attach additional sheet if necessary):

Primary Items for Sale (Circle One): Vegetables   Fruit   Flowers   Berries

Other (specify): \_\_\_\_\_

Secondary Items for Sale (Circle): Vegetables   Fruit   Flowers   Berries

Other (specify): \_\_\_\_\_

Crops are Grown In (circle ALL applicable and if necessary, attach itemized list of crops on additional sheet):

Fields   Orchards   Greenhouses

Lake County Health Dept. Temporary Food Service Permit Required: \_\_\_ Yes \_\_\_ No  
(Vendors selling or offering samples of processed food for human consumption must apply for a TFS Permit)

Electricity Needed: \_\_\_ Yes \_\_\_ No

**Sales Tax & Liability Insurance:**

Illinois Sales Tax License Number: \_\_\_\_\_  
(If license has not been received, please provide application date)

Product Liability Insurance Policy No.

Copy of current certificate of insurance must accompany this application. Policy must remain in full force and effect through the end of market season. If policy expires prior to the end of the market season, Vendor must submit a new certificate evidencing renewal of liability insurance.

Insurance Company: \_\_\_\_\_

Limit: \_\_\_\_\_

**2021 Market Attendance:**

\_\_\_ Attending ALL Market Dates    \_\_\_ Attending Select Market Dates (Circle Dates)

|           |    |    |    |    |    |
|-----------|----|----|----|----|----|
| June      | 12 | 19 | 26 |    |    |
| July      | 3  | 10 | 17 | 24 | 31 |
| August    | 7  | 14 | 21 | 28 |    |
| September | 4  | 11 | 18 | 25 |    |
| October   | 2  | 9  |    |    |    |

Number of *Producer Spaces* Needed: \_\_\_\_\_

Assessed Vendor Fees: \_\_\_\_\_

\*A *producer space* is the equivalent of two standard parking spaces, approximately 17' W x 19' L. A minimum of one producer space is required at the rate of \$10 per week. Additional spaces will be assessed as follows: \$5 per week for each additional ½ producer space (i.e. one parking space) up to a maximum of \$25 per week for 2½ producer spaces (i.e. five-six parking spaces).

**Weekly Vendor Fee Schedule:**

| <b>Producer Spaces</b>                        | <b>Weekly Fee</b> |
|---|-------------------|
| 1 producer space (two parking spaces)         | \$10              |
| 1 ½ producer spaces (three parking spaces)    | \$15              |
| 2 producer spaces (four parking spaces)       | \$20              |
| 2 ½ producer spaces (five-six parking spaces) | \$25              |

**Vendor Bio:**

Please include a brief bio of your farm or business for inclusion in our market website and Facebook page. If you have a website or social media presence, be sure to include the web address so we can provide a link to your site and a photo if you would like that included. **Please do not write “same as previous”. Any business information you wish to have displayed by the Village must be stated on this application.**

Please provide information here (attached additional sheet if necessary):

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**Pre-Ordering Options:**

Does your business offer customers the option to pre-place market orders? \_\_\_ Yes \_\_\_ No

If yes, please indicate/provide:

How orders are placed (i.e. phone, email, website, etc.): \_\_\_\_\_

How payments are made (i.e. phone, website, in-person, etc.): \_\_\_\_\_

Contact information for pre-order placement (i.e. phone number, website, email address, etc.):

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**Organic Certification:**

Village of Deerfield  
Farmers Market Affidavit for Selling Product Labeled  
“Organically Grown”  
*(Please attach copy of Organic Certification)*

I/We, \_\_\_\_\_, certify that the products I/we sell that are labeled as “organically grown” have not, nor will not, receive any chemical pesticides or fertilizers, other than naturally occurring, this year.

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Signed \_\_\_\_\_ Date \_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_

**Application Completion & Submission:**

Affidavit

I/We, \_\_\_\_\_, hereby agree to sell or offer for sale at the Village of Deerfield Farmers Market, only such items which are listed in the application, and which are of my/our production on the described property. I/We swear that all information is correct and complete to the best of my/our knowledge. I/We hereby affirm that I/we have read and understand the RULES OF OPERATION and agree to abide by all rules that have been established for the operation of the Deerfield Farmers Market. I/We acknowledge full responsibility for all activities and conduct. I/We further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Village of Deerfield harmless and to indemnify the Village of Deerfield from any and all claims arising under this permit. I/We also affirm that I/we carry an insurance policy that will protect against liability and that I/we must carry proof of said insurance when attending the Village of Deerfield Farmers Market.

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Signed \_\_\_\_\_ Date \_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_

**Submission:** Please return your completed application to the *Village of Deerfield, Farmers Market Manager, 850 Waukegan Road, Deerfield, IL 60015*. OR email your application to Management Analyst, Mary Glowacz at [msglowacz@deerfield.il.us](mailto:msglowacz@deerfield.il.us)

**Deadline:** To reserve your vendor space, a completed application and vendor fees are due in full by **Monday, March 1, 2021**. Vendor fees are non-refundable. Every effort to assign you the same vendor space will be made. The Market Manager reserves the right to relocate vendors at any time during the market season depending on space availability.

**Payments:** Please make all checks payable to the *Village of Deerfield*. The Farmers Market Committee reserves the right to approve all applications. Please keep a copy of the completed application for your records.

**Questions:** Contact Management Analyst, Mary Glowacz at (847) 719-7436 | [msglowacz@deerfield.il.us](mailto:msglowacz@deerfield.il.us)

**More Information:** For more information on the Deerfield Farmers Market visit [deerfield.il.us/Farmers-Market](http://deerfield.il.us/Farmers-Market)

**Vendor Application Checklist (as applicable):**

- Vendor Application
- Check for Vendor Fees (*payable to the Village of Deerfield*)
- State of Illinois Tax License Information
- Current Certificate of Liability Insurance (*application is not complete without insurance certificate*)
- Organic Certification
- Lake County Health Department Permit
- Producer History (*new applicants only*)

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**Application Status (Village Use Only):**

| <b>Review Area</b>                          | <b>Status</b> |
|---|---------------|
| Application Approval                        |               |
| Approval/Rejection Date                     |               |
| Space(s) Assigned                           |               |
| Electricity Needed                          |               |
| Assigned Vendor Fees                        |               |
| Vendor Fees Paid                            |               |
| COI Received                                |               |
| COI Expiration Date                         |               |
| LCHD Temporary Food Service Permit Required |               |
| LCHD Temporary Food Service Permit Received |               |