



Market Information

Location: Murphys Community Park, 505 S. Algiers St. Murphys, California 95247

Dates: Sundays - June 11, 2023 to October 29, 2023.

Time: 9 a.m. to 1 p.m.

Market Managers: Micalah Frey 209.419.4912 and Kati Cearley 209.543.4148

Vendor Eligibility

1. The market is available to vendors that meet all of the applicable requirements.
2. Produce is grown by the seller at the location stated on the Certified Producer Certificate.
3. Products are handmade/homemade by the seller stated on the application and seller's permit, no products may be imported or resold.
4. No produce or food products may be bought and resold.
5. The vendor must follow all of The Market Guide regulations.
6. The vendor must obtain the required insurance(s) prior to starting the market.
7. All alcohol sales are prohibited.
8. All vendors must attend the market meeting on May 21, 2023 at 10 am to be able to participate in the market.

Vendor Commitment Options

1. Certified producers and prepared food vendors are required to commit to attending every week with the exception of communicated absences.
2. Artisan Vendors have the following options:
 - Every week
 - Every other week
 - Once a month (this option is limited, very limited)

Selection of Vendors is determined by:

1. Vendor seniority
3. Supply and demand of products
4. Locally grown/made products
5. Compliance with all market regulations, department of agriculture certificates/requirements (if applicable), insurance requirements and any other local or state permits/requirements.

Market Fees

Make all checks payable to 'Murphys Farmers' Market'.

Stall fees are NOT refundable. Please speak with the market operators to

determine emergency scenarios.

There are 21 markets in the 2023 season. The month of October must be paid for by May 21, 2023.

1. **CDFA Remittance Fee (per vendor):**
\$2 per market = \$42
2. **MURPHYS COMMUNITY CLUB FEE:**
\$5 per market = \$105/ season
3. **STALL FEE PER MARKET: (based on when payment is made)**
Weekly Payment: \$25 per market = \$525/season
Monthly Payment: \$20 per market = \$420/season
Seasonal Payment: \$15 per market = \$315/season
4. **TOTAL MARKET FEES: (Remittance Fee + MCC Fee + Stall Fee) (based on when payment is made)**
Weekly Payment: \$32
Monthly Payment: \$27
2022 Season Payment: \$462
5. **STALL FEE DUE DATES:**
Weekly Payment Due: Beginning of the Market Day
Monthly Payment Due: First market of each month
Seasonal Payment Due: May 21, 2023

It is the vendor's responsibility to get the payment to the market manager. Management will not go around to collect payments. If they payment is not made on time there will be a late fee of \$10 for each week it's late.

Insurance

1. All vendors are required to have insurance as follows
(Included are links to companies that have partnered with the Farmers' Market Coalition to offer adequate farmers' market vendor insurance)

FOOD VENDORS + CERTIFIED PRODUCERS:

General Liability and Product Liability Coverage

\$2,000,000/\$1,000,000

<https://www.fliprogram.com>

2. **ARTISAN VENDORS:**

General Liability Coverage

\$2,000,000/\$1,000,000

<https://www.actinsurance.com>

2. The following must be named additional insured:

Murphys Farmers' Market, LLC

505 S. Algiers St.

Murphys, CA 95247

PO BOX 83

Avery, CA 95247

murphysfarmersmarket@gmail.com

Murphys Community Club

505 S. Algiers St.

Murphys, CA 95247

PO BOX 394

Murphys, CA 95247

imnoni2@gmail.com

3. Proof of insurance certificates due by May 21, 2023.

Setup, Take Down, and Parking Procedures

Please do not block other vendors from entering or exiting the market.

1. This section is especially important so we can maintain a seamless set up and take down. The market location is small so we must work together to ensure each vendor has ease of access to their booth.
2. Each section of the market has an allocated unloading and loading zone. Please back your car into that designated space. You will be notified of your zone prior to the start of the market, you will keep the same loading zone throughout the season.
3. Set-up is from 7:30 to 8:30 a.m. Please have your vehicle unloaded no later than 8:30a.m.
4. Vendors will have 10 minutes to unload and then must move their vehicle to the parking lot BEFORE setting up their booth.
5. Take down is from 1-2 p.m. No vendor may dismantle their booth before 1 p.m. If a vendor sells out they may leave a sign at their booth to notify customers but MAY NOT break down their booth until 1 p.m.
6. At the end of each market, all produce/products, tables, canopies, and other equipment must be dismantled and ready to load before vendor vehicles may enter the loading zone. This is crucial in order to make it smooth for everyone.
7. All vendors must be off site by 2 p.m. We do not reserve the space past 2 p.m. and if vendors are still on site, we may interrupt other venue rentals.
8. All vendor vehicles must be parked at Murphys Creek Theater public parking. No vendor or market management vehicles may park in the public street parking, nor the dirt lot located adjacent to the restrooms.
9. At the end of the market all vendor stalls must be left clean. Each vendor shall remove all equipment, containers, waste, and trimmings before leaving the Market.

General Market/Vendor Rules

Please note that this section is very important because we have a limited number of booth spaces and when just 1 vendor is missing it throws off the flow and consistency of the market.

1. If any vendor will not be present for the market, they must contact one of the market managers 48 hours prior to the market by email, phone call, or text. Micalah Frey, 209.419.4912 or Kati Cearley- 209.543.4148, murphysfarmersmarket@gmail.com If they have just 1 no-call no-show absence, they will forfeit their spot at the market and it will be given to the next available vendor on the wait-list. They will then be placed on the waitlist until another stall is available.
 - a. If any vendor calls-out on more than 3 markets, their stall will be given to the next available vendor and they will be placed on the waitlist until another stall is available. Of course emergencies are recognized, and vacations are important!
2. Please provide dates you will be taking off as far in advance as possible. This will provide us with the time to fill the space while you are gone!

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3. Each vendor is responsible for his/her tables and other equipment. Market management is not responsible for loss of or damage to vendor equipment.
4. Stall space must stay clean and tidy throughout the market. Please put extra containers/equipment under your table and out of view of customers.
5. Vendors shall maintain professional integrity throughout the market. Vendors are not only representing their business but also the market as a whole.
6. Vendors must obtain the relevant permits from the Local and State Departments. Please see the checklist that you are provided in your packet to ensure you meet all of the permit requirements.

Auditors regularly inspect the market and vendors. Please have your permits with you and ensure that you comply with all local and state requirements. We highly recommend contacting both departments to ensure you have the correct permits and requirement information.

For Local Department contact information visit:

<http://calaverasgov.us/Departments/DeptContactInfo.aspx>

7. All vendors are required to provide copies of all applicable permits to the market managers before setting up for the first market. If copies are not provided to the market managers prior to the first market, the vendor will not be permitted to set up their booth.
8. All vendors are required to have a sign with their name and location (town).

9. All vendors must display required certifications and licenses. Each seller is required to collect and report their own sales tax, if applicable.
10. All items sold must have prices listed.
11. Each vendor sets his/her own prices.
12. Vendors shall only sell items that have been approved for sale. Vendors must notify management of new products prior to display/selling them. Market management will assess each vendor and their products and have the right to refuse a product for any reason.
13. **“PACK IT IN, PACK IT OUT” procedures are mandatory. No vendor may use the Murphys Park trash cans or other waste disposal units to dispose of excess produce or product.**
14. Resale of products at the Market is prohibited.
15. In the market perimeter the following is strictly prohibited:
 - a. Smoking
 - b. Alcohol consumption
 - c. Animals (service animals accepted)
16. Vendors shall be courteous to other vendors and shall not engage in activities that make other vendors and/or the public uncomfortable.

CERTIFIED PRODUCER RULES

1. Certified Producers are required to attend every market with the exception of communicated absence or emergencies.
2. All certified producers are required to have their certified producer certificate on display at their booth. The certificate can simply hang from your canopy.
3. Certified Producers are required to display a sign stating that they grew their products themselves with the location.

If produce was grown by different people in different locations, you must obtain the proper certificate and display a sign with the information.

For example: *“All produce on this stand was grown by Micalah Frey in Avery, California.”* or *“Tomatoes grown by Micalah Frey in Avery, California; Potatoes grown by Freya Borean in Vallecito, California”* (both must have producers certificate and be named on the vendors certificate)
4. Vendors are encouraged to display their growing methods but may not advertise as organic unless they are certified organic. Management will ask you to remove any signage stating organic, unless certified organic. This is in respect to those who have gone through the certification process.
5. All scales must bear the current seal from the county Sealer of Weights and Measures.

6. All produce must come from the farm address stated on the certified producer certificate.
7. **Second Certificates:** A certified producer may sell for another certified producer provided that the seller is also selling his/her own product. The seller must display both growers' certificates and must notify Market Management that they are selling for another producer.

Market Management

Micalah Frey and Kati Cearley are the Murphys Farmers' Market, LLC owners and managers. Contact information for both can be found on the first page of this document.

1. Market Management has the authority to interpret and enforce the market rules as deemed necessary.
2. Please contact the market managers with concerns, questions, suggestions or any other business.

Thank you and Happy Market Season!!!