



KNOW YOUR FOOD... KNOW YOUR FARMER

2010 RULES AND REGULATIONS

STATEMENT OF PURPOSE:

Green City Market supports local farmers who take care of the land by providing them with a Chicago marketplace for their locally raised, sustainable, and organic products.

The Market is driven by a serious mission:

To support small family farms and local artisanal food producers; to connect these farmers and producers to chefs, restaurateurs, food organizations; to improve the availability of a diverse range of high quality foods for consumers; and to promote a healthier society through educational programs that emphasize the importance of local, fresh, and sustainably raised food.

The Market not only supports small family farms and local producers, but makes every effort to educate both shoppers through its weekly series of chef demos and discussions of sustainability and children through its “Sprouts” program. The Edible Organic Garden/cooking program continues to serve as a model for the Chicago Public Schools.

The Market’s mission, its vendor application process, and these educational initiatives make it a unique Chicago farmers’ market. The Market is a 501(c)(3) not for profit organization and the long-term objective is to establish a self-sustaining market for locally grown, sustainable and organic foods.

Application Committee: Bruce Sherman, Dave Cleverdon, Tracey Vowell, Chris Djuric, Sarah Stegner, Leslie Cooperband, Sheri Doyel, **Mark Psilos, David Rand**

Market Founder: Abby Mandel

Executive Director: Lyle Allen

Contact Information: Mark Psilos – Market Manager

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RULES AND REGULATIONS FOR MARKET PRODUCERS

These rules govern the operation, administration, and management of the Green City Market (GCM). GCM will implement and enforce all rules and regulations pertaining to the operation of the Market. GCM may change, delete or modify these Market rules and regulations from time to time and take any reasonable action to enforce them. GCM requires all participants in the Market to be members in good standing as set forth in these rules and regulations.

I. ADMISSION OF VENDORS AND PRODUCTS

Approval

GCM's approval of selling privileges is for a limited period of time, never exceeding one growing season, and is a privilege, not a right. All products sold at the market are subject to restrictions by GCM. Admittance to the Market is given to Vendors (Farmers and Producers) based on:

- The submission of a complete application, including the signature page indicating that they will abide by these rules.
- The submission, if applicable, of all permits and licenses required for the retail sale of the Vendor's products at the Market. This includes those from the health department of the state or county where the products originate.
- The Vendor's positive history with GCM Markets (including adherence to market rules and regulations, seniority, market attendance, department, and payment of fees)
- Space available at the Market.
- The Vendors' product knowledge and ability to communicate it.
- The GCM's attempt to create a balance between unprocessed farm products and value added products prepared by small-scale food artisans.
- Product line. Priority is given to Vendors with products that are:
 - ◆ Locally and sustainably grown.
 - ◆ Unique or unusual
 - ◆ Of high quality
 - ◆ Contain seasonal and regional ingredients purchased from GCM farmers

Fees

All Vendors:

- Application fee: \$25.00 (non-refundable – If accepted to join the Market, the \$25 application fee will be deducted from the market fees listed below)
- If you intend to use more than one 20'x20' space at any time during the market season, the fees must be paid prior to the start of the market
- If you are a farmer/producer who also sells prepared/processed food, then you pay the appropriate farmer/producer fees
- Market fees can be paid in two installments: 50 percent due prior to Market opening, the balance due on July 1, 2009. Please make checks payable to Green City Market.

For Farmer/Producers with 3rd Party Certification:

One Market day (Wednesday or Saturday) per week fee is \$425.00 for the season per each 20'x20' space. Two Market days (Wednesday and Saturday) per week fee is \$850.00 for the season per each 20'x20' space.

Fees continued next page

For Farmer/Producers **without** 3rd party certification:

One Market day (Wednesday or Saturday) per week fee is \$510.00 for the season per each 20'x20' space.
Two Market days (Wednesday and Saturday) per week fee is \$1020.00 for the season per each 20'x20' space.

For Prepared/Processed food vendors:

One Market day (Wednesday or Saturday) per week fee is \$750.00 for the season per each 20'x20' space.
Two Market days (Wednesday and Saturday) per week fee is \$1500.00 for the season per each 20'x20' space.

- Vendors must submit a complete application *and all supporting documents* by February 25, 2010. All applications submitted after that date, including any incomplete applications, will be subject to a late fee of \$100.00. No Applications will be accepted after February 27, 2010. The market reserves the right to accept and source farmers whose product will be beneficial to the overall mix of any time throughout the year.
- Please make all checks and money orders payable to: **Green City Market**.

Insurance Requirements

All applicants must have a Commercial General Liability Insurance Policy listing the Green City Market as additional insured. It must have a minimum coverage of \$1 million per occurrence and aggregate.

II. POLICIES AND REQUIREMENTS REGARDING FARMERS, PRODUCERS, PRODUCTS, AND VENDOR INSPECTIONS

Producer Only

- Farmers may not sell any product produced by another farmer.
- Farmers may only sell what they grow or produce on their own land or on land that they control.

Farmer Only One Time Exception

Farmers may sell a product from one other farmer for one period of time during a market season provided that:

- The period of time the product is sold is no longer than 4 weeks.
- The GCM Farmer and the producing farmer sign the Prohibited Substances Affidavit.
- A "farm of origin" label is displayed with the product
- The Farmer submits a request for the exemption in writing to the GCM Market Manager two weeks before the intended sale date and the exemption is approved by a majority vote of the Applications Committee.

Farmers and Farm Products

See **Addendum B at the end of these Rules and Regulations for news regarding 3rd party certification

- Each farmer or farmer's representative must be well versed on their product line and be able to answer questions on growing methods and the farm's sustainability practices.
- Farmers must use sustainable farming practices. They must pay particular attention to implementing practices that enhance the life of their soils.
- The Farmer's Sustainability Statement must be prominently displayed at the Farm's booth during Market hours.
- Hydroponic production is prohibited unless all hydroponic nutrients are OMRI approved for organic production. Farmers growing hydroponically must apply for organic certification and be certified organic by a USDA approved 3rd party certifier by their 3rd year at the GCM.

- No farmer may use the term “organic” at the GCM unless their farm is certified organic by a USDA approved 3rd party certifier and the farmer has submitted the farm’s most recent certification with the farm’s market application.
- The term “transitional organic” is prohibited.
- All items must be clearly priced and identified.
- A farmer may be a sole proprietorship, partnership, or corporation. Family members and employees who assist in the production and marketing of the farm products are encouraged to attend the Market. .
- The resale of agricultural products is not permitted.

Prepared and Processed Food Vendors

See **Addendum A at the end of these Rules and Regulations. The new Green City Market Food Policy contains more specific requirements.

Prepared Foods are allowed to be sold at the Market in order to enhance the Market’s mission. These foods should showcase what is possible with locally grown or raised food products.

General guidelines include:

- Vendors are local, small-scale, food artisans. They may only sell products that they, themselves, helped to produce.
- Vendors must source their distinctive ingredients from GCM farmers whenever possible.
- All ingredients used in products sold at market, and the source for those ingredients, must be posted or displayed at market. This includes common ingredients like flour and distinctive ingredients like fruit or herbs. Vendors are responsible for knowing where the ingredients they use are grown and produced (not just where they are distributed from).
- Non-food items must be a byproduct of a principal food crop or food production practice.
- Producers’ products must comply with all applicable federal, state, and local regulations.
- Farm producers selling cider or any other value added product based on a product from their farm must have their farm product processed by a batch processing method or any other method that creates an audit trail from farm product to finished “value added” product. Examples of this documentation must be submitted with the GCM Application.
- No Producer may use the term “organic” at the GCM unless their product and label have been approved and certified organic by a USDA approved 3rd party certifier and the producer has submitted the most recent certification with the producer’s market application
- Each producer’s representative must be well versed on their product line and be able to answer questions on production methods, sourcing of ingredients, and how their products support agricultural sustainability.
- A producer may be a sole proprietorship, a partnership, or a corporation.
- Prepared food vendors should be ready to provide receipts for ingredients purchased, should a random audit be made regarding the source of specific products.

Products to be sold

The Market management reserves the right to prohibit a vendor from selling a product not previously approved in the application process.

All Vendor Products must:

- Be of the highest and freshest quality possible.
- Not be produced using any substance on the National Alliance’s List of Prohibited substances.
- Be GMO free.
- Be from the local, Midwest region and reflect Midwest seasonality.
- Be from a small farm or small-scale artisanal food producer.
- Not be labeled “organic” unless they have been certified by a USDA approved third party certifying agency
- Follow USDA’s Organic Labeling requirements if they are “organic.”

Products Prohibited at GCM Markets

- Live birds or animals for human consumption.
- Fresh meat and poultry
- Products purchased by a seller that have not been approved by GCM (Sodas, water, sugar, coffee and tea).
- Unauthorized agricultural products.
- Hobbyware, art objects, and all types of crafts and clothing.
- Substandard products.

Product Validity

GCM reserves the right to question the validity of any product sold at the Market. GCM also reserves the right to request proof of any product's origin, and the right to inspect any Vendor's stated location of product production, at any reasonable time, with no prior notice. A Vendor requested to submit proof of a product's validity or site of production will be required to submit this proof to the office upon request. Failure to provide the necessary information will be deemed as a violation of the rules.

Farm/Business Visits and inspections

GCM representatives will visit and inspect farms and establishments used by its farmers and producers during normal business hours (8:00 AM – 6:00 PM) to verify compliance with Market requirements. A map to the farm or establishment with clearly written directions must be submitted upon request. An inspection may include ownership information and any other information relevant to determining product legitimacy. Failure to allow such an inspection will constitute a violation of Market rules

III. GENERAL MARKET RULES

Market Hours

**** Notice the market starts earlier in May this year, and the new market closing time**

Green City Market's outdoor season will be held every Wednesday and Saturday from May 6 to October 31 in Lincoln Park, near the second pathway north of the parking lot of the Chicago History Museum located at the corner of Clark, LaSalle and Cannon Drive. Market hours are 7:00 AM to 1:00 PM. Parking is available in the Chicago History Museum parking lot or in the designated part of Clark Street during market hours. All vehicles must clear by 3:00 PM. The GCM Market operates rain or shine.

Green City Market's indoor season will be from November through April. More details on the 2009/2010 indoor season will be available during the outdoor season months.

Guest Vendors and Special Events

Periodically, Green City Market invites guest vendors to sell at the market. Special events like the Localvore Challenge and product-specific events have proven to attract media interest to Green City. These events, along with our children's programming and chef demonstrations increase traffic at the market. All vendors are expected to treat guest vendors with respect and to value them as part of what makes Green City Market unique and incredibly popular.

Guest vendors must submit the same application as all regular vendors. All vendors will be given notice of special events that include guest vendors, and Green City Market will be sensitive to the quantity of any given product at market and to the frequency of special events.

Producer Attendance

Vendors must commit to the entire market season. Switching, adding or dropping markets within the season is allowed only with GCM approval.

- Vendors 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 in the Market.

- Cancellations due to holidays or holiday weekends are not permitted.
- If a National holiday (Memorial Day, Fourth of July, Labor Day) falls on a Market day, the Market may be switched to another day at the discretion of GCM.

Arrival, Departure and Selling Time

**** Notice the new policy regarding late arrivals**

- Vendors may begin setup at 5:00 a. m. and must be set up by Market start.
- Vendors who are late and not ready to sell by 7:00am will be subject to fines and market suspension. “Tickets” will be issued by the market manager for late arrival. After three tickets, a \$50 fine will be issued, and a fifth tardy will result in suspension from the market. Repeat instances of late arrival will result in the review of the Vendor’s eligibility to participate in the Market.
- Vendors may leave only after the market has closed and a safe exit can be made.
- Vendors may not leave their space before the Market closes without approval from the Market Manager.

Safety and Sanitation

- All GCM Markets are conducted in accordance with State and Federal laws and local laws.
- Vendors must keep stall area (including back area) clean, tidy, and clear of produce trimmings, produce discards, and piles of boxes.
- Smoking is not allowed in Market stalls.
- Vendors may not bring pets into the Market.
- Vendors must comply with the Market Manager's directions in all matters relating to safety.

Assignment of Selling Space

Vendors’ stall locations are not permanent and may be changed at the discretion of Market management for any Market day during the season and/or annually. In making any determination in this regard GCM will consider the following:

- Vendor’s history at the market.
- The Market’s product mix and consumer traffic flow.
- Vendor’s marketing ability and product promotion.
- Vendor’s tenure at the Market.
- The Quality of the Vendor’s product display and customer service.
- The participation of owners at the Market.

Tables, Tarps and Tents

- Vendors must furnish their own tables, chairs, display arrangements, and weather protection.
- All tents must be weighted sufficiently to be secure and stable during rain and windy conditions
- Unsecured tents are subject to immediate removal
- Tables must be sturdy and stable with tops covered.
- Tables shall not be filled beyond load capacity and the products on the display table must be secured.

Farm/Producer Identification

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

Product Signs and Disclosure of Growing Practices

- * All Vendors must prominently display their Sustainability Statement.
- * Each product for sale must have a clear, readable identification sign with the price per unit.

- * All prepared foods must have ingredients posted/displayed within the selling space, either on a board or product sign, *including the source of the ingredients*
- * Farming practices must be fully and truthfully disclosed when customers inquire. Failure to do so may result in the revocation of selling privileges.
- * Hydroponic produce and plant production must be marked accordingly.
- * All products sold as Organic must be prominently labeled as "Certified Organic" with the certifying agency name. The use of the word organic is prohibited unless the product is certified. Certified organic growers must submit their certification with the application.

Product Display

Vendors must display their produce in a beautiful, clean, well presented manner. The Market management reserves the right to disallow substandard products from being sold and to suggest improved displays.

Samples

Vendors are encouraged to offer samples of their product. When offering samples, Vendors should adhere to the following guidelines:

- Keep samples in clean, covered containers.
- Use toothpicks or disposable utensils to distribute the samples.
- Use clean, disposable plastic gloves when cutting products for samples.
- Use cutting boards that are smooth, non-absorbent, and easily cleanable.
- Keep control of samples at all times. Self service by customers is prohibited.
- Provide a waste container at the sampling area for public use.
- Do not prepare (except trimming) food products.

Potentially Hazardous Foods – It is the responsibility of the Vendor to follow the Department of Health guidelines concerning the vending of potentially hazardous products. These include but are not limited to: meats, poultry, fresh eggs, dairy products and cheese. If any Vendor is deemed to be in violation of health codes pertaining to such products, the following measures will be taken by GCM:

- The Vendor and the Vendor's products will be immediately removed from the Market for that day.
- The proper regulatory agency will be notified as soon as possible.

Product Temperature

Vendors are responsible for monitoring and maintaining proper temperatures in accordance with health codes. Vendors who sell foods that must be kept refrigerated or frozen must have an accurate thermometer at the Market.

- Meats and Poultry: must be held at 0 degrees Fahrenheit or lower
- Eggs: must be held at 40 degrees Fahrenheit or lower
- Dairy and Cheese: must be held at 40 degrees Fahrenheit or lower

Vendors are responsible for proper transportation and storage of potentially hazardous foods to, at and from the Market. (i.e. refrigerated cold storage containers, refrigerated vehicle capable of maintaining proper temperatures as outlined above)

If a Vendor is deemed to be in violation of this section pertaining to Product Temperature, the following measures will be taken by GCM:

- First violation: \$50.00 fine and product(s) in question will be immediately removed from the Market for that day.
- Second violation: The Vendor and the Vendor's products will be immediately removed from the Market for that day.
- Third violation: The Vendor's selling privileges will be revoked and the Vendor will no longer be eligible to participate in the Market.

Trash Management

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. Refuse collected is to be disposed of off-site by each Vendor. Vendors who fail to clean up properly face fines of up to \$1,000 from the City's Department of Sanitation and repeat offenders face possible suspension or eviction from the markets.

Weights and Measures

Scales must be legal-for-trade commercial scales and may be certified annually by the City of Chicago. The face of the scale must be visible to the buyer. The use of a non-legal-for-trade scale at the Market is prohibited.

Standards of Conduct for Vendors, their Representatives, and Market Staff.

- Be knowledgeable about how products are used, grown, or produced. Be able to communicate this information clearly to the customers.
- Be courteous, professional and presentable at all times.
- Display products in a sanitary, presentable, and attractive manner.
- Behave in a polite manner and practice clean personal hygiene. Drinking alcohol, yelling, hawking, throwing objects, swearing, name-calling, slanderous remarks, radio playing, and other rude behavior are not permitted.
- Treat other Vendors, customers, Market staff, and public officials with respect.
- Refer difficulties with customers to the Market Manager.
- The Market Manager is responsible for "policing" the market, including determining if product is in line with GCM Rules and Regulations. The Farm Forager will assist the Market Manager in this process, including on-site visits to farms and production facilities. The Market Manager, Farm Forager, and the Executive Director have the right to prohibit the sale of any product in question.
- Make complaints about other Vendors, Market staff, or the Market Rules and Regulations in writing to GCM.
- Do not advertise items not related to Market products.
- Do not display printed material other than Vendors' and GCM's promotional brochures and literature. This includes petitions, political advertisements, and issue appeals.
- Do not solicit tips.
- Feel free to cross-promote with other Market Vendors. But do not engage in monetary transactions with other Vendors for cross-promotional purposes.
- Committing a criminal act at the Market will cause immediate expulsion from the Market terminating any vending privileges

IV. DISCIPLINE OR REMOVAL OF A VENDOR OR VENDOR'S REPRESENTATIVE FROM THE MARKET

Grounds for Discipline or Removal

Vendors and their representatives may be removed or suspended from the Market or may have their selling privileges in the Market conditioned, modified, limited, or revoked by GCM Producer 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 GCM Market Rules and Regulations.
- Failure to follow the Markets Standards of Conduct
- Causing or maintaining an unsafe or unsanitary condition at the Market.
- Failure to attend the market.
- Behavior that obstructs a Vendor or other Vendors' ability to transact business at the market.
- Any violation of Cook County Weights and Measures regulations.
- A verifiable complaint about the validity of any product sold at the Market.

Complaints

- A Vendor or a consumer may file a complaint with GCM if they suspect a Vendor is violating market rules and regulations or if they suspect a Vendor is selling, or offering for sale, items at the Market that are not grown or produced by the Vendor or are otherwise prohibited by GCM rules and regulations.
- Complaints may be made in person, by phone, by email, or submitted in writing
Complaints should be directed to the GCM Market Manager, 2732 N. Clark Street, Suite 302, Chicago, IL 60614 (773) 880-1266 mark@chicagoreencitymarket.org
- A site inspection triggered by a complaint may be conducted with no prior notice.

Complaint Process

- If the GCM Market Manager receives a complaint (including the complainant's name, address, and phone number) pertaining to quality, conduct, or unfair practices of a Vendor, the Market Manager immediately will contact and/or visit the Vendor and request that the complaint be remedied. The Market Manager will follow up with visit to ensure compliance.
- Vendors are required to satisfy any customer complaint under any circumstance. They must accept returned product and dispose of it off-site. Failure to accept product returns from customers will be considered a violation of the rules and regulations of the market.
- If the complaint is not remedied immediately to the satisfaction of the Market Manager and the Market Manager determines that the offense being complained about is detrimental to other Vendor's sales or to the Market as a whole, the following actions will be taken:
 - 1) A written warning will be given to the Offender, including the date, time and nature of complaint, with the expectation that the offense will be remedied.
 - 2) A second complaint may result in disciplinary action being imposed by the Producer Committee of the GCM, the severity of which will be directly related to the gravity or repetition of the offense.
 - 3) A third complaint will result in the Market Manager asking the Producer Committee to impose a 90 day suspension and/or permanent removal from the market.
- A Vendor who is removed from the market forfeits all monies paid to the GCM for Stall fees.
- Vendors disciplined or removed from a market by the action of GCM Application Committee shall have the right of appeal and review by GCM's Board of Directors at their next scheduled Board Meeting. The decision by GCM Board of Directors shall be considered final.

Grievances and Due Process

GCM has adopted a grievance/due process procedure that provides a fair and reasonable procedure for

Vendors aggrieved by a Market Manager's or Administrator's actions and decisions. This procedure is as follows:

- All Vendors, in good standing, will be provided with an annual copy of the GCM Market Rules & Regulations and amendments within 90 days upon their adoption.
- In the case of a fine, expulsion, suspension or termination, a written notice indicating the reasons for such action will be provided within 15 days of the action to take place.
- An opportunity for the Vendor to be heard in writing, at least five days before the effective date of the fine, expulsion, suspension, or termination, will be provided by GCM.
- A Vendor may file a grievance with GCM Market Manager if they believe any GCM staff member, Officer, or Board Member is acting arbitrarily or violating the Market's Standards of Conduct or other Market Rules and Regulations.
- Any grievance by a Vendor shall be put in writing and submitted directly to the GCM Market Manager. 2732 N. Clark Street, Suite 302, Chicago, IL 60614 (773) 880-1266
admin@chicagoreencitymarket.org.
- The Market Manager, in consultation with members of the GCM Application Committee, will immediately address the grievance.
- The disposition of the grievance will be provided in writing to the Vendor by the GCM Market Manager within 7 days of the filing of the grievance.

Addendum A

Green City Market Prepared/Processed Food Policy

January 2009 -- Please note that this Food Policy is an evolving market policy, shaped by our efforts to contribute to a sustainable, local food system. Changes will be made periodically, so please ensure that you have the latest version.

Green City Market is a farmers' market first and foremost. The purpose of our market is to connect small, family farmers to consumers who care about sustainable growing practices and who want to buy food produced on local farms.

The prepared food vendors at Green City are an important and integral part of the market. Prepared foods attract customers to the market and, along with the cooking demonstrations, music, and programming for children, these vendors have helped shaped Green City into a "destination" market. Improving traffic and ambiance, however, is a secondary function of prepared food vendors.

The primary purpose of prepared food vendors at Green City Market is to showcase locally grown and seasonally available farm products. Prepared foods should provide shoppers with ideas for what they might cook at home after shopping at the Market. Below are requirements and guidelines for all prepared and processed foods sold at Green City Market.

SOURCING LOCALLY

Green City expects prepared food vendors to source as many ingredients as they can from farmers at the Market. The distinctive ingredient in your product must be local, meaning produced in the collar states around Lake Michigan, i.e., Illinois, Indiana, Wisconsin or Michigan. Green City Market expands the definition of "local" to adjacent states on rare occasions. For example, flour and oats might be sourced from Minnesota, if necessary, and pecans from Missouri are acceptable. Secondary ingredients should also be sourced locally, with the exception of sugar, oils and other nominally used spices. See below.

No spices, produce, or other ingredients produced outside the four-state region should be a "defining" character of any product. For example: a minimal amount of cinnamon (an exotic spice) may be used in an apple pie, but there should be no cinnamon buns, snickerdoodles, etc. at market. No ingredient sourced outside the region should be so prominent that it would be in the *name* of the product, nor should it be in such quantity to *define the flavor*. For example, a peanut sauce or an orange glaze would not be allowed. This does not mean that NO exotic ingredients are allowed, but rather that they remain "non distinctive."

All prepared food vendors should be familiar with what is available at the market and produced locally. The Market is happy to answer any questions, as a large role of the market is to educate market goers about eating local and seasonal. The Market expects food purveyors to know what is local and to prepare recipes accordingly.

Specific ingredient requirements for all prepared foods:

- *Flour must be milled locally from grain produced on local, sustainable farms
- *Dairy (milk, butter, cheese, etc.) must be from local, sustainable farms
- *Eggs must be produced locally
- *Sugar must be organic
- *Whenever possible, other ingredients such as oil & salt should be organic

SEASONAL AVAILABILITY

All prepared food vendors are expected to know what is seasonally available from local farms. The Market will provide a seasonality chart to help clarify what is "seasonally available." The basic rule to follow is that if product is available at the Market, then it can be used in your prepared foods. When Green City Market uses the term "available," the meaning is akin to "ready to harvest."

Therefore, apples should not be in any prepared food until they are available at market (at the earliest late July) and blueberries are not available until June. These are just two examples. Green City Market expects all prepared food vendors to look around the Market to see what is available, and adjust their ingredients to reflect this.

PRESERVED FOODS

Frozen:

Green City Market is primarily a place to buy fresh product. Meat is required to be sold frozen by state and city health codes. Other frozen farm products are allowed only if sold by a farmer/vendor as a way to extend their season and economic sustainability. All products that are frozen must be grown by the farmer and processed in a licensed facility. For example, frozen chestnuts may be sold by a chestnut farmer, and frozen fruit may be sold by a fruit grower.

No prepared food vendor is allowed to sell frozen product, nor are they allowed to use frozen product in their recipes (there may be select exceptions to this in the Winter Market).

Dried:

Although dried fruit and herbs are allowed as ingredients, vendors are encouraged to use fresh, seasonal ingredients purchased from Market farmers. In addition, we prefer that all dried fruit and herbs be sourced locally and preferably from Market farmer/vendors.

No prepared food vendor is allowed to sell dried fruit mixes or dried herbs "as is." This may only be done by the farmer/vendor who produced the original fresh product.

Jarred/Canned:

The primary ingredient in any jarred/canned product must be produced by the farmer/vendor who sells it. Secondary ingredients may be sourced "off the farm," but must be locally produced, with the exception of items like sugar and "non distinctive" spices that are not available locally.

No prepared food vendor may sell jarred or canned product if they did not also produce the main ingredients in the product.

NON-FOOD ITEMS

Non-food items are only allowed at market when they are a bi-product of the primary agricultural product or practice. For instance, wool is allowed if sold by a lamb meat vendor. Also, for example, soap made from goat milk is allowed if sold by a goat cheese producer, or when the goat is utilized in the production of other food products that are also sold at market (example: manure for crops; milk for feed). Green City Market reserves the right to limit non-food products sold at market.

PRODUCTS SOLD BY A PREPARED FOOD VENDOR

Green City Market requires that all prepared food vendors be "involved in production" of the goods they sell.

"Involved in production" does not mean hands on (literally) but rather is determined by CREATIVITY and IN HOUSE production. These three qualifications must be met:

1. create the recipe
2. oversee the production of the product in their facility
3. responsible for the quality of that product

These three factors constitute "involved in production."

A prepared food vendor may only sell goods wherein (all relevant) ingredients are sourced locally and if they are involved in the production (as defined above, 1.2.3). Prepared food vendors may NOT sell goods for which they develop the recipe but have a 3rd party produce the product.

Prepared food vendors are NOT allowed to sell processed goods. Examples include (but are not limited to): sausages or other processed meat products, jams/jellies, cider/juices, pickled vegetables, and sauces. Prepared foods should be fresh and made with the intent to be eaten on site or shortly thereafter.

PRODUCTS SOLD BY A FARMER/RANCHER VENDOR

A farmer may sell prepared or processed goods if the distinctive ingredient comes from their farm, and secondary ingredients are sourced locally. The farmer MAY have a 3rd party produce the goods (jams, cider, sausages, cheese, pickled vegetables, salsas, etc.).

However, the farmer must be:

1. involved in the development of the recipe and
2. responsible for the quality of the end product

Farmers must provide the application committee with all required licenses, etc. from the 3rd party facility/processor.

Examples include (but are not limited to) jellies/sauces/syrup, sausages/meatloaf, cheese, pies or baked goods.

NOTE: If the majority of the product being sold by a farmer/rancher *throughout the entire season* is prepared/processed food, rather than fresh product or frozen meat, the application committee may require them to be involved in the production (see definition above under "Products Sold By A Prepared Food Vendor", numbers 1. 2. 3.). This will be determined by the application committee.

ON-SITE PREPARED FOODS AS SOLD BY FARMER/RANCHER VENDOR:

A limited number of farmers may sell on-site prepared foods (hamburgers, smoothies) if they have all licenses required to do so. Such allowances will be determined by the application committee in the best interest of the Market, in order to control the quantity and diversity of on-site prepared foods.

The market reserves the right to withhold items being sold at the market that are not supportive of our mission. Selling at the market is a privilege, and not a right.

Addendum B

In January of 2008 the Green City Market Board voted to require 3rd party certification of all vendors by the year 2012. This move will distinguish Green City Market (GCM) from other farmers markets, once again setting the pace in supporting local, fresh, and sustainably raised farm products.

For the 2009 season, the Application Committee will require an action plan from each producer, describing your efforts and goals regarding 3rd party certification. We recommend that your first step be to research Food Alliance certification, and to take their online self-assessment test. Green City Market often refers to this certification as “sustainable certification” and considers it exemplary and completely in line with the mission of the market.

The Food Alliance self-assessment will help you to see where your farm stands in relationship to their standards. It is possible that the road to certification will prove easier than you think, or you may learn that you have long way to go. This test is available on their web site at www.foodalliance.org.

Of course, there are additional options for 3rd party certification. If you choose to pursue organic certification, or humanely raised, for instance, GCM supports you in these choices as well. Whatever certification you choose, you will be required on your 2009 application to provide an action plan, along with any relevant self-assessment tests.

Options and Contacts

1. Food Alliance

www.foodalliance.org

Food Alliance is a nonprofit organization that certifies farms and ranches and food handlers (including packers, processors and distributors) for sustainable agricultural and business practices.

*This is the certification that Green City Market often refers to as “sustainable certification”.

Bob Olson

Bob@foodalliance.org 651.265.3682

2. Organic Certification

USDA-National Organic Program

www.ams.usda.gov/NOP

This is the official website of the USDA NOP where you can find information about the National Organic Program standards, accredited certifying agencies, how to transition to certified organic etc. We recommend you go here first to get some basic information.

Other resources in the Midwest:

University of Illinois, Extension

<http://web.extension.uiuc.edu/smallfarm/organic.html>

New Ag Network

www.new-ag.msu.edu

3. Certified Naturally Grown

2010 GCM Rules & Regulations

www.naturallygrown.org

Certified Naturally Grown, a non-profit alternative certification program tailored for small-scale, direct-market farmers using natural methods. CNG's Certification Standards are based on the highest principles and ideals of organic farming.

877 211 0308

info@naturallygrown.org

4. Certified Humane

Humane Farm Animal Care

info@certifiedhumane.org

www.certifiedhumane.com

The Certified Humane Raised & Handled Label is a consumer certification and labeling program. When you see the Certified Humane Raised & Handled label it means that an egg, dairy, meat or poultry product has been produced with the welfare of the farm animal in mind. Food products that carry the label are certified to have come from facilities that meet precise, objective standards for farm animal treatment.

Food Alliance

Also look into Food Alliance for animal husbandry practices, see #1 above.

5. American Humane

www.americanhumane.org

303.925.9434

American Humane Certification is a voluntary, fee-based service available to producers of animals raised for food. The goal of the program is to provide independent verification that these businesses are providing humane conditions for the animals in their care.

We understand that you will need to find the certification that best suits your business goals, farm plan, and budget, and we would like to assist in any way we can. We recognize that there is a lot to consider in moving toward 3rd party certification. Please feel free to contact us with questions and concerns as you move forward.