

# COVINA FARMERS MARKET & FAMILY NIGHT

Every Friday Night  
5-9:00 p.m.

Heritage Park  
Citrus Ave &  
San Bernardino Rd.

**2023 Season • January 12 - March 29th**  
**2024 Season starts Friday, April 5, 2024**

Located at Heritage Park, Citrus Avenue & San Bernardino Road

*It is a pleasure to welcome you to the Covina Farmers Market & Family Night.*

**To request approval for participation please email information on product(s) or service and images.  
Once approved and a start date is confirmed we will email you the application.**

**This is general information for participation as a vendor**

**Crafter/Business/Retail Vendors:** Please be specific on what you want to sell as are those products you will be able to sell. Once you're a vendor at the market and would like to add additional items, you can discuss with the onsite manager.

**Service Vendors:** You can only hand out and promote the information you requested in your application.

**Non-Profit:** First night is complimentary. If you would like to schedule additional night(s) you can discuss dates and fees with onsite management. You are only allowed to share the information you are accepted for, and please **do not** include any other organizations or services.

**Food Vendors:** If you prepare your food at home you will need a Cottage Food Operator permit - (<http://publichealth.lacounty.gov/eh/business/home-based-cottage-food.htm>). Health permits and insurance are required for all food vendors.

Wait until you are approved before applying necessary permits and insurance.

**Set up starts at 3:00 with your booth ready for the public at 5:00 p.m.** Your first night bring your completed signed application, and payment for the first night (check or cash). You will do all future scheduling with Amy. We provide the space and electricity. (see page 2 for details)

**Table Only Space:** Available for Business' and Organizations

**You are not allowed to** hand out any food or beverage items without prior permission from management.

**Important Payment Information:** As a vendor, you are not obligated to participate each week. If you do not participate regularly there is no assurance that you will be in the same location or can return with the same product. Please let management know when you will not attend and will return.

**NOTE:** Bring a copy of your permits (Seller's permit and Health Dept. if applicable.) Permits must be displayed in your booth every week.

If you have other questions, you can reach the office, Maryann, directly at 928-854-1105 or email: [covinafarmersmarket@gmail.com](mailto:covinafarmersmarket@gmail.com)

Your Covina Farmers Market Associates, Harry Brown-Hiegel and Amy Arnold

**ATTENTION VENDORS:** You must keep your booth open until closing time or management tells you otherwise. You will receive authorization from management when to bring your car into the park for loading.

## 2023 Covina Application Participant Definitions, Requirements, Rules, and Fees

Space set up (craft area): Pop-up canopy, 8'x8' or 10'x10' straight leg preferred; table(s) for display; table cover(s) to the ground, no table legs or boxes showing; 8 1/2 by 11 in. contact sign (name and phone number) placed where it can be seen by public. Lighting or electrical appliances must be clip-on cone lights with energy saving bulbs, no heaters or A/C units.

**State Board of Equalizations:** You must obtain a seller's permit if you: are engaged in business in California and intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail; will make sales for a temporary period, normally lasting no longer than 30 days at one or more locations (e.g. fireworks booth, Christmas tree lots, garage sale).

The requirement to obtain a Seller's Permit applies to: Individuals • Partnerships • Corporations • Organizations • Husband/Wife Co-ownership • LLP's • LLC's. Both wholesalers and retailers. **Provide a copy to the Market for their files.**

**VENDORS MUST HAVE SELLER'S PERMITS (bring copy for CFM&FN files) HEALTH PERMITS MUST BE POSTED IN BOOTH. Direct Sales Vendors do not need a Seller's Permit. All vendor fees are based on per Friday night participation.**

### CATEGORIES:

#### Crafter/Artisan

Fee: \$27.00\*\*  
Space: 10'x10'

Participants who take raw(er) materials and create something new. Participants will be able to show receipts for inventory of raw(er) materials. No retail items are to be sold at this fee rate. All items to be sold must be **pre-approved** and appropriate for a Family Night event. **NO CBD or Hemp Products.**

#### Limited Table Space \$20.00

Table space is for business or organization information. 6 ft table, full length table cover to the ground, no table legs or boxes showing and 2 chairs. **Available for only 2 weeks out of 4 weeks,** (future scheduling done with management at the market).

#### Retail

Fee: \$42.00\*\*  
Space: 10'x10'

Vendors approved for these booths will be at the discretion of CFM&FN management. All items to be sold must be **pre-approved** and appropriate for a Family Night event. (Larger spaces available at additional cost) **NO CBD or Hemp Products.**

#### Farmers & Plant Growers

Fee: 7% of gross  
+ \$2.00 CDA fee

Farmer's accepted by request only with certified permit. Space negotiated based on variety of product(s).

Plant growers must have a Nursery permit - \$27.00. If selling house, potted plants a nursery license is necessary. If selling trees and/or big plants from a nursery a Agriculture permit is needed.

#### Prepared Food/ Restaurant\*

Fee: \$82.00\*\*  
per Friday night

Food prepared/served on site and sold and served open. In compliance with the Department of Environmental Services (Health Department) The first night of participation please bring your health permit and proof of Insurance. You can contact the health department 626-430-3421 if you have questions.

**Health Department:** (yearly fees expire June 30th)

**Prepared Food:** 90 day permit- \$184.00; Annual permit \$507.00

**Prepackaged Permits:** 90 day permit - \$82.00; Annual prepackaged food permit.\$164.00

If you prepare your food at home you need to have a Class A Cottage Permit.

**DO NOT PURCHASE HEALTH PERMIT or INSURANCE\* UNTIL YOU HAVE BEEN NOTIFIED OF ACCEPTANCE.**

As of 4/1/23 Health Department Fees Subject to Change.

**NO CBD or Hemp Products.**

#### Prepackaged Foods\*

Fee: \$35.00 + \$2.00

#### Amusement\*

Fee: 10%  
of gross

Activities principally focused at the under six years of age group.

Proof of insurance will be required.\*

#### Business'

Fee: \$27.00\*\*  
Space: 10'x10'

Local business who want to provide information about their business.

(Does not include home based business'. Home based businesses are considered retail).

#### Non-profit

Fee: \$22.00\*\*  
(after 1st night)  
Space: 10'x10'

Any non-profit who wants to promote/educate about their particular services/opportunities. Bring your Canopy, table, table covering(s) to the ground- no table legs or boxes showing, lights, extension cords, etc. One booth space, 10'x10', will be complimentary per season, additional weeks will be \$22.00 each. Subject to availability of spaces. Complimentary spaces DO NOT apply to food vendors.

**No political signs or petition signing.**



\*APPROVED FOOD VENDORS and CHILDREN'S RIDES MUST CARRY PRODUCT LIABILITY INSURANCE IN THE AMOUNT OF \$1MILLION, WITH ADDITIONAL INSUREDS OF FM&LCE; THE CITY OF COVINA and THE COVINA REDEVELOPMENT AGENCY.

**Do not purchase insurance until you have been approved for the Covina Farmers Market.**