

Thank you for expressing interest in selling at a Certified Farmers' Market! California farmers' markets are split into two sections, certified and uncertified. Within the certified section, you will find only those selling agricultural products of their own production. Vendors in the uncertified section may sell most everything else, save for fresh whole fruits, nuts, vegetables, cultivated mushrooms, herbs, and cut flowers. Selling within the certified section requires that you obtain a certified producer's certificate.

The Del Norte Department of Agriculture plays a number of roles in ensuring consumer transactions are fair and transparent. The Certified Farmers' Market program exists so that the public can have confidence that growers are selling only produce that they themselves grow. Scales used at the market must meet certain requirements and be register, tested, and sealed as accurate by a licensed California county sealer yearly. Please call our department to learn more. If you plan on selling nursery stock, you will need to obtain a California Nursery License and you may qualify for a fee exempt nursery license. Call our office for details on Nursery License requirements.

To begin the process of becoming a certified producer, please fill out the application for the Certified Producer's Certificate which can be found by visiting <https://www.cdfa.ca.gov/egov/farmersmarket/>. You may also request a paper copy from our office or by contacting Rural Human Services.

Please provide us with a list of authorized representatives, including family members and employees, that may sell or conduct business on your behalf at the market. If you wish to sell on behalf of another certificate holder or have another producer sell for you, you will need a written agreement in place.

When filling out the application, please list each commodity variety on its own line, e.g., Red Russian Kale. The Amount/Unit Grown can be in terms of approximate square footage, acreage, or number of plants. Estimated Production units should be chosen to most accurately reflect the commodity. For example, apples might be in terms of pounds harvested, whereas heads of lettuce could be in terms of number of plants or pounds. Please be sure to indicate units.

Harvest Season should either be a range of months or specific seasons. If grown in a greenhouse or similar, indicate this in the Season Altering Devices field.

Once we've received your application, one of our staff will contact you to setup an appointment to inspect your growing area which allows us to verify that all items on your application are of your own production. We will begin conducting these inspections in May. The fee for the **certificate is \$5.00 and certificates** are valid for one year from the date of issue.

NRCS offers technical and financial assistance programs to small farms. If you're interested in learning more, visit their website at nrcs.usda.gov.

Sincerely,

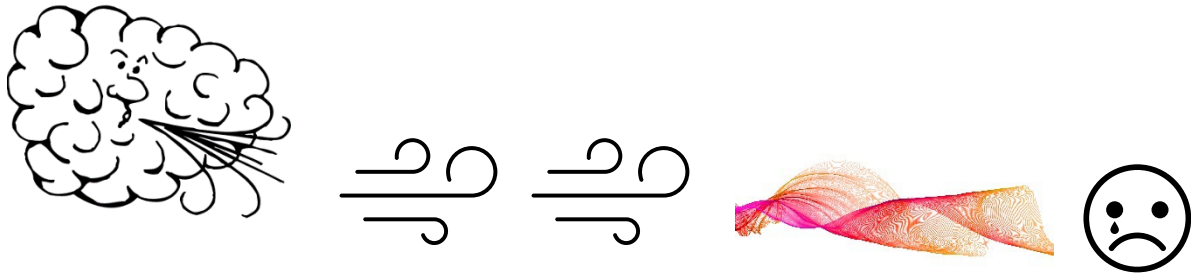
Chelsea Grochowski
Agricultural/Weights and Measures Inspector
Del Norte County Department of Agriculture
2650 Washington Blvd, Crescent City, CA 95531
(707) 464-7235

Rev/2022

Please Note:

Make sure to have adequate weights for your tent at the harbor.

The wind gusts can literally take your tent away if you do not have enough weights to secure it.



- No staking in the asphalt.
- Have at least 30-40 pound weight bags or more.
- You can use water, sand, or rocks for weight bags.
- Rural Human Services (RHS) is not responsible for your loss of equipment.



Dear Farmers Market Participants,

Welcome to the 2022 Crescent City Certified Farmers Market (CCCFM), located at 101 Citizens Dock Road in the Crescent City Harbor. Our Farmers Market includes certified farmers, non-certified farmers, craft vendors, fresh, hot foods/drinks, and informational/educational booths.

Artisan's Application Form

You cannot sell any crafts you did not have a direct hand in making. We may request a brief demonstration of the process you take to create what you sell.

If you are selling food items or sampling, you must meet the rules and regulations available from the DNC Environmental Health Dept.; contact Branden Hendrix (707) 464-0861.

Market dates are June 4th through October 29th, 2022. Our last market will be October 29th, rain or shine. Artisan's stalls are on a first come first placed! Times for setup is after 6:30am and depart by 3:30pm.

Vendor fees will be Thirty Dollars Five (\$35.00) per market for space 50x20, payable during the market to the Market Manager. . Price is subject to change with a 30 day notice. Limited Power in designated area, 2 outlets per vendor will be \$15.00 extra, must bring extensions cords or bring your own supply.

If you are paying weekly by check, make the check payable to Rural Human Services or RHS.

Please send your completed application form and the compliance section to:

**Crescent City Certified Farmers Market
Attn: Market Manager, Angel Hanson
707-951-9163
c/o Rural Human Services**

286 M Street, Crescent City, CA 9553

Rules of the Crescent City Certified Farmers Market

STATEMENT OF INTENT

NATURE OF THE MARKET: The Crescent City Certified Farmers Market (CCCFM) is a diversified market offering for sale to the public certifiable agricultural producers and non-certifiable agricultural products, as well as non-agricultural items such as bakery goods, crafts, and freshly made food.

The CCCFM provides artisans with the opportunity to sell their product directly to the consumers without the intervention of a middleman.

The non-certifiable agricultural products and non-agricultural products add variety, and enhance the festive ambiance of the Farmers Market.

In order to ensure the successful maintenance of the CCCFM as an efficient outlet for producers to sell their products directly to consumers, CCCFM has established the following set of Rules & Regulations. CCCFM reserves the right to make additions or deletions to these rules when deemed necessary. Written notice of these changes will be provided to the producers.

Prices. All prices must be clearly marked or posted. Collusion and deceptive pricing practices are prohibited. Bargaining with the consumer is specifically allowed.

SELLING SPACE

The Artisan location, space and product can affect selling space within the market. Seller is to maintain working relationships with Market Manager and staff to ensure continued selling space.

- A. The maintenance of present and past consumer-producer relationships.
- B. Causing or maintaining an unsafe or unsanitary condition at the market.
- C. Unreasonable or outrageous conduct considered detrimental or prejudicial to the purposes and interest of the market or the Association.
- D. The following Rules and Regulations apply to stall space assignments:
 - 1) Whenever a producer does not adhere to Market arrival and departure times or fails to notify the manager of his/her intention to sell at the CCCFM on a

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specific day, the manager may revoke the producer's stall space preference for two weeks.

- 2) There is no stall "reservations" but market loyalty will be rewarded.
- 3) 'Sharing' selling space will NOT be allowed without prior approval of the Market Manager/Representative.

E. All open spaces will be filled 20 minutes before the opening of the market.

F. Market Hours: Arrival and Departure. The hours for the CCCFM are 9:00 am to 1:30 pm.

Sellers must arrive no earlier than 2 hours prior to and no later than 30 minutes prior to the published opening time of the market and leave within one hour after the published closing time of the market.

Sales prior to the posted opening hours of the market or after the posted closing hours of the market are allowed only at the discretion of the Market Manager. Sellers may leave the market site prior to the published closing time only upon the approval of the Market Manager who will assess public safety and welfare.

G. Setups, Safety and Sanitation:

- 1) All display table frontage must be behind the setup line designated by the Market Manager. No boxes or displays may extend into the common customer traffic aisle way. Artisans who display product on a side table must allow at least 24 inches of side aisle in artisan's space for customer ingress and egress. Tables and other display fixtures must be sturdy, stable and not overloaded. All shades and shelters must be tied down and completely secured in windy conditions or be subject to immediate and uncompromised removal.
- 2) Before any sales transactions are allowed, the artisan's area must be cleared and cleaned of debris of any type. Absolutely no rubbish of any type will be allowed on the stall grounds, the consumer area directly surrounding the stall, or in any other contiguous area that could constitute a health or safety issue.

PURPOSE AND IMPLEMENTATION

The purpose of this set of rules is to govern the operation, administration and management of the Crescent City Certified Farmers Market under the control of Rural Human Services.

A. Noise, Disturbance and Intrusion. With few exceptions, no radios, CD players, or other forms of loud music are allowed to be played during market sales hours. No loud hawking, barking or shouting to promote product is allowed.

B. Bags and Litter. Sellers using plastic bags for the convenience of their customers shall insure that such bags do not litter the market under windy conditions. Sellers using T-Shirt style plastic bags shall insure that the connecting tabs are fastened securely or are removed prior to the presentation for customer use. **Trash ~ you haul it in, haul it out!**

C. Conduct:

1) Socio-Political groups must sign an agreement stating they will abide by the rules set forth by the CCCFM regarding market policy for Social-Political/Community Groups.

2) Any statement and/or action which is deemed to be offensive, abusive, or otherwise inappropriate to a customer, Market Manager, Market Staff person, attending producer, CCCFM staff person, sponsor, or any official from a city, county or state agency conducting business within the Market parameters, will be considered a violation to these market rules and will be subject to any or all disciplinary steps indicated in these market rules, to include being asked to leave the market.

3) All vendors shall sell/market their products in a manner satisfactory to the Market Manager and in an honest, conscientious and business-like manner.

D. Smoking is not permitted in the farmers market area.

E. Those vendors that bring their pets must leave them in their vehicles. Pets are not permitted in the farmers market area. Documented service animals are allowed.

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Crescent City Certified Farmers Market

Application Form

Please complete and return this form. If you have any questions or need assistance, please contact the Market Manager (707) 951-9163

ALL INFORMATION MUST BE COMPLETED LEGIBLY

NAME OF APPLICANT: _____

DOING BUSINESS AS: _____

MAILING ADDRESS: _____

CITY / STATE/ ZIP: _____

PHONE NUMBER: _____

EMAIL: _____

ALT. CONTACT & PHONE: _____

TYPE OF PRODUCT (S) FOR SALE: _____

All artisans must submit a photo of their product with the application, or bring a sample of the product for approval prior to set up to:

Market Manager
Crescent City Certified Farmers Market c/o Rural Human Services
286 M Street, Crescent City CA 95531
(707) 951-9163

Artisan fees will be \$35.00 per market -space 50’x20’. Limited Power in designated area, 2 outlets per vendor will be \$15.00 extra, must bring extensions cords or bring your own supply.

Please note that issuance of a booth permit does not in any manner excuse compliance with any applicable state, county or municipal laws or regulations. The purpose of the booth fee is to cover the costs of advertising, permits, and use of market space only, this does not cover the liability that each vendor is responsible for.

I have read and agree to abide by the rules of the Crescent City Certified Farmers Market and hereby acknowledge receipt of said rules, Pages 1-7.

I hereby certify under penalty of perjury that the above information is true and correct.

Signature: _____ Date: _____

To CCCFM vendors,

Effective for the 2022 season:

All vendors **MUST** carry their own liability insurance. This means you cannot sell at the market without providing your certificate of insurance proving your \$1,000,000 general liability per occurrence and aggregate policy. **As well as having Rural Human Services, Inc. as additional insured.**

Those of you with homeowner's insurance should check to see if you are covered through that policy. **Without the above, no vendor will be permitted to sell at our market.**

Below is listed some information that may be of help in finding liability insurance. **Rural Human Services, Inc **MUST** be listed as certificate holder (address information also listed below).** Anyone wanting to sell at the farmers market **MUST** have this insurance, even kids/young adults.

- The Event Helper
 - Eventhelper.com
 - (855) 493-8368
- Campbell Risk Management
 - Campbellriskmanagement.com/for-vendors/
 - (317) 848-9075
- ACT Insurance
 - Actinsurance.com
 - (844)520-6991

Rural Human Services, Inc.
286 M Street, Suite A
Crescent City, Ca 95531
Farmersmarket @dnrhs.org

With any further questions please contact me at (707) 951-9163

-Angel Hanson (Market Manager)