

**THE WOODLAND FARMERS  
MARKET  
2017  
VENDOR APPLICATION**



**[www.thewoodlandfarmersmarket.org](http://www.thewoodlandfarmersmarket.org)**

# **The Woodland Farmers Market Details**

**Business Mailing Address**  
**6 Fredericks Court**  
**Woodland, Calif. 95776**

## **Market Manager**

Sonia Mora  
530-666-2626  
Sonia's cell 530-304-4563  
sonia@woodlandfarmersmarket.com

## **Locations of Market**

Tuesday Market @ Woodland Healthcare on Cottonwood Street  
Saturday Market @ First Street across from the Library

## **Date and Time of Operation**

The Saturday market operates from Mid May to Mid October. The Tuesday market will be June thru August. The weekly schedule is as follows:

<b>Tuesday afternoon</b>	<b>4:30-7:00 pm</b>
<b>Saturday morning</b>	<b>9:00-12:00 noon</b>

All vendors need to be at the market **30 minutes before** the start of the market and may **not** leave before the end of the market! This is a safety issue for our customers! **No exceptions!**

## Space Fees

**Produce Vendors:** The fees are based on the sales for the day with a **minimum of \$10.00** and maximum of **\$25.00**. (**\$2.00 from every stall fee collected is paid to CDFA for the farmer's market inspection program**). **The fee is 10% of daily gross sales.** The market manager will rely on the "Honor" system when asking vendors how much their fee should be for the day. **It will be at the market managers discretion as to the final amount the vendor will be charged.** Please remember that \$2.00 from every stall fee is paid to CDFA so when you are paying your \$10.00 minimum, the market only gets 8 of those dollars.

Examples of fees:

Daily Sales:	Fees:
\$0.0- \$100.00	\$10.00
\$125.00	\$12.50
\$150.00	\$15.00
>\$250.00	\$25.00

**Non -Certified Vendors that are selling products** (crafters, food vendor) are charged a flat rate of 10% with no maximum limit, but minimum of **\$10.00** (\$2.00 from every fee collected is paid to CDFA for the farmer's market program). Vendors will be required to supply copies of all necessary permits for items being sold before being allowed to sell at the market. (Health permit, business license, sellers permit, liability insurance). Crafted items need to be pre-approved by the market managers to make sure they are allowed at a certified farmers market.

**Non Certified Vendors that are not selling products**, advertising or promotion of products or business only, will be charged a flat rate of \$25.00 per market and are permitted with approval of the market managers and for special events only. This is allowed at the Saturday market only and there is a separate set up area due to certified farmers' market rules.

**Non Profits** are allowed at the market at no cost, but must be pre approved by the market manager. Signs must be displayed identifying the non profit group. Promotion of religion or politics is not permitted at this market.

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# Rules and Regulations

## 1. Produce vendors must hold a valid Certified Producers Certificate.

Certificates are obtained at your local county agriculture department and must be renewed each year and must list Yolo County as a location for selling product.

- Your producer's certificate must be prominently displayed at your stand during market hours.
- A copy of your producer's certificate must be on file with the market manager.
- Second certificate vendors are not permitted. You may sell only what is listed on your certificate. Random checks will be done during the market season to verify that the products you are selling are listed on your certificate. Violators will be immediately prohibited from selling at The Woodland Farmers Market.
- **Proof of Liability Insurance should be submitted with your application.**
- Vendors are allowed to sell their products at the market once **approved by the market managers**. It is at the discretion of the market managers as to how many vendors may be allowed to sell their products at the WFM. The market manager has the right to limit certain products from the market if there are multiple vendors with the same product.
- **Client satisfaction guaranteed. If a client is unhappy with a produce, offer to refund or replace the product, within reason. Please inform the market manager of any customer issues you may experience.**

## 2. Load List is required for all producers.

- State regulations **require** that each produce vendor must provide the market manager with an itemized list of the quantity of each item sold at the market **each day**. The list, commonly known as a “load list” shall state the name of the certified producer, the identity of each product sold as it appears on the Certified Producer's Certificate and the quantity of each produce sold at the market each day.
- You may supply your own list or use the load list example attached to this packet. If you choose to use the attached load list form, make copies to use at each market day.

## 3. Scales

- Vendor scales used to weigh products being sold **must** be certified and must display a current certification seal.

**4. Yolo County Health Regulation will be strictly enforced for all food vendors and vendors offering samples.**

- Food vendors must have valid health department permit and follow all rules for serving prepared food at a temporary food vendor site. The permit and check list supplied by the health department, must be displayed during the market hours.
- All produce sampling, handling and display must be done in accordance with the Yolo County Health Regulations. If these rules are not followed, the vendor will be not be allowed to offer samples to customers.
- Samples must be kept in a clean covered container approved by the local health agency.
- Toothpicks, tongs, rubber gloves or disposable utensils must be used to distribute samples or food and are supplied by the vendor.
- All pits, peels, toothpicks and food waste will be disposed of by each vendor and a disposal container for these items will supplied by the vendor.
- Clean water access will be provided on site.
- Vendors are responsible for keeping their space clean, free of trash and are required to clean their area **BEFORE** leaving the market. This includes onion peels, corn husks etc. Each vendor must supply their own trash container for the customers

**5. Products other than Produce**

- Non-produce items that are agriculturally related may be sold at the market with approval of the market managers. A sample or description of the products to be sold should be supplied to the market managers prior to the approval for selling at the market.

**6. Non Profit organizations or Community Information Groups**

- Non profit or community groups are allowed at the market with approval from the market managers. A market application must be completed before being allowed into the market. Each organization must clearly display its name and comply with all market rules. Political and Religious affiliations are not allowed at the market.

**7. Fees**

- Vendors must pay stall fees before leaving for the day and must be paid to the market manager or designee.

**8. Prices**

- All prices for product being sold must be clearly marked by all vendors. Keep prices for products fair and reasonable.

## 9. Display

- Produce should be displayed in an attractive manner. Containers for display cannot have any other farm or company name on the container.

## 10. Failure to Comply

- Sellers not complying with state, local or market regulations may be suspended from selling at the market. Depending on the circumstance, action may be taken immediately or may affect future participation at the WFM. It is at the discretion of the market manager to make the decision.

## 11. WIC Coupons and EBT purchases

- **Rules for accepting WIC coupons will be explained to each vendor by the market manager. Failure to follow these rules will allow the manager to suspend future selling at this market.**
- Vendors are required to accept the "Farmers Market WIC" coupons, **once approved**, for the fresh produce they are selling. If you are not already registered with the State to accept these coupons, ask the market manager for an application.
- You are not allowed to accept the WIC coupons for items other than **FRESH PRODUCE**.
- You are not allowed to exchange the coupons for money and you cannot give change back to the customer. When the sale is less than the coupon amount additional fruits or vegetables must be added to the purchase by the vendor to bring the sale as close as possible to the coupon value.
- The market has one wireless machine for accepting Cal Fresh cards. Customers using the Cal Fresh EBT cards will be given market dollars to spend at vendor booths. The market dollars are GREEN and can only be used for fresh produce. Vendors accept these cards as cash, but are not allowed to give cash back to the customers. Each vendor is responsible for familiarizing themselves with the process for accepting Cal Fresh purchases at the WFM.

## 12. Credit/Debit Cards

- **The market manager has the ability to accept credit/debit cards using the "Square" program. There is currently no charge to the customers. Market bucks (purple in color) will be given to the customers to spend at vendor booths. Once again, the market dollars for this program is a different color than the Cal Fresh market dollars. These are PURPLE.**

**13. The following are prohibited by the vendors at the market site:**

- **No drugs**
- **No smoking**
- **No alcoholic beverages**
- **No pets**

**14. Vendors must notify market manager if they will not attend a market so that spaces can be filled. Violation of this will result in the vendor to losing his/her preferred location at future markets.**

**The Woodland Farmers Market shall implement and enforce all rules and regulations pertaining to the operation of a certified farmer's market in a fair and equitable manner.**

## The Woodland Farmers Market Vendor Application

In order to participate in The Woodland Farmers Market, each vendor must **read and understand** the rules and regulations for the market. **This page**, of the application signed by the vendor, shall be returned to the market manager before selling at the market. This also certifies that the vendor understands and will comply with all of the rules. **This form must accompany the appropriate permits and certificates required for each type of vendor and also a current copy of your liability insurance.**

The market managers review all applications. Acceptance is based on the market needs and objectives.

Name \_\_\_\_\_

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

Product Being Sold \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Cellular \_\_\_\_\_

Email \_\_\_\_\_

**I have read the Rules and Regulations and agree to abide by them while selling at the Woodland Certified Farmer's Market. I understand the failure to comply with them could result in termination of privileges to sell at the market.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



The Woodland Farmers Market Load List

Producer \_\_\_\_\_ Date \_\_\_\_\_

Item Quantity Sold

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