

Route One Farmers Market 2019 Vendor Application

The market is held at the Vandenberg Village Community Services District
3745 Constellation Road, Lompoc

*Personal Name:  _____

Business Name: _____

*Mailing Address: _____

Business Address: _____

*Telephone: 1) _____ 2) _____

Email: _____ Website: _____

Which category best suits your booth?

- Farm Produce (Certified Ag) *
- Produce (Non-Certified Ag)*

*Please attach all relevant permits, licenses and certifications. Including but not limited to: Certified Producers Certificates, Nursery Licenses, Health/Environmental Health Permits, etc.

- Prepared Food *

*Due to restrictions and a lack of permitting options in SB County, Route One is unable to accept vendor applications from vendors who sell only hot or non-prepackaged, potentially hazardous foods. Exceptions made for vendors willing to buy a special event permit for every day they sell at the market. Currently the vendor fee for that permit is \$180/market. This permit would be applied for through the SBC County Office of Environmental Health.
This does not apply to health-permit holding mobile food facilities.

- Artisan / Craft
- Community Booth
- Nonprofit- Please attach nonprofit tax id #

1. Do you make, bake or grow your product or have a service to offer on-site at the market?
Yes No

2. Have you previously been a vendor at a market in the Lompoc Valley? Yes No

3. Do you operate as a storefront? Yes No

4. Does your booth require a source of electricity? Yes No

At this time we cannot supply electricity and vendors will need to supply their own.

5. Price range of your products: Minimum \$ _____ Maximum \$ _____ Average \$ _____

6. **Produce vendors:** are you willing to donate surplus, or unsold foods to Veggie Rescue?
A local nonprofit, Veggie Rescue offers free delivery of gleaned produced to organizations in Santa Barbara County serving fellow community members facing food insecurity.

7. List all products you wish to sell at the Market. Please be complete and concise.

Markets take place on Sundays, from 10am – 2pm (with exception of major holidays)

Vendor fees/payment:

Craft vendors: 30\$ per market

Nonprofit booth with sales: \$15

Nonprofit info booth: \$5

Nonprofit providing an interactive, free activity: \$0

Certified Producer Certificate Holders:

5% of market sales +2\$

At opening, Route One Farmer’s Market will charge vendors 5% of their market sales plus 2\$ remittance fee. This fee scale is subject to change after the first 6 months of operation. As we are a new market, the first 6 months of operation will be assessed and operation rules, fee’s, and bylaws may be amended as needed. The best interest of our vendors will be considered at every opportunity and vendors will have representation on the market’s governing board.

Route One Farmers Market Management Rules

Market Governance

The Route One Market is initially be sponsored by grant funding and stakeholder investment and support overseen by the Healthy Lompoc Coalition and in accordance with the Lompoc City HEAL Policies.

Market Mission

The mission of the Market is to increase access to local and sustainably grown food with a special focus placed on easing access to fresh and healthy local foods and bridging barriers that hinder our low-income community from shopping at farmers markets.

Managerial Responsibilities

The market manager’s responsibilities include, but are not limited too, sourcing vendors,

managing vendor payment and budgets, keeping abreast of and in compliance with all Federal and State requirements, regulations and policies. The Manager is also responsible for ensuring that the market has all that is required on market day to ensure that that market is run smoothly, vendors feel supported and customers feel welcome. The manager is responsible for communicating market rules with all vendors and ensuring their agreement and compliance. The Manager is also responsible for assigning vendors to stalls and settling any disputes. The manager will report to the governing board on a regular quarterly basis and within a week immediately following any developments that require board involvement, including but not limited to vendor applications/approvals & events that may concern or affect the public relations of the market.

General Operations

The Market will be held in the parking lot of the Vandenberg Village Community Services District at 3745 Constellation Road in Lompoc CA.

The Market will be held every Sunday from 10 am to 2 pm. The market will begin May 5th, 2019 and run year round.

1. Vendors must not arrive before 9 am and not after 9:30. Vendors must be finished setting up and ready to sell 10 minutes before market opening.
2. Vendors may leave early:
Due to selling out of product, but ONLY if the tear down of their stall does not inhibit market flow and/or safety, or, In case of personal illness or emergency.
3. Vendors must notify manager of absence as early as possible and no later than by 8 am the day of the market.
4. Sales may not begin before 9:30.
5. Vendors who arrive after 9:30 and cannot set-up without hindering market flow will not be allowed to set up.
6. Allowable Vendors: Vendors who have been invited to participate by the market manager after vendor application has been approved by market board.
7. Craft vendors are allowed at special craft markets to be held regularly throughout the year. Vendors selling handmade crafts will be chosen first.
8. Baked goods and prepared foods in will be allowed with Cottage Food Licenses. Preference will be given to bakers who provide low-sugar or other healthier baked good options.

Cottage food laws FAQs: http://www.theselc.org/cottage_food_law_faq

9. All applicable food safety regulations, both state and local, must be adhered to at all times.
10. All alcoholic beverages are restricted during normal operations per the VVCS D license agreement. In special cases with permission from the VVCS D alcoholic beverages must be in compliance with all CA State Regulations, including but not limited to, registration with the California Department of Public Health, Department of Food and Agriculture and the US Food and Drug Administration.
11. If vendors serve samples they must be served in accordance with state health standards and vendors are responsible for any waste produced. Rules include but are not limited to, wearing gloves while serving, vendor maintains sole access to the sample as the only person handling food, clean utensils must be used and covering/lids must be utilized in between servings. Guidelines for serving food outside may be found in the California State Retail Code found here:
<https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/RetailFood/CRFC.pdf>
12. No smoking, non-service animals, alcoholic beverages or firearms are permitted at the market. Exception is made for market-approved wine or beer tasting.

Stall Fees and assignments:

Craft vendors: 30\$ per market

Nonprofit booth with sales: \$15

Nonprofit info booth: \$5

Certified Producer Certificate Holders:

5% of market sales +2\$

13. Each produce vendor will be required to fill out a 'Sell Sheet' at the end of market to be submitted at the end of market with stall fees.
14. Vendor stalls must be free of any debris at the end of the day, no trash, goods or supplies may be left. The stall space must be left as good or better than when the vendor arrived.
15. Vendors are required to have signage showing their farm location (City/County), Organic Certification (if applicable) their Certified Producer's Certificate and signage stating "We

Grow What We Sell” posted. If the vendor accepts WIC or any other incentives information on how to utilize those programs should also be posted.

16. Each vendor will be responsible for all equipment and supplies for the setup of a booth. Displays should be constructed so as to not inhibit customers access or ability to move freely about the booth and market and in no way pose a health or safety risk to anyone.
17. Vendors are required to keep their market space clean and free of obstacles to market flow or pose safety concerns for people move through the market.
18. Produce should be off the ground, on tables or in boxes at all times.
19. Organic produce should not be commingled and should be clearly marked and separated from conventionally grown.
20. No hawking or “hot selling” is permitted at the market.
21. All products offered for sale must be of good quality and condition. Non-compliance may result in disciplinary actions as outlined below.
22. Vendors must provide the Market with copies of any certifications and licenses applicable to the sale of their products. Examples are eggs, meat, poultry and seafood seller licenses and/or certifications, nursery licenses, etc.
23. Vendors are responsible for the behavior of their employees and representatives.
24. All spaces for vendor stalls are assigned by management. Authorization from the market management is required to change a vendor’s location. Change in a vendor’s assigned market booth space may occur at management’s discretion
25. Stall fees and payment dates are set at the beginning of a vendor's participation in the market. Spaces can be rented daily, seasonally, year-round and during craft fair markets.
26. Stall fees are due at the close of each market and annual fees are due at the acceptance of the vendor’s application and annually thereafter.

27. Subletting of a vendor stall space is not allowed.

Compliance

28. All vendors must comply with setup and tear-down rules outlined in this document.
29. Complaints that affect the current market flow, function, legality or safety should be made by phone or in person directly to the acting market manager immediately. All other complaints will be accepted the next business day by phone or email.
30. Complaints that can be managed or resolved by the market manager should be done

so. All other complaints should be taken to the board for review.

31. If a vendor is non-compliant with the market rules outlined in this document or with state and/or local regulations applicable to market participation, market management may take any action deemed appropriate, including barring the vendor from selling at the market for that day and any future market days.
32. Disciplinary action may take the form of a verbal warning or a written notice of non-compliance that may include probation or suspension. Probation puts a vendor on notice that any further violations will lead to suspension.
33. Market management reserves the right to make exception to these rules and enforce policies at its discretion.

To remedy; the vendor must correct the violation leading to the verbal warning or written notice of non-compliance immediately or by the following week, whichever the market management determines. If the situation has not been remedied by the following week, the vendor may be suspended from the market for a week or expelled permanently at the discretion of the market management.

Market Manager:

Shelby Wild

(805) 588-9041

info@routeonefarmersmarket.org

I confirm that the information provided in my application is, to the best of my knowledge, true and accurate and that I agree to represent my products at Route One Farmers Market in accordance with the rules and responsibilities.

Name: _____ Date: _____

Signature: _____