



## Route One Farmers Market

### 2023-2024 Craft/Retail

### Vendor Application

\*Personal Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

\*Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media Accounts: \_\_\_\_\_

1. Price range of your products: Minimum \$ \_\_\_\_\_ Maximum \$ \_\_\_\_\_

Average \$ \_\_\_\_\_

2. List all products you wish to sell at the Market. Please be complete and concise:  
3. Are you willing to donate unwanted/unsellable foods to Veggie Rescue\* at the end of the market day? Yes No

\*A local nonprofit, Veggie Rescue offers free delivery of gleaned produce to organizations in Santa Barbara County serving fellow community members facing food insecurity.  
<https://www.veggierescue.org/>

**\*Please attach all relevant permits, licenses, and certifications.**

**Including but not limited to: Certified Producers Certificates, Nursery Licenses, Cottage Food License Numbers, Health/Environmental Health Permits, etc. (photos, photocopies and pdf/doc all acceptable)**

4. Have you previously been a vendor at a market in Santa Barbara, San Luis Obispo or other neighboring counties? Yes No

If yes, where, how long and reason for leaving?

5. Do you operate as a storefront? Yes No 6. 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 10:00 a.m. – 2:00 p.m. (exceptions may be made for major holidays and extreme weather)**

Weekly Vendor Fees:

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

## **Route One Farmers Market Management Rules**

### **Market Governance**

Route One Farmers Market was initially sponsored by grant funding and stakeholder investment and support overseen by the Lompoc Valley Community Healthcare Organization and in accordance with the Lompoc City Healthy Eating Active Living (HEAL) Policies. Route One Farmers Market is a 501c3 nonprofit organization and operates, with Board Governance and approval, following the rules and regulations set forth by the Federal and California State guidelines. Market operations are overseen by the Executive Director or acting Market Manager.

### **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 have adequate support 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 in conjunction with the board of directors, settling any disputes. The Manager will report to the governing board on a regular quarterly basis and within 2 weeks following any developments that require board involvement, including but not limited to vendor applications/approvals, incident reports, and events that may concern or affect the public relations of the market.

If a disagreement or inappropriate behavior between a customer or vendor is observed the Market Manager should be made aware and allowed to address the situation.

Acceptable forms of Vendor communication with Market Manager:

Vendors may message Route One email [info@routeonefarmersmarket.org](mailto:info@routeonefarmersmarket.org) for general queries and Manager communication. For emergencies please call or text 805-369-1398. Vendors should not text message or call the Manager for non-urgent issues.

Time sensitive updates on the day of the market may be communicated through text message or phone call only on an as needed basis

## **General Operations**

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

Market phone: 805-369-1398

Market email: [info@routeonefarmersmarket.org](mailto:info@routeonefarmersmarket.org)

The Market is held every Sunday from 10:00 a.m. to 2:00 p.m. Winter hours may be implemented at a later date.

Some closures on major holidays and extreme weather will apply.

## **By signing this document vendors agree to the following:**

1. Vendors must arrive between 9:00 a.m. and 9:30 a.m. sharp. Vendors must be finished setting up and ready to sell 10 minutes before market opening.
2. Vendors may leave early: When they sell out of product, but ONLY after Manager has been notified, load sheet has been filled out and vendor stall fees have been paid AND if the tear down of their stall does not inhibit market flow and/or safety, or, in case of personal illness or emergency. Leaving without notification, completion of load sheet or payment of stall fees will result in an immediate warning and incident report for documentation of noncompliance.
3. Vendors must notify the Manager of absence as early as possible and no later than by 8:00 a.m. the day of the market.
4. Sales may not begin before 9:30 a.m.
5. Vendors who arrive after 9:30 a.m. 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 the vendor application has been approved by the Board of Directors.
7. Approved vendors must notify the Market Manager to seek approval before introducing new products at least one week before intended sales.
8. Craft and retail vendors are allowed at special craft markets to be held regularly throughout the year. Vendors selling handmade crafts will be chosen first. Vendors will be notified of dates they are welcome to join by email.

9. Baked goods and prepared foods will be allowed only 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](http://www.theselc.org/cottage_food_law_faq)

10. All applicable food safety regulations, both state and local, must be adhered to at all times.

11. All alcoholic beverages are restricted during normal operations per the VVCSD license agreement.

12. When allowed; If vendors serve samples they must be served in accordance with state health standards and local County Health regulations, 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>

13. No smoking, non-service animals, alcoholic beverages or firearms are permitted at the market.

Stall Fees and assignments:

Craft and Retail Vendors: \$30 per market (includes \$2 State Fee)

Nonprofit booth with sales: \$15 (includes \$2 State Fee)

Nonprofit info booth: \$5

Nonprofit booth providing an interactive activity: \$0

Weekly Vendors: 5% of market sales +\$2 State fee

14. Each vendor will be required to fill out a 'Load Sheet' at the end of the market to be submitted at the end of market with stall fees. Load Sheets must be filled out in detail with the amount of product brought, product sold and total sales filled out every week. All transactions fulfilled at the market must be included, this includes pre orders. Failure to comply is a violation of market rules and may result in vendor dismissal.

15. 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 in as good or better shape than when the vendor arrived.

16. 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.

17. 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.
18. 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.
19. Produce should be off the ground, on tables or in boxes at all times.
20. Organic produce should not be commingled and should be clearly marked and separated from conventionally grown.
21. No hawking or "hot selling" is permitted at the market.
22. All products offered for sale must be of good quality and condition. Non-compliance may result in disciplinary actions as outlined below.
23. 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.
24. Vendors are responsible for the behavior of their employees and representatives. Professional personal conduct and polite customer service is expected at all times, both in person and on Social Media. Respectful and professional interaction between the Market Manager, Board of Directors, Market Social Media platforms and Vendors is also expected at all times. Social Media posts tagging the market must adhere to these standards and will be monitored. Noncompliance will be reported to the Board and may result in further disciplinary actions. The Market reserves the right to remove posts on its own page and untag the market from posts Manager and/or Board deems inappropriate.
25. An incident report will be completed by market staff to follow-up all incidents involving vendors, staff and patrons.
26. 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.
27. 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.
28. 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. See #14 for guidelines around noncompliance.
29. Subletting of a vendor stall space is not allowed.

### **Compliance**

30. All vendors must comply with setup, tear-down and professional personal conduct rules outlined in this document at all times.
31. Complaints that affect the current market flow, function, legality or safety should be made

immediately 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.

32. Complaints that can be managed or resolved by the Market Manager should be done so. All other complaints should be reported to the Market Manager, documented by an incident report, and taken to the Board of Directors for review.

33. 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.

34. Disciplinary action may take the form of a verbal warning with follow-up email, incident report or written notice of non-compliance that may include probation, suspension or permanent dismissal. Probation puts a vendor on notice that any further violations will lead to suspension or permanent dismissal

35. Market Management reserves the right to make exceptions to these rules and enforce policies at its discretion.

**\*In case of unforeseen circumstances, ie pandemic, natural disaster or other emergency**

- Clear communication with the Market Manager outlining vendor attendance and operations is expected at all times whenever possible.
- Compliance with all rules outlined within this document is required.
- Compliance with rule changes outlined by public officials, included but not limited to- Public Health, Center for Disease Control, Santa Barbara Co or the Market Board of Directors is required.

If a vendor needs to change the agreement made herein, clear communication with the Market Manager must be implemented at all times and a new agreement must be reached and approved by the market Board of Directors and Market Manager for market participation to continue.

If a vendor needs to be absent from the market for an extended period of time (defined here as more than 3 consecutive weeks) a written explanation for leave of absence must be submitted to the Market Manager by email.

If the vendor expects to return to the market a projected date of return must be submitted for approval.

A new application may be required for Board approval after any extended vendor

absence. In case of a cash shortage, please outline another method of reimbursement:

- Check – made out to:
- Venmo- Venmo Handle
- Other:

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.

Vendors may be approved on a probationary basis for 3 or 6 months as determined by the Board

Probation status will be communicated to the vendor by the Market Manager pending Board vote.

Once one is accepted as a vendor at Route One Farmers Market an annual vendor membership fee of \$15 is due within 4 weeks.

Market Manager:

805-369-1398

[info@routeonefarmersmarket.org](mailto: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.

Vendor Signature:

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: \_\_\_\_\_