Route One Farmers Market

2023-2024 Application

Community Member/Group

Vendor Application

*Personal Name_____

Business Name: _____

*Mailing Address: _____

Business Address: _____

*Telephone: 1) _____ 2) _____

Email: _____ Website: _____

- ❏ Community Group or Nonprofit booth with sales:$15

  Price range of your products: Minimum $ _1___ Maximum $ __5__ Average $ _____

- ❏ Community Group or Nonprofit info booth: $5
- ❏ Community Group or Nonprofit booth with an interactive craft or activity: $0

Please describe any and all plans for outreach or activities you plan for your time at the Market. Please be complete and concise. If you plan to have any sales please make sure to obtain any permits/certificates required for legal sales.

Please note the following protocol:

Politically affiliated outreach: Only elected officials and those representing them may conduct political outreach.

Fundraising outreach: Route One will welcome one fundraiser per month, first come first serve. Limit to 2 adults and 3 minors at a time. No 'hot sales' or approaching shoppers soliciting donations/sales.

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

Do you operate as a storefront? Yes No

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.

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

Vendor fees:

Market Governance

Route One Farmers Market was initially 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 to-, 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 the market runs 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.

Some closures on major holidays will apply.

By signing this document vendors agree to the following:

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 the 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 the 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 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 VVCSD license agreement. In special cases with permission from the VVCSD 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 handing 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. Exceptions are 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

Nonprofit booth providing an interactive activity: $0

Certified Producer Certificate Holders: 5% of market sales +2$

Weekly Vendor- Non Ag: 5% +2$, $15 minimum

13. Each produce vendor will be required to fill out a 'Sell Sheet' at the end of the 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 moving 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 exceptions 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

___Yes ___ No Check yes if you agree to give The Route One Farmer's Market permission to use photographs and/or video of you on social media, advertisements, or publications. Check no if you do not agree to have your photographs or videos used.

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: _____