Farmers Market Registration

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Farmers Market Registration

To manage your account, sign in using your credentials.
Create a new Registration

- Click the ‘Create New’ drop-down
- Select ‘Permit Application’
Farmers Market Registration

Select Application Type

- Select Farmers Market Registrations
Farmers Market Registration

Farmers Market Description

Event Description

- Name of Farmers Market
- Description of Farmers Market

Select ‘Next Step’ button to proceed

Enter the name of your Farmers Market (required)

Enter a description for your farmers market
Farmers Market Registration

Applicants

- Event Organizer
- Production Company

Event organizer is the only required applicant. Production Company is optional.
Farmers Market Registration

Event Organizer

- Selecting ‘Add Event Organizer’ button

Enter a name to search on.

Select the ‘Search’ button

- Selecting an Event Organizer

Find your Contact you want to add as the Event Organizer and select the ‘Select’ button

If you don’t find your Contact, you can select the ‘Add New Contact’
Add New Contact

- Selecting the ‘Add New Contact’ button

Select the drop-down identifying if your new Contact is ‘An Individual’ or ‘A Company’ (see below screen shot)

* indicates it’s a required field

Once required fields are filled in, click the ‘Save New Contact’ button

- Your Event Organizer

Select ‘An Individual’ or ‘A Company’ for your Event Organizer
Farmers Market Registration

Production Company

- Selecting ‘Add Production Company’ button

Enter a name to search on.

Click the ‘Search’ button

Find your Contact you want to add as the Production Company and click the ‘Select’ button

If you don’t find your Contact, you can click the ‘Add New Contact’
Farmers Market Registration

Add New Contact

- Enter New Production Company

Fill out the ‘Enter New Production Company’ pop-up

* indicates it’s a required field

Once required fields are filled in, click the ‘Save New Contact’ button
Farmers Market Registration

Emergency Contacts

- Add Emergency Contact Information

Click the ‘+Add Emergency Contact Information’ button
Farmers Market Registration

- Add Emergency Contact Information pop-up

  Fill in the fields for the Emergency Contact

  Click the ‘Add Emergency Contact Information’ button to save

  * indicates it’s a required field

- Click the ‘Next Step’ button to proceed

  Click the ‘Next Step’ button to proceed
Event Scope

For a Farmers Market, the only questions that can be answered with a yes are ‘Will the event be held on park district property?’ 2. ‘Will amplified sound or a public address system be used?’ Please fill in this information and then save the record. If any other questions require a yes answer, user will be asked to create a Festival Application.

- Enter Scope of Farmers Market (all questions require an answer)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will food be served at your event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will beer or wine be served at your event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you selling spirits at your event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you be selling merchandise at your event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the event on public property?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will amplified sound or a public address system be used?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you requesting a street closure for your event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you erecting a tent over 400 sq ft?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you erecting a stage/platform greater than 24 inches in height?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the event be held on park district property?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*indicates it’s a required field

The Application Number has been created

All Scope questions require a ‘Yes’ or ‘No’ response

When all questions are answered, click ‘Next Step’ button

The Application Number has been created
Farmers Market Registration

Event Details

- Farmers Market Details
  - Location Information

<table>
<thead>
<tr>
<th>1</th>
<th>Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Event Description</td>
</tr>
<tr>
<td>3</td>
<td>Applicants</td>
</tr>
<tr>
<td>4</td>
<td>Emergency Contacts</td>
</tr>
<tr>
<td>5</td>
<td>Event Scope</td>
</tr>
<tr>
<td>6</td>
<td>Event Details</td>
</tr>
<tr>
<td>7</td>
<td>Documentation</td>
</tr>
<tr>
<td>8</td>
<td>Legal Agreement</td>
</tr>
<tr>
<td>9</td>
<td>Status</td>
</tr>
</tbody>
</table>

Farmers Market Details

Application Number - 1122574

Enter each date that the farmers market will take place in the schedule section below. If this will take place on multiple days, such as every Saturday through several weeks or months, each Saturday date must be entered.

* indicates it's a required field

Click ‘+Add Location Information’

Location Information

<table>
<thead>
<tr>
<th>Location</th>
<th>Street Closure</th>
<th>Additional Information</th>
</tr>
</thead>
</table>

Event Schedule

Date | Start Time | Stop Time
--- | ---------- | ----------

+ Add Event Schedule

Your application fee amount varies based on the amount of time between your application date and event start date. Click here for more information regarding this fee structure.

Current Event

Estimated Total Attendance

Sponsoring Organization

Phone Number / Website for Publication

Is this a first-time event?  Yes  No

Previous Step  Next Step
Farmers Market Registration

- **Add Location Information pop-up**

  Fill in required information

  * indicates it's a required field

  Select applicable street closure from drop-down

- **Click on ‘Add Location Information’ button when complete**

  Click the ‘Add Location Information’ button
Farmers Market Registration

- Farmers Market Details
  - Event Schedule

* indicates it’s a required field
Farmers Market Registration

- Click a date on the calendar
- Click on a date on the calendar
- Enter the ‘Start Time’ and ‘Stop Time’
- Click ‘Add Event Schedule’

* indicates it’s a required field

- Enter a ‘Start Time’
- Enter a ‘Stop Time’
- Click on ‘Add Event Schedule’
Farmers Market Registration

- Farmers Market Details
  - Current Event

<table>
<thead>
<tr>
<th><strong>Current Event</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Total Attendance:</td>
</tr>
<tr>
<td>Sponsoring Organization:</td>
</tr>
<tr>
<td>Phone Number / Website for Publication:</td>
</tr>
<tr>
<td>Is this a first-time event? Yes  No</td>
</tr>
</tbody>
</table>

* indicates it's a required field

Enter ‘Estimated Total Attendance’

Enter ‘Sponsoring Organization’ (optional)

Select option ‘Yes’ or ‘No’ for the question ‘Is this a first-time event?’

Enter ‘Publication Phone Number / Website (optional)’
Farmers Market Registration

- Farmers Market Details
  - Last Year’s Event

**Current Event**
- Estimated Total Attendance
- Sponsoring Organization
- Phone Number / Website for Publication
- Is this a first-time event?  
  - Yes
  - No

**Last Year’s Event**
- Last Year’s Location
- Last Year’s Total Attendance
- Last Year’s Date
- Last Year’s Permit Number

Answering ‘No’ to ‘Is this a first-time event?’ will display ‘Last Year’s Event’. (All fields are optional)
Farmers Market Registration

Documentation

- +Add Document button

Click ‘+Add Document’ button

Add Document pop-up

Click ‘Choose File’ button. This will take user to their directory to find their file

Select an option that reflects document being uploaded

Click ‘Upload’ when document has been chosen and type has been selected
Read the Legal Agreement. Select the "I Agree" option

Click the ‘Submit’ button
Your Farmers Market Application is Registered!

Note: Scroll down the page to see additional application information.