

Covina Farmets Market is year-round

Covina Farmers Market & Family Night



Located at Heritage Plaza, Citrus Avenue & San Bernardino Road

OPEN EVERY FRIDAY NIGHT 5:00 - 9:00 P.M.



covinafarmersmarket@gmail.com



This PDF is for information only.

Thank you for your interest in participating at the Covina Farmers Market & Family Night

To request approval to participate at the market please send email to: covinafarmersmarket@gmail.com **with the following:** A list of products or services accompanied by product images. Vendors **can only sell** those items that are confirmed in the application submission. This policy ensures transparency for both customers and CFM while maintaining the market's standards.

On the subject line of your email please indicate your name or company name

General Information For All Vendors

If you would like to add new products after your first night at the market?

New product requests must undergo an approval process before they can be offered for sale, check with on-site manager to schedule a time to review new products. Approved products can be sold beginning the week after approval. Same-day selling of newly approved products is strictly prohibited.

Vendor(s) are responsible for all required permits and insurance documentation.

No food or drink can be handed out in booths that are not registered food booths.

Service Vendors

Can only distribute materials or services listed in your confirmation email.

No food or drink can be handed out.

Non-Profit Organizations

Coordinate future dates with our on-site team after your first night of attendance.

Only share information about the approved products or services. No food or drink can be handed out.

Food Vendors

All required health permits - Proof of insurance coverage

Cottage Food Operator permit (for home-prepared foods)

ALL VENDORS:

Setup Hours: 3:00-5:00 PM (booth must be ready for public by 5:00 PM)

Breakdown: Stay open until closing time unless management tells you otherwise. Management will notify when to bring car into the park for loading.

First Night Requirements: Bring signed application, signed Vendor Contract and payment.

All required permits (Seller's, Health Dept., Insurance, etc.)

Logistics:

- Market provides space and electricity only
- Table-only spaces are reserved for businesses and organizations
- Non-food vendors: no food/beverage distribution
- Future scheduling handled by on-site management at market

Questions? Contact **Maryann: 928-854-1105** or (email to: covinafarmersmarket@gmail.com)

2026 Covina Farmers Market Vendor Agreement - For information only.

This **Vendor Agreement** ("Agreement") is entered into between **Farmers Market & Local Community Events (FM&LCE)** and the undersigned **vendor** ("Vendor"). By executing this Agreement, Vendor acknowledges and agrees to abide by the following terms and conditions: (Initialize each Number, complete the requested information below, and sign.)

1. Attendance & Communication

- Vendors unable to attend a scheduled market must provide email notification to the administration at [covinafarmermarket@gmail.com] **by Wednesday 5:00 pm.**
- Failure to provide timely notification will result in assessment of a no-show fee. \$40.00 Full Menu food; Crafters \$20.00; Retail \$30.00; Prepackaged \$20.00
- **All vendors will be charged full fee for every absence after 4 absences per season. Management may discontinue your participation.**

2. Insurance & Permits

- Vendors must maintain valid insurance coverage listing FM&LCE and the City of [Market Location] as additional insured parties.
- Vendors are solely responsible for securing and maintaining all required permits, including but not limited to health department certifications, agricultural, and seller's permits.
- Non-compliance with permit requirements may subject Vendor to penalties imposed by the Market and/or relevant regulatory agencies.

3. Equipment & Booth Setup

Equipment is not provided by the Market unless explicitly stated.

Vendors are responsible for supplying their own equipment.

- 10'x10' canopies (straight legs only)
- No improvised structures utilizing metal poles and tarp
- Tables, chairs, and fabric tablecloths to the ground
- Light fixtures and power cords (50'-100' with power strip)
- Tables covered with fabric tablecloths extends to the ground on three sides)
- Vendors must contain all merchandise and equipment within their designated 10'x10' space unless prior written approval is obtained from Market management.
- Please bring your own change for customer purchases.
- All walkways must remain unobstructed; displays, tables, chairs, and signage must not impede pedestrian traffic.

4. Vendor Conduct & Policies

- Any disputes with others must be reported directly to Market management. Vendors shall refrain from engaging directly with others regarding conflicts, including those of a religious, personal, or political nature.
- Product duplication may occur within the market but will be limited at the discretion of Market management.
- Non-food vendors are strictly prohibited from utilizing electrical heaters, air conditioning units, slow cookers, coffee makers, or any cooking/heating appliances. _

Prohibited items and displays include:

- CBD or hemp products
- Nudity or marijuana-related imagery or merchandise
- Any products not appropriate for family audiences
- Political vendors or politically affiliated displays

5. Clean-Up & Property Responsibility

Vendors must thoroughly clean their assigned area before departure, including:

- Remove all food, waste materials, zip ties and debris
- Proper disposal of large boxes, broken down, and trash in designated dumpsters or removal from premises. **DO NOT PLACE TRASH NEXT TO TRASH CANS.**
- Clean spills immediately and notify management promptly
- Any unremediated spills or damage to municipal property will result in financial penalties. **Food vendors must:**
- Place heavy-duty tarp, oil-absorbing pad, or double tarp protection when operating on city concrete
- Inspect area thoroughly before leaving
- Be subject to fines for inadequately cleaned spills

6. Safety & Market Procedures

- No vehicles may enter the Market area until official market closure. Vendors may not dismantle displays prior to closing without explicit management approval. **5 MPH in market.**
- Booths must remain fully operational until at least five (5) minutes before the market's scheduled conclusion.
- Vendors must expeditiously unload merchandise and relocate vehicles before commencing booth setup.
- **Waste disposal:** Vendors are responsible for transporting their refuse to designated dumpsters. Market trash receptacles must not be overfilled.

8. Payments & Contracts

- Rent payments are mandatory irrespective of sales.
- Vendors must submit executed contracts and copies of all required permits prior to Market participation.
- Mandatory mid-March re-application required; space not guaranteed and subject to availability.

2026 Covina Application Participant Definitions, Requirements, Rules, and Fees. For information only.

Space set up (craft area): Pop-up canopy, 10'x10' straight leg; table(s) for display; cloth table cover(s) to the ground on 3 sides, no table legs or boxes showing. Lighting or electrical appliances must use energy saving bulbs, no heaters or A/C units.

State Board of Equalizations: You must obtain a seller's permit <https://cdtfa.ca.gov/taxes-and-fees/faqseller.htm>.

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.**

No political vendors/signs or petition signing. No vintage or used items. No CBD or Hemp Products.

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: \$30.00**

Space: 10'x10'

Participants who take raw(er) materials and create something new. 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 food or drink to be handed out in booth. NO CBD or Hemp Products.**

Limited Table Space \$25.00

Table space is for business or organization information only. Vendor must provide your own 6 ft table, full length cloth 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). Limited to 3 representatives. **No food or drink to be handed out in booth.**

Retail

Fee: \$45.00**

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. No food or drink to be handed out in booth.**

Farmers & Plant Growers

Fee: 8% of gross + \$2.00 CDA fee

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

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: \$70.00**

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.

Prepackaged Foods*

Fee: \$40.00

DO NOT PURCHASE HEALTH PERMIT or INSURANCE* UNTIL YOU HAVE BEEN NOTIFIED OF ACCEPTANCE. Health permit application and acceptance letter will be sent to you upon approval of participation.

NO CBD or Hemp Products.

Business Table

Fee: \$40.00**

Space: 10'x10'

Local business who want to provide information **only** about their business.

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

No food or drink to be handed out.

Non-Profit

\$25.00 Table space

\$30.00 Canopy

Space: 10'x10'

Non-profits who want to promote/educate about their particular services/opportunities.

Bring your canopy, table, cloth table covering(s) to the ground- no table legs or boxes showing, lights, extension cords, etc.

One canopy booth space, 10'x10', will be complimentary per season, additional weeks will be \$25.00/\$30.00 each. No food or drink to be handed out.

One table space, will be complimentary per season, additional weeks will be \$25.00 each.

Subject to availability of spaces. Complimentary spaces DO NOT apply to food vendors.

Must have proof of 501-C3 (send to market email address for verification)

No food or drink to be handed out.



*ALL VENDORS MUST CARRY PRODUCT LIABILITY INSURANCE IN THE AMOUNT OF \$1MILLION, WITH ADDITIONAL INSURED OF FM&LCE; THE CITY OF COVINA

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

****Fees subject to change**