

## PRODUCERS/ARTISANS/POLITICAL

Dear Community Artisans Market Participants,

Welcome to the **2025** Community Artisans Market located at: Crescent City's Harbor, 101 Citizens Dock Rd. on HWY 101, in Crescent City, California.

Attached are the following:

**#1 Community Artisans Market (CAM) Market Rules:** Please read carefully and sign the compliance form and return **(Page 2)** with your completed application. The attached flyer regarding insurance information should be included with the application.

**#2 Remember you must have your application approved prior to participating in your first market.**

**Artisans:** Resales permit (for non-tax-exempt items)

**Political or non-profit:** (501c3) needed.

**Farm Name and Location:**

**Producer's certificate from County AG Department**

**Nursery License (or exempt license) if applicable**

**State Organic registration if marketing your produce as "organic"**

**Food Vendors need to get a permit from the DNC Health Department**

If you are selling products, you did not grow yourself, you must meet all rules and regulations available from the **Local DNC Agriculture Department (707) 464-7235**.

**If you are selling food items or sampling,** "Contact **Kelly Clewell** prior to submitting an application with the health department". You must meet the rules and regulations available from the **DNC Health Department, Environmental Health Specialist, Branden Hendrix (707) 465-0861**.

**Market dates are June 7<sup>th</sup> through September 27, 2025.** Our last market will be **September 27<sup>th</sup>** **Rain cancels the market, no vendors will be allowed to set up on the premises.**

**All Vendor fees will be \$30.00 per market.** All prices are subject to change with a 30-day 'notice. Food Vendors required to review CALCODE:

<http://www.publichealth.lacounty.gov/eh/docs/permit/CaCode.pdf>

***If you are paying by check, make checks payable to Rural Human Services, and in the memo section of your check please write CAM.***

**Please return "Page 2" of the Application to:**

**Attn: Market Manager, **Kelly Clewell****

**Rural Human Services**

**707-464-7441 ext. 240**

**286 M Street Suite A, Crescent City, CA 95531 or**

**E-mail [farmersmarket@dnrhs.org](mailto:farmersmarket@dnrhs.org)**

**Community Artisans Market  
Application Form**

**Please complete and return this form. If you have any questions or need assistance, please contact the Market Manager "Kelly Clewell."  
707-464-7441 ext. 240.**

**ALL INFORMATION MUST BE COMPLETED  
PLEASE PRINT LEGIBLY**

NAME OF APPLICANT: \_\_\_\_\_

TYPE OF PRODUCT (S) FOR SALE: \_\_\_\_\_

DOING BUSINESS AS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY / STATE/ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OTHER CONTACT PERSON: \_\_\_\_\_

If selling anything other than tax-exempt food/produce product, please include your California Resale Number: \_\_\_\_\_.

All Artisans, including 501/3c (non-profit )will be required to carry insurance for participation at the market. An attached flyer provides information on companies available for services.

**FEE: Thirty Dollars (\$30.00) per market payable during the market to the Market Manager. Price is subject to change with a 30-day notice. See page 5 "Other Market Rules" for information on late departures. No power is available to vendors.**

**With my signature, I am certifying that I have received and read all Rules and Regulations.**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Rules & Regulations for Community Artisans Market 2025**

Please note that the 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 space only, this does not cover the liability that each vendor is responsible for.

### **STATEMENT OF INTENT**

**NATURE OF THE MARKET:** The Community Artisans Market (CAM) are diverse markets offering for sale to the general public agricultural products as well as non-agricultural products.

Agricultural products as well as non-agricultural products add variety and enhance the festive ambiance of the (CAM). Although the State Direct Marketing regulations require the producers of fresh fruit, vegetables, flowers, eggs, nursery stock, and plants be certified, producers of non-certifiable agricultural products and non-agricultural products are not certified, but the same producer-to-consumer philosophy applies for all items sold at the Market. The resale of products is prohibited.

To ensure the successful maintenance of the (CAM) as an efficient outlet for producers to sell their products directly to consumers, The Community Artisans Market, hereafter known as (CAM) has established the following set of Rules & Regulations. CAM 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.

### **INTENT AND IMPLEMENTATION**

The purpose of this set of rules is to govern the operation, administration, and management of the Community Artisans Market under the control of Rural Human Services.

### **ADMISSION OF PRODUCTS TO THE MARKET**

Unless otherwise specifically listed as an additional authorized agricultural, processed agricultural or nonagricultural product in this section, only fresh fruits, nuts, vegetables, shell eggs, honey, flowers and nursery stock listed on a producer's certificate may be sold at the markets.

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Additional authorized agricultural products, which may, be admitted by the Market, are:

- A. Dried beans, grains, fruits, nuts, and vegetables listed on producer's certificate.
- B. Shelled nuts, including those, which have been roasted, salted or flavored, but not candied, coated or covered.
- C. Dried herbs and spices.
- D. Fresh fruit juices.
- E. Flower arrangements and wreaths.

All agricultural products must have and be accompanied by a verifiable listing of the fresh product on the producer's certificate of the producer's selling.

The producer must be able to show location and capability of processing or, if processing is done by a second party, the method used to ensure that the processed product returned is the original source product submitted by the producer for processing. Receipts, volume data, and letters verifying methodology may be requested or required.

The producer must show that all processing was accomplished under safe and sanitary conditions and, if applicable, obtain, furnish, and display any and all health permits necessary.

Producers wishing to sell a product other than those listed above immediately must submit a written application for approval to the Community Artisans Market.

### **ASSIGNMENT OF VENDOR SPACES**

Vendors are on a first come first serve basis for their space. Excluding spaces reserved for food.

### **OTHER MARKET RULES, POLICIES AND REQUIREMENTS**

These additional rules shall apply to all vendors within the Market:

A. Produce certificates with two or more names listed, as producer must provide acknowledged evidence of partnership or other legitimate business agreement.

B. Market Hours: 9am – 1:30pm.



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*Sellers should arrive no earlier than 7am.* Don't lose out on a sale. If you have a customer interested in purchasing an item before the official opening time, go ahead and sell it to them. The same goes for when we are closed, however it should not exceed 2:00pm, or you will accrue a \$30 additional fee.

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.

### C. Setups, Safety and Sanitation:

1) All display table frontage must be behind the setup line designated by the Market Manager. No boxes or produce displays may extend into the common customer traffic aisle way but can be put out along the cone lane. Vendors who display produce on a side table must allow at least 24 inches of side aisle in vendor'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 secure in windy conditions or be subject to immediate and uncompromised removal.

**Please see the additional flyer.**

2) Keep areas clean and free of debris, and any trip hazards that may arise. Remember anything you bring in you must remove. This includes water used for washing utensils, and trash generated by your booth.

3) Before the vendor may leave the market, both the stall section and the surrounding area must be totally free of any produce and debris. All trash shall be removed by the vendor and disposed of properly.

D. Sampling: (Guidelines for sampling can be found DNC Health Department, ask for **Brandon Hendricks: 707-465-0861**) Sampling of products is allowed only so long as the sampling procedures following state and county regulations concerning the safe distribution of food products.

E. Noise, Disturbance, and Intrusion. Noise should be kept to a minimum; you should not disturb your neighbor. No hawking allowed.

All product promotion must occur within the space assigned to the producer and not in any common area, any intrusion outside your space will not be tolerated. Disruptive action in the market is prohibited.

"Occasionally we have volunteer musicians that play, and the Market

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Manager will do their best to put them in an area where it is non-disruptive to the vendors.

### F. Identification Signs.

- 1) All producers must display a sign identifying their name or the name of their establishment and the city or town where their production occurs.
- 2) Signs posted by producers are subject to approval of the Market Manager. Signs that state "No Pesticides" and or "No Sprays" are not permitted.

G. Bags and Litter. Sellers using plastic bags for the convenience of their customers shall ensure that such bags do not litter the market under windy conditions. Sellers using T-Shirt style plastic bags shall ensure that the connecting tabs are fastened securely or are removed prior to the presentation for customer use.

### H. Conduct:

- 1) Any statement and/or action which is deemed to be offensive, abusive, or otherwise inappropriate to a customer, CAM 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.
- 2) All producers shall sell/market their products in a satisfactory manner to the Market Manager and in an honest, conscientious, and business-like manner.
- 3) All vendors and guests must wear shirts and shoes while on the market premises.

I. Sales of Organic Products: The only products that may be promoted, represented, or sold as organic are those that meet the requirements of the Organic Foods Production Act of 1990. The promotion, representation, or description of organic products that do not meet the requirements of the Organic Foods Production Act of 1990 is a violation of the law and these Rules and Regulations. Attention:

## STATE REGULATIONS

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### CALIFORNIA RETAIL FOOD CODE:

When selling at the markets, the producer and the producer's agricultural products shall comply with all applicable requirements of the California Retail Food Code and the California Sherman Food, Drug and Cosmetic Law, specifically:

(1) All food shall be stored at least six inches off the floor or ground or under any conditions that are approved.

(2) Food preparation is prohibited at Artisans Market with the exception of food samples.

Distribution of food samples may occur provided that the following sanitary conditions exist:

(a) Samples shall be kept in approved, clean covered containers.

(b) All food samples shall be distributed by the producer in a sanitary manner.

(c) Clean disposable plastic gloves shall be used when cutting food samples.

(d) Food intended for sampling shall be washed or cleaned in another manner of any soil or other material by potable water in order that it is wholesome and safe for consumption.

(e) Notwithstanding Section 114205, potable water shall be available for hand washing and sanitizing as approved by the enforcement agency.

(f) Potentially hazardous food samples shall be maintained at or below 45 degrees F and shall be disposed of within two hours after cutting.

(g) Wastewater shall be disposed of in a facility connected to the public sewer system or in a manner approved by the enforcement agency.

(h) Utensils and cutting surfaces shall be smooth, non-absorbent, and easily cleanable or single use articles shall be used.

(3) Processed foods must be processed in an approved facility, properly packaged, and labeled under clean and sanitary conditions.

(4) Dried fruit and shelled nuts sold in an unpackaged bulk form must be displayed with a cover and conform to dispensing methods approved by the local health department.

(5) No live animals, birds or fowl may be kept or allowed within 20 feet of any area where food is stored or held safe.

(6) Vendors selling nonagricultural food products are required to have a valid Health Permit from the local jurisdiction and are not considered part of the Certified Farmers' Market.

(7) All products grown, produced, or processed as organic must be labeled according to the requirements of the Organic Foods Production Act of 1990. Organic products must be registered with the California Department of Food and Agriculture. Registration must be prominently displayed.

In addition, products requiring certification by an USDA accredited certification agency must also prominently display the certification seal.

(8) Smoking is not permitted in produce display and immediate sales area.

## COMMUNITY ARTISAN MARKET BY: RURAL HUMAN SERVICES

To CAM Vendors,

Effective for the 2025 Season:

All vendors **MUST** carry their own liability insurance. This means you cannot sell at the market without providing your own certificate proving your \$1,000,00 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 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.)

- The Event Helper
  - EventHelper.com
  - (805)493-8368
- Campbell Risk Management
  - Campbellriskmanagement.com/for-vendors/
  - (317)848-9075
- ACT Insurance
  - Actinsurance.com
  - (844)520-6991
- Mary Dorman State Farm
  - MaryDorman.com
  - (707)464-2414
- Robin Holt Western Valley Insurance
  - robynh@westernvalley.com
  - (707)465-5999

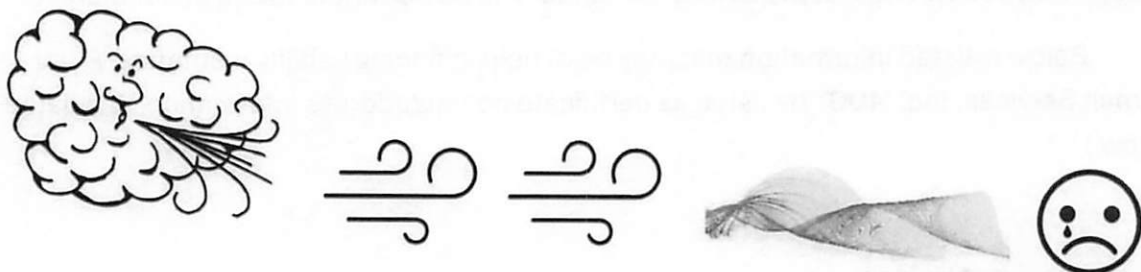
Rural Human Services Inc.  
286 M St. Ste. A  
Crescent City, CA 95531  
(707)464-7441



## 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.

# Temporary Food Facility Food Booth Best Practices Checklist

## 🕒 **Every two hours during operation:**

- ☐ Handwash facilities are complete and operational.
- ☐ All booth workers are washing their hands as necessary.
- ☐ Check refrigerated food items to ensure that they are holding below 41°F.
- ☐ Check temperatures of hot food to ensure that items are held above 135°F.
- ☐ All utensils, food contact surfaces, and work surfaces are clean and sanitary.

## 🕒 **At the end of each day's operations:**

- ☐ All food items that have been cooked that day are either consumed or discarded--**No cooked food may be cooled and held for re-service the next day!**
- ☐ All perishable food is stored under refrigeration to keep food below 41°F.
- ☐ All utensils are cleaned and sanitized.
- ☐ Wastewater and refuse are removed from the booth and disposed of properly.
- ☐ Food stored outside the booth is up off the ground and covered by tarps.

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**Every food booth must have a permit to operate issued by the Del Norte  
County Department of Environmental Health.**

CalCode Reference: <http://www.publichealth.lacounty.gov/eh/docs/permit/CaCode.pdf>

For permit information: Call 707-465-0426 or email at: [environmental-health@co.del-norte.ca.us](mailto:environmental-health@co.del-norte.ca.us)

# Temporary Food Facility Food Booth Best Practices Checklist

## 🕒 **At the time that the booth is set up:**

- ☐ The booth is completely enclosed with four walls, a ceiling, and a floor.  
*All food must be prepared and processed inside of the approved booth.*
- ☐ The front of the booth has pass-through openings for food service.
- ☐ The back wall has a door or flap that can be closed.
- ☐ Food stored outside of the booth is elevated off the ground and covered with tarps or other barriers under product.
- ☐ Food stored outside of the booth is either in ice chests or in the original manufacturers' sealed packaging.

## 🕒 **Each day before you begin operations:**

- ☐ Handwash facilities set up and ready for use?
- ☐ The booth is clean—floors are swept, surfaces are wiped—the booth is clean.
- ☐ Everyone handling food has washed their hands in the booth as they enter, before they work?
- ☐ Everyone working in the booth has restrained their hair so they don't have to touch it while they work.
- ☐ A stem-type food temperature thermometer is in the booth, cleaned, sanitized, and ready for use.
- ☐ The temperature of all of the stored refrigerated food items are below 41°F.
- ☐ All utensils are cleaned, sanitized, and ready for use.
- ☐ All countertops, tables, and other work surfaces are cleaned and sanitized.
- ☐ No food items cooked the previous day are to be served this day.
- ☐ Everyone working in the booth is familiar with food safety and sanitation procedures.