

**North San Diego Certified Farmers Market**  
**at the Sikes Adobe Historic Farmstead - Vendor Application (PLEASE PRINT)**

<b>Applicant:</b>	<b>Business:</b>	<b>Referred:</b>	
<b>Address:</b>	<b>Street:</b>	<b>City:</b>	<b>Zip:</b>
<b>Website:</b>		<b>Facebook:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Business Page)	
<b>Contact Info:</b>	<b>Name:</b>	<b>Email:</b>	
	Phone:	Market Day Ph:	
<b>Products &amp; Services:</b>	<b>On-site Product Sales:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Detailed Description</b> (please list all products to be offered):	
	<input type="checkbox"/> Certified Producer - Farmer/Grower <input type="checkbox"/> Open Food Vendor (open and/or ready to eat foods) <input type="checkbox"/> Prepackaged Foods (Not open) <input type="checkbox"/> Personally Handmade Arts/Crafts, Products <input type="checkbox"/> Locally Handmade Arts/Crafts, Products <input type="checkbox"/> Fair Trade Goods <input type="checkbox"/> Imported Items <input type="checkbox"/> Commercially Produced Items (your own) <input type="checkbox"/> Commercially Produced Items (reseller) <input type="checkbox"/> Independent Consultant/Direct Sales  Company: _____ (Describe in detail in next section): <input type="checkbox"/> Informational / Service <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other  _____		
<input type="checkbox"/> check if continued on back			
<b>List other San Diego Markets you participate in:</b>			
<b>License, Permits, registration numbers:</b> <small>(list all that apply)</small>	Environmental Health:	Temporary Food Facility:	
	Certified Producer (CPC):	Seller Permit (sales tax):	
	Contractor License:	Specialty License:	
	<b>Other:</b> (Describe and include copies)		
<b>Vendor Requests</b> Preferences are considered based on availability and product need; <b>there is no assurance that requested preferences are available.</b>	_____ <b>One 10x10 Space</b> <i>at additional fee (except for CPC vendors):</i>		_____ other (describe)
	_____ <b>Two 10x10 Spaces</b> (side-by-side, 20' frontage) _____ <b>Two 10x10 Spaces</b> (back-to-back, 10' frontage)		<input type="checkbox"/> Sundays <input type="checkbox"/> Occasional <input type="checkbox"/> Wednesdays <input type="checkbox"/> Regular
<b>If granted regular placement in the market, you will be included in the list of Vendors on our website. Please indicate how you wish to be listed:</b> (please check one) <input type="checkbox"/> Name Only <input type="checkbox"/> Name with link to your email address <input type="checkbox"/> Name with link to your website <b>(PRINT exactly as the information is to appear)</b> <b>Name (Business):</b> _____ <b>email address:</b> _____ <b>website:</b> _____ <b>Facebook (Business Page):</b> _____ <b>BRIEF description to be included online:</b>  			
<b>Notes/Comments:</b> <input type="checkbox"/> see reverse			
Initial and ongoing vendor participation is at the discretion of the Market Manager at all times. Information related to all market fees, incentive programs, grandfathered schedules &/or special payment plans is confidential. Please refer to the market website for current Market Fees.			
<i>I certify that the above is true and accurate as of this date.</i> <b>Signature:</b>			<b>Date:</b>

**North San Diego Certified Farmers Market**  
*at the Sikes Adobe Historic Farmstead*  
**Food Vendor Application Information** (11/19/2011)

If you are interested in being considered for a food vendor space at the North San Diego Certified Farmers Market - located at the Sikes Adobe Historic Farmstead, please print out the **Indication of Interest: Vendor Application** and fill it out completely (PLEASE PRINT), including attaching copies of all certificates or licenses listed. **ONLY ONE-VENDOR PER BOOTH-SPACE WILL BE PERMITTED.** Only the products included on the *approved* vendor application may be offered.

Complete applications and copies of all documents must be submitted, reviewed and approved by the Market Manager in advance.

Applications must be complete with copies of all required documentation, and can be submitted:

By scanned attachment to email:  
info@NorthSDFarmersMarket.com

By fax.  
(858) 538-7620

By Mail.  
North San Diego Certified Farmers Market  
PO Box 506523  
San Diego, CA 92150

The market DOES NOT screen or review new applications on the morning of the market.

Submit all of the following to the Market:

- copies of all documents listed on the application,
- photos of your set-up market booth
- photos of your product(s); if submitting your application in person, samples are recommended.

*note: copies of documents and photos submitted will be retained as part of your application. We are unable to make copies for you.*

The manager will review the information you have provided; you will be notified shortly of the status of your application. If you are approved as a weekly vendor in the market, we will let you know if you may come on a stand-by basis on the next market day for an available space.

Stand-by approval also places you on the waiting list if/when a regular space becomes available. You must complete the application process and be approved as a vendor for the market **in advance**, before you would be called to fill-in, permitted to stand-by for an available space, and/or be placed on the waiting list for a regular space. The sooner a vendor is approved for the market, the higher up on the wait list they will be and more likely to be called to fill in first.

We require that you provide a *complete* application, photos of your set-up and copies of ALL documents when you submit your application to the market for consideration. You **must** include a copy of your Resale License (sales tax), Certified Producer Certificate, Environmental Health Permit, Food Handler's Certification, and/or License to Sell Nursery Stock, when applicable.

The "Sellers Permit" we ask for copies of is for California Sales & Use Tax

<http://www.boe.ca.gov/sutax/sutprograms.htm>

Application for a California State Board of Equalization Sellers Permit BOE-442-R can be downloaded here:

<http://www.boe.ca.gov/pdf/boe400spa.pdf>

ALL VENDORS \*MUST\* HAVE SECURE GROUND SPIKES FOR THEIR CANOPIES. We do NOT recommend the use of umbrellas.

The market does not provide canopies, tables, chairs or access to power; we provide only the designated space for you to set up in. Vendors are responsible for providing everything used in the set-up and operation of their market display.

Generators are permitted, providing they are low-noise and do not produce any odor. Use of a generator in the market must be approved by the market managers in advance; vendors may be required to demonstrate the unit's performance prior to approval.

Please note that the following will not be admitted to the market:

- catalog sales, catalog memberships, multi-level marketing, network marketing, network marketing memberships, network memberships, pyramid groups or upline/downline solicitations (specific products offered for direct sale to shoppers by Independent Consultants may be considered if they are a good fit with the market, but recruiting would not be permitted).
- Franchise Operations
- Manufactured/processed dietary supplements
- Health/wellness treatments/cures (chair-massage by licensed therapists may be permitted)
- Edible Produce not grown in California
- Non-certified Edible Produce
- Health screenings or medical advice by for-profit organizations
- Religious groups
- Political groups that can be considered partisan or controversial (neutral voter registration booths may be permitted)
- Political action groups
- Petitions and Survey-takers
- Hawkers (vendors who are overly aggressive to customers as they walk by, or solicit outside the confines of their booth-space)
- Insurance Agents, Talent Scouts, Financial Advisors
- any other business, product, service or offering that the Market Management does not see as a good fit for the farmers market.

All vendors seeking entry into the market must complete the application approval process **in advance**, and if approved may arrive at the market week-to-week as a stand-by/fill-in vendor starting with the *next* market date. Spaces are assigned based on the priorities shown below, and there is no guarantee that an appropriate space (as determined by the manager) will be available each day.

- 1) space availability,
- 2) there being no existing overlap in product,
- 3) unique appeal within the Farmers Market,
- 4) prior consistent and reliable availability for stand-by/fill-in space assignment, and
- 5) first-come, first-serve.

Stand-by/fill-in spaces are assigned each market day one-half hour before the market opens, and are offered at the discretion of the manager. The managers decision whether to have any stand-by/fill-in vendor set up on any given day is final.

Initial and ongoing vendor participation is at the discretion of the Market Manager at all times.

### **Current Market Fees and Minimums**

*Vendor information related to all market fees, incentive programs, grandfathered schedules and/or special payment plans is always confidential.*

#### **1-Time Advertising/Application Fee (non-CPC vendors)**

A one-time \$25 Advertising Fee is required from every non-CPC vendor **when setting up for the FIRST time**. There are no refunds or adjustments to the one-time \$25 fee; there is no proration or partial refund

of any part of the \$25 one-time fee if a vendor does not return or continue with the market for any reason. A 3-week payment plan (\$10/week for the 1<sup>st</sup> 3 markets) is also available, and must be arranged for and approved in advance. All fees are subject to change.

### **Certified Producers**

CPC-Farmers pay 5%, with a minimum of \$5.00, plus \$0.60 per CPC per market day to sell at the North San Diego Certified Farmers Market, no matter how big or small their farm or display is.

NSDCFM requirements for CPC Farmers is that they bring and display the ORIGINAL EMBOSSED CPC document when selling at the North San Diego Certified Farmers Market, and sell only the items they grow themselves and are listed on their CPC. For Avocados, applicable Avocado Permits are also required.

The CPC categories we are accepting are:

- Fruit & Nut Crops
- Vegetable Crops
- Nursery Products & Flower Crops (*in limited quantities*)

We may consider:

- Poultry Products (eggs)
- Apiary Products (honey)

Requirements:

- The CPC Farmer must have the original embossed Certificates (including Avocado Certificates) on display.
- All produce must be of their own growing and listed on their CPC.
- The CPC Farmer must be customer ready by 9:45am, and
- remain open for business until the end of the market, or until they sell out.
- the CPC Farmer must report their day's total sales figures to the market at the end of the day.
- The CPC Farmer must properly complete a Produce Load List for the products brought to the market and sold that day.

Additional Information:

For all Farmers, we require that the farmer be a "Certified Producer" Certified by the San Diego County Department of Agriculture, or certified by a neighboring county and authorized to sell at a certified farmers market within San Diego County.

[http://www.co.san-diego.ca.us/awm/farmers\\_markets.html](http://www.co.san-diego.ca.us/awm/farmers_markets.html)

[http://www.sdcounty.ca.gov/reusable\\_components/images/awm/Docs/SE\\_8-31-10\\_CPC\\_application\\_packet.pdf](http://www.sdcounty.ca.gov/reusable_components/images/awm/Docs/SE_8-31-10_CPC_application_packet.pdf)

If you will be offering live plants, cut flowers, or other nursery stock, we require a copy of your valid License to Sell Nursery Stock when applicable, and a signed *Nursery Stock Vendor Statement*.

<http://nsdcfm.win4web.com/NurseryStock.pdf>

### **Served and Prepared Food Vendors**

The North San Diego Certified Farmers Market collects **8% of gross sales** from **food vendors** (those vendors who are *required* to have an **Environmental Health Permit** in order to participate in the Market) at the end of each market as seller fees, or the minimum fee, **WHICHEVER IS HIGHER**.

- There is a **\$15 minimum fee** per 10x10 space each market day.

- The **minimum fee** for a 10x20 space (double booth) is **\$25.00** each market day.

*Note: Vendors with custom schedules to participate in the Weekly Farmers Market less than two-Sundays and/or two-Wednesdays each month will pay a **\$40 minimum** for a 10x10 space each market day, or a **\$65 minimum** for a 10x20 space (double booth) each market day. Vendors must be scheduled and attending the Sunday and/or Wednesday weekly markets at least twice each month to be eligible for the regular market vendor minimums.*

### **Regular space assignment**

Newly approved vendors must set up at the market on a stand-by basis for a minimum of 3-consecutive weeks before being considered for a regular space in the market, when available. Regular spaces will be offered to qualified and pre-approved vendors as appropriate space becomes available, based on the following order of priority:

- 1) there being no existing overlap in product,
- 2) unique appeal within the Farmers Market,
- 3) prior consistent and reliable availability for stand-by/fill-in space assignment, and
- 4) waiting list seniority.

Interested vendors must be willing to make an EVERY-WEEK COMMITMENT to the market to be considered for a regular space assignment.

Please note that there may be times a vendor's booth space must be changed either on a temporary or ongoing basis, due to physical conditions and/or changes to the market layout. The manager reserves the right to reassign vendor booth locations on either a temporary or on-going basis at any time for any reason.

### **Regular Vendor Participation**

Vendors who are willing to make an **every-week commitment** to the market, **or establish a reliable custom schedule of at least 2-Wednesdays and/or 2-Sundays each month**, will be considered for a regular on-going space, when available. Vendors who continue to be a regular participant in the market and have no absences that have not been approved by the manager **MORE THAN 1 WEEK IN ADVANCE IN WRITING** are considered In Good Standing.

Regular vendors in good standing are eligible for the following incentives:

- A pre-assigned booth space within the applicable market section. *Please note* that there may be times that the specific location of a vendor's booth space must be changed either on a temporary or ongoing basis, due to physical conditions and/or changes to the market layout, or if the vendor participates on a schedule other than every-week. The manager reserves the right to reassign vendor booth locations on either a temporary or on-going basis at any time for any reason.
- Exact vendor locations may adjust slightly from week-to-week; setting up in your designated market section routinely is the intent, meaning the exact order you set up in within your section (who you are next to or exactly where in the layout you are) may change from week to week, depending on who is scheduled and/or who arrives earlier or later.
- Vendor's information, including custom links to your email address or your own website, on the Market website

### **Stand-by/fill-in spaces**

- Newly approved vendors
- Vendors on a waiting list for a regular space
- Informational product offerings
- Vendors looking for flexible participation in the market

will be considered for periodic placement in the market based on space availability on a week-to-week basis. **All current market fees and minimums apply.**

Complete applications and copies of all documents must be submitted to the market, reviewed **and approved** by the Market Manager **in advance**.

We do not accept or review new vendor applications in the morning before the market; all stand-by/fill-in vendors must be **pre-approved** to be considered for a temporary space each day.

Once approved as a vendor in the market, you are welcome to stand by for an available space beginning with the next market day; fill-in/stand-by spaces are assigned each week to pre-approved vendors based on

- 1) space availability,
- 2) there being no existing overlap in product,
- 3) unique appeal within the Farmers Market,
- 4) prior consistent and reliable availability for stand-by/fill-in space assignment, and
- 5) first-come, first-serve.

Set-up for the market begins at 1-and-1/2-hours before the market opens, and week-to-week spaces are assigned about 45-minutes before the market opens each market day.

Although on-site earlier, the manager is **not available** to coordinate stand-by vendors earlier than 1-and-1/2-hours before the market opens; beginning at that time, stand-by check-in and assignment is attended to as time is available for the manager.

Vendors will not be able to enter the market area or request stand-by or waiting list assignment prior to 1-and-1/2-hours before the market opens.

Stand-by and fill-in spaces are assigned each market day at the discretion of the Market Manager.

# North San Diego Certified Farmers Market

## Farmers and Food-Vendor Checklist (Served Foods, Prepared Foods, Produce)

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Item	Start of Market Checklist	Y or N or n/a
<b>ALL FOOD VENDORS</b>		
1.	All food remains 6" off the ground <b>AT ALL TIMES</b> (includes during loading and unloading).	
2.	Certification must be current on scales used to weigh foods sold by weight.	
3.	Booth area is clean, free of any waste, equipment is clean and a trash receptacle is available to the customer's of the booth.	
4.	All offered foods are properly labeled and prices shown.	
5.	All food vendors, as appropriate, use protective gloves and supply is readily available.	
6.	Restroom/Washroom facilities are readily available (VIP Porta-pottie including hand-wash provided by Market within 200 feet).	Y
7.	Food Preparers have available a three-compartment sink with hot water, sanitizer and appropriate plumbing. (Provided by Market within 200 feet)	Y
<b>PREPARED, PRE-PACKAGED AND SERVED FOODS</b>		
8.	<b>ORIGINAL</b> and current Environmental Health Permit(s) on display.	
9.	All food items are properly stored (refrigerated, on ice) and covered as appropriate to the vendor.	
10.	Food handling equipment including trays, tongs, plates, pans and utensils are clean and properly stored. Oils and ingredients are properly stored and ready to use.	
11.	For non-prepackaged and foods prepared on-site, vendor booth must be enclosed with 16-mesh per square inch screens.	
12.	BBQ's, grills or other equipment approved for outdoor cooking must be separated from public access by using ropes or other methods suitable to protect food from contamination and public from injury.	
13.	<b>Fire Extinguisher Requirements</b> , when cooking or any open flame is present:	
	Each booth must have a minimum 2-A-10B: Class C rated portable fire extinguisher.	
	Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require a 2-A: K Class K fire extinguisher in addition to the Class C extinguisher.	
	Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency.	
	Each extinguisher must be visible and accessible and located away from the cooking area.	
	Each extinguisher must have been serviced within the last year and have a California State Fire Marshal service tag attached.	
<b>CERTIFIED PRODUCERS</b>		
14.	<b>ORIGINAL</b> and current <b>embossed</b> CPC(s) on display.	
15.	Avocado farmers must have Avocado certificates for Avocados being sold.	
16.	All produce on display is listed on applicable permits, and appropriate for the indicated harvest period.	

**SAMPLES OFFERED**

<b>17.</b>	Vendors ( <i>including</i> Farmers) that offer samples (whole or cut) <b>MUST HAVE A COMPLETE and OPERATIONAL <b>HAND WASH STATION</b></b> set up in each booth:	
	A minimum five (5) gallon insulated container capable of providing a continuous stream of warm water at a temperature of 100°F from an approved source that leaves both hands free to allow vigorous rubbing with soap and warm water for 20 seconds	
	Soap in a pump – no bar soap	
	Single-use paper towels	
	separate trash can for towel waste	
	catch basin to collect wastewater, and properly dispose of all wastewater	
<b>18.</b>	Vendors that offer <b>CUT</b> samples <b>MUST HAVE</b> tooth picks or other single-use utensils pre-set with the samples before offering to customers.	
<b>19.</b>	Utensils are clean and properly stored.	
<b>20.</b>	Serving containers for samples <b>MUST</b> have covers.	

Additional Items, Notes, Corrective Actions Recommended, and Corrective Actions Required:

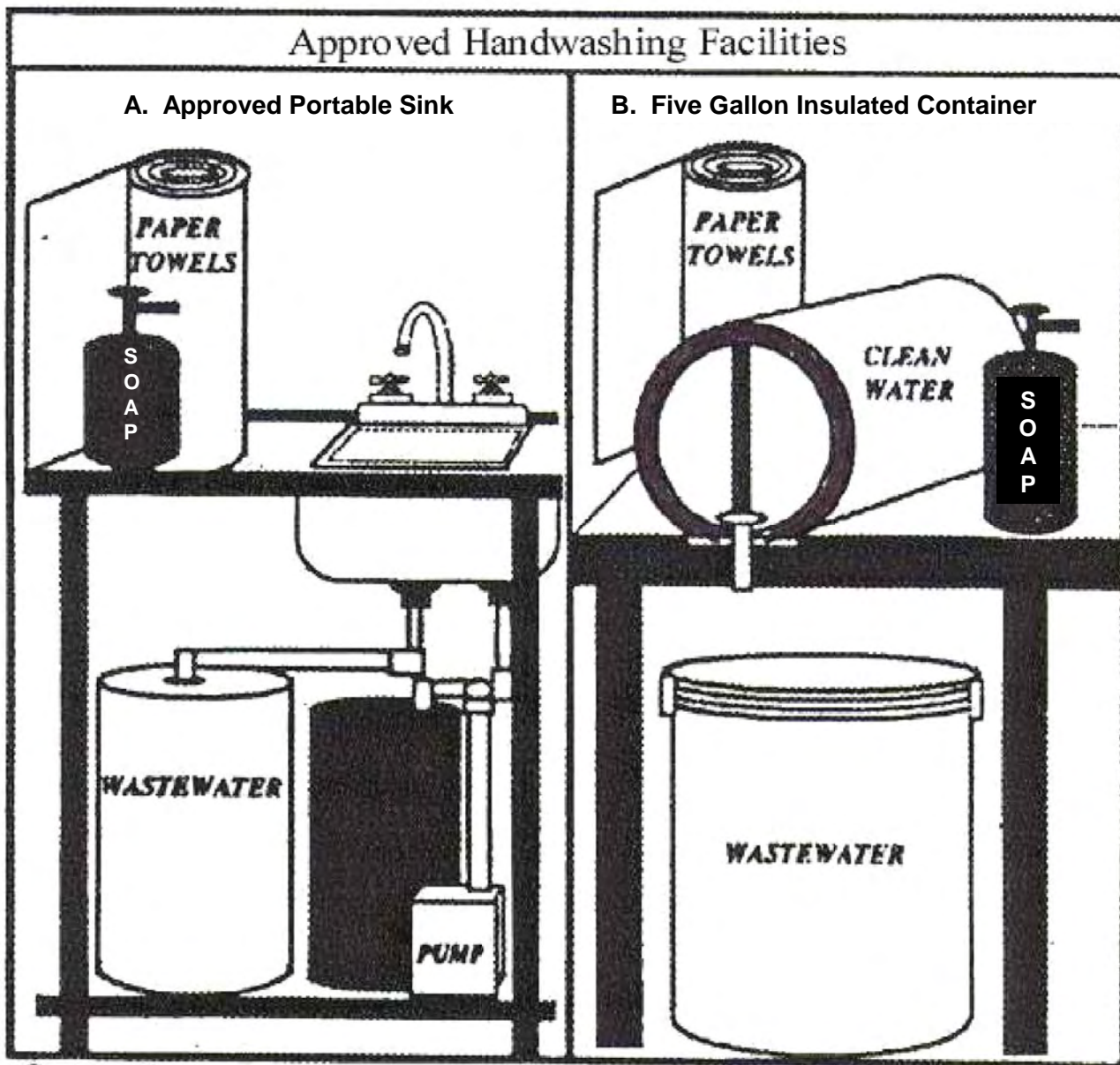
*Signatures:*

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Market Representative: \_\_\_\_\_ Date: \_\_\_\_\_



**BRING THIS PAGE TO THE EVENT AS A GUIDE TO SETTING UP YOUR HAND WASH STATION.**



**ELEMENTS OF AN ACCEPTABLE HANDWASH STATION**

- Handwashing facilities must be provided in each food booth
- A minimum five (5) gallon insulated container
- Water must be kept warm – **at least 100°F**
- Spigot must provide a continuous stream of warm water that leaves both hands free
- Catch basin to collect wastewater
- Soap in a pump – no bar soap
- Single-use paper towels
- Separate trash can for towel waste only