



NEIGHBORHOOD MARKET

2026 Rules and Regulations Garfield Park Neighborhood Market

Mission: The Garfield Park Neighborhood Market is a hyper-local gathering space, offering West Side residents access to community resources, locally-grown produce from the Garfield Park Garden Network, and products from West Side-based food businesses and entrepreneurs.

Attendance: Vendors must inform the Market Manager in advance when they will NOT be present, regardless of the reason. We understand life happens, however inconsistent attendance derails marketing efforts and negatively affects patron attendance and the integrity of the market. Please contact Angela Taylor, weekdays at (773) 948-8989 x 180 or by email angela@gpccommunitycouncil.org as soon as possible if you cannot attend. After 2 absences without notification or in the event of excessive absences, even with notification, your usual space may be forfeited and no fees will be refunded.

General Information: Vendors/participants are selected in keeping with the market objective of supporting West Side-based food businesses and entrepreneurs and the need to provide a balanced variety of vendors appropriate for the community we serve. GPCC reserves the right to approve or deny all applications and at any time to cancel a vendor's permit to sell, or to prohibit sale of specific items as deemed necessary. Vendors must pay a fee of \$35 for each market date accepted. The vendor fee is non-refundable. GPCC reserves the right to inspect each business to enforce the integrity of our markets.

Hours of Operation: Garfield Park Neighborhood Market is a rain-or-shine event and vendors are expected to remain throughout the entire market. In cases of severe weather, the Market Manager will notify vendors of any exceptions to this policy. The Market is held on the 2nd and 4th Saturday, from June to October from 10 am-2 pm on the Hatchery plaza at 135 N Kedzie, Chicago, IL 60612. Vendor fees are \$35 per market and include a tent, table, and chairs (see Operations).

Arrival, Set Up, and Tear Down: Please enter through the Hatchery parking lot and check in with GPCC staff for your table assignment. All vendors must arrive by 9:30 am (thirty minutes prior to the start of the market) to ensure setup is complete by 10 am. Vendor vehicles must be moved to the Hatchery Parking lot (away from the entrance) by 9:45 am. Any space that does not have its assigned vendor present may be reallocated or reassigned by the Market Manager. Vendors arriving after the thirty (30) minute time frame will not be permitted to enter the market with their vehicle but may park and walk their booth materials into the market. If you need assistance, ask GPCC staff. Please, no early tear-downs! Tear-down cannot begin until 10 minutes before Market Close to ensure the safety of patrons.

Operations: GPCC will supply each vendor with one tent, one table (measuring 24"x 60"), and two folding chairs. Vendors must bring their own tablecloths, displays, and any items necessary to conduct business, including staff, monies, and equipment. Vendors must clean up their areas and remove all trash at the close of each market. Dumping of produce or trash in market garbage containers is prohibited; vendors are required to take everything away. Smoking and sale or use of alcohol is strictly prohibited in the market area and on Hatchery property. Restrooms are available inside the Hatchery.

*To learn more about our work, visit www.gpccommunitycouncil.org or follow us @gpccouncil,
Contact Angela (angela@gpccommunitycouncil.org) with any questions.*



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Covid Protocol: All customers, vendors, market staff, and volunteers are requested to wear face masks throughout the market and must follow GPCC, Hatchery, and City of Chicago COVID protocols. We require all vendors, market staff, and volunteers to follow personal-hygiene and food-safety guidelines and practice social distancing as appropriate.

Permits, Licenses, and Insurance: Vendors are responsible for compliance with all rules applicable to their operation. This includes local, state, and federal regulatory agencies, USDA, Illinois Department of Agriculture, Cook County Health Departments, and the City of Chicago, as well as any permits, licenses, and insurance required to conduct business.

Marketing: Marketing for the Garfield Park Neighborhood Market is a joint effort. GPCC will promote the Neighborhood Market using available resources. Vendors acknowledge they may be photographed, and these images may be used for market promotion. Vendors are encouraged to help promote the market by word-of-mouth, distribution of materials, social media, etc. Vendors are also encouraged to help promote the market by helping to create a charming atmosphere by displaying products in a thoughtful and creative way (table-covers, unique decor, dimensional displays) as well as being respectful and engaging with customers. Vendors may display only marketing materials related to their business and cannot randomly distribute printed materials.

Shared Sales Data: In order to advocate for our markets and producers, vendors will be asked to provide estimated sales data for each market. No individual data will be shared without explicit consent from the vendor. All SNAP/EBT sales data must be accurate and complete for reimbursements to occur.

Incentive Programs and SNAP/EBT Sales: GPNM is enrolled in an Electronic Benefit Transfer (EBT) program which enables the acceptance of LINK cards for eligible food items, under the USDA's Supplemental Nutrition Assistance Program (SNAP). Eligible vendors can increase sales dramatically by participating and will be reimbursed within thirty (30) days. Please reach out with any questions about this program. **All vendors, including those selling items not eligible for LINK or LINK Match, must be familiar with this program and comply with the requirements. All vendors selling LINK-eligible items must accept LINK.**

***Failure to comply with any of the above
may result in suspension or expulsion from the market.***

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