

HIDDEN CERTIFIED FARMERS' MARKET APPLICATION

Your Name: _____

Business Name: _____

Address: _____

City, State & Zip: _____

Phone: () _____ Website: _____

Email: _____ BizFacebook/instagramPage?: _____

California State Sales Tax # : _____ TFF or Health Permit# _____ Liability Ins. Attached _____

What type of vendor are you: Please check any of the following that describe your business ____ Certified Farmer (Attach a copy of your Department of Agriculture Certificate & Liability Ins.) ____ Food Vendor (Attach a copy of your County of San Diego Department of Environmental Health Permit) If you are a hot food vendor you will also need a State Sellers Permit.

Will you be cooking on site? ____ Yes ____ No

Do you have a generator? ____ Yes ____ No

Please list all items you plan on selling:

Prepackaged Food Vendor (Attach a copy of your County of San Diego Department of Environmental Health Permit or "TFF", a copy of Packaging Permit, & Liability Insurance) Please list all items you plan on selling:

Crafter/Artisan – Has the work been handcrafted by you? ____ Yes? ____ No? Please describe your work. List each category (jewelry, clothing furniture wood carvings, soft goods, etc.) If you are approved, it will be for only those items described in your application process. You must submit photos or link to social media for your work with your application. All items sold must be original and handcrafted by the exhibitor. Decisions will be made on originality, creativity, marketability, general appeal and quality of craft and booth designs. (If you do not meet these requirements, you may still be approved as an "Other Vendor". Also be sure to attach a copy of your Liability Insurance.) -

Other Vendor or Services, please explain what you make and include a copy of your Liability Insurance:

After your application is reviewed you will be contacted by the Market Managers, Michael Johnson, or Jessica Gulliver, if you have been selected to be a vendor in the Hidden Certified Farmers' Market.

Information about Hidden Certified Farmers' Market: Location: **123 Woodward Ave, Escondido, CA 92025** (in the parking lot next to Grape Day Park). **Hours: Every Sunday 9:00 AM to 1:00 PM** (Set up begins at 8:00 am, unless more time is needed. Please let us know if you need more time for setup.) Market Managers: Michael Johnson. Jessica Gulliver (619) 715-9005.

Market Fees: please indicate the size of your booth.

Certified Farmers/Growers \$10 (10x10)____/\$20 (10x20)____/\$30 (10x30)_____ minimum or 8% whichever is GREATER.

Food Vendors/Artisans/Handcrafters \$25 (10x10)____/\$35 (10x20)____/\$45 (10x30)____ or 10% whichever is GREATER.

Food Trucks \$35 or 10%, whichever is greater.

Service/ Other Vendors \$50 minimum (At the discretion of Management)

All Vendors are required to pay the State of California Department of Agriculture Weekly Vendor Fee of \$2 and Certified Growers must pay \$2 fee per Certificate. Shared booth space, \$2 fee per each.

We will be requiring all vendors to pay 6 weeks of the minimum vendor fee upfront. This will cover the minimum fee for six consecutive weeks. If a vendor misses a market day, whether letting us know or not, the fee will still apply. The vendor fee will still be 10% plus the \$2.00 state fee per day. The prepaid minimum will be applied to the 10%. This will encourage all vendors to be consistent and not miss days. All vendors must maintain some type of marketing and social media presence. We are providing you with a place to sell your products. As independent business owners, we encourage you to market yourself, and that you will be at the farmers' market in Escondido on Sundays.

Special Notes: 1) Vendors must notify management one week in advance if not be able to attend a scheduled market. If you cannot attend due to an emergency on the day of the event, you must TEXT the Market Manager at least three hours before the market to inform us, and you will still need to pay minimum space fee for that missed day. Each vendor will be given a ONE (1) TIME GRACE PERIOD for a missed event. But repeat No Shows may be removed from the market. 2) While we do everything possible to ensure you are happy with your location, you are not guaranteed a specific space in the market. The Market Manager has the right to place vendors wherever she/he deems necessary for the success of the market that day. 3) Spaces are assigned by the Manager at the Market. If you arrive BEFORE 8:00 AM there should be space to drive up and unload your vehicle. You are allowed to drive in and unload, or some spaces can accommodate vehicles as well.

A limited number of spaces will be provided for vendors that need to park their vehicle behind or near their vendor booths. As these spaces will be limited, it will be in the discretion of the Market Managers to decide which vendors can use which space. Vendor parking will be available, but please leave spaces near the market for your customers and for those wishing to use the park. Failure to comply may result in the vendor being removed from the market.

4) You are responsible for keeping your area clean. YOU MUST TAKE ALL TRASH WITH YOU WHEN YOU LEAVE! No dumping of ice or water, or other fluids at the venue. Please sweep your area clean before leaving – Manager will have a broom and dustpan available for you to borrow. 5) You must provide a customer trash container & take it with you at days end. 6) **It is your responsibility to keep your permits current and you must provide the farmers' market manager with a copy of your permits and renewals for our files and a copy of your liability insurance.** Space is limited. You must read the Hidden Certified Farmers' Market Rules and Regulations and submit a signed completed application to be considered. If you are approved, you will be notified. You must be approved before selling. Geographically local Farmers and Growers are given preference. We will continuously take applications, especially for products we do not currently have. As our market grows, we will save your information for future markets and events. We will try to avoid adding duplicates (or similar items). The Hidden Certified Farmers' Market is not right for every product or vendor. You must apply and be approved by the Market and any licensing agency before selling and provide proof of liability insurance.

Hidden Certified Farmers' Market (HCFM) operates Sundays, year-round, from 9:00 AM to 1:00 PM on Woodward Ave between Escondido Blvd and Broadway, Escondido, CA 92025. It is in the parking lot next to James Stone Pool and Grape day Park.

The HCFM is operated in accordance with regulations established in the California Administrative Code pertaining to Direct Marketing and the California Food and Agriculture Code Direct Marketing. The HCFM is certified by the County of San Diego Agricultural Weights and Measures (AWM), State of California Agriculture Divisions, California Department of Food and Agriculture (CDFA), as well as the County of San Diego Department of Environmental Health and Quality (DEHQ). HCFM conducts business within state and local rules and regulations. HCFM is additionally governed by the City of Escondido. To ensure the successful maintenance of the HCFM as an efficient outlet for all vendors and producers (Sellers) to sell their products directly to consumers, we have adopted the following set of Rules and Regulations. Please carefully read each of the rules, then sign and date at the bottom. Or submit online application <https://forms.gle/knREbT4NuWnr26Dr8>

1. Admission and participation to sell at the HCFM, and location of booth space, will be at the discretion of the HCFM management and owners. _____
2. Sellers must provide proof of Liability Insurance, naming Hidden Certified Farmers Market as an Additional Insured at the time of application along with required permits. _____
3. All sellers must provide digital or paper copies of all permits or certifications required to operate the type of business they are conducting to HCFM Management. Please, do not let these expire before the day of the market. Make sure to renew before the next market date. _____
3. Sellers must have proper signage at their booth with the name of their company/farm/product and website or contact information. _____
4. There is **NO electricity** on site, so vendors that need power will need to supply their own generator. _____
5. Sellers must arrive prior to the published opening time of the market and be ready to sell. The seller will not begin the breakdown of their stall space until after the published closing time of the market. This will be strictly enforced! Sellers breaking down early without the permission of Market Managers will risk having their booth space revoked. Please inform managers if there is an emergency that you need to leave for. _____
6. All display table frontage must be behind the set-up line designated by the Market Manager. No displays or signage may extend into the middle of the common customer aisle way. _____

7. All shades and shelters must be tied down and completely secured in windy conditions or be subject to removal of shelter due to safety issues. _____
8. Tables and other display fixtures must be sturdy, stable, and not in a state of disrepair. Do not overload tables or equipment. _____
9. All garbage, waste, boxes, or trash of any kind must be taken with the seller at the end of every market. Both the booth and the surrounding area must be totally free of debris and swept clean. (Failure to follow this rule will result in a \$55 fine. If it becomes a regular issue, booth space may be revoked.) _____
10. Sellers are not to leave trash in any of the trash bins or dumpsters in the parking lot, or in the trash cans in the marketplace for customer use. (Failure to follow this rule will result in a \$55 fine. If it becomes a regular issue, booth space may be revoked.) _____
11. All promotions must occur within the space assigned to the seller and not in the common areas. No disruptive noises or behavior will be allowed. Respect your neighboring booths and vendors. _____
12. Music or radios are not to be amplified during market hours unless cleared by managers. Any music allowed during market hours will be at the sole discretion of the Market Managers. _____
13. Sellers must wear shirts and close-toe shoes while on the Market premises. _____
14. All sellers are required to cancel no less than one week prior to market day to avoid booth cancellation fee charges. Failure to notify less than one week of a cancellation will pay the minimum booth fee, and sellers cancelling less than 24 hours prior to market day will need to pay an additional \$30 in addition to the minimum booth fee. Sellers who fail to notify the Market Manager of a cancellation with less than a one-week notification more than twice in a six (6) month period may be subject to removal from the market. There is a (1) one time grace period for family or personal emergencies. _____
15. **If a seller challenges management or the HCFM in a court of law and the court finds in favor of the management or the market, said seller agrees to pay all costs associated with the legal action.** _____
16. **Sellers must provide, in addition to a completed application, a signed copy of these rules and regulations, proof of liability insurance, any required permits pertaining to their type of booth, including but not limited to Certified Producers Permit, DEHQ TFF Permit, Cottage Food Permit and State Sellers Permit. Additionally, all sellers agree to comply with all rules and regulations pertaining to their specific permits.** _____
17. All Sellers must pay vendor fees according to the current fee schedule set by HCFM management, and the **State of California Department of Agriculture Weekly Vendor Fee of \$2** within 5 days of the market date. _____
18. Booth fees are to be paid at the Market Information Booth along with load lists and vouchers for EBT (EBT WIC, SNAP). Vendors will be given any EBT payment due in the form of a check or digital money transfer (zelle, venmo, Cashapp, et.) or they may subtract that amount from their vendor fees owed to market. Receipts are issued within 5 days, or at the next market date. At the discretion of the Market, you may be required to produce an accounting of the daily gross sales. _____
19. If you are preparing food, you will need a drop cloth/tarp to cover your booth ground space completely. If your food (or any product) is liable to spill or splatter, you will need sides/walls on your booth. _____
20. Sellers in the food area are not to use any cleaning liquids or liquids of any kind directly on the parking lot surface. If you have an accidental spill, please notify Market Management immediately so it can be addressed properly. No stains, oil spray or food shall be left in a Sellers space. There are no exceptions to this rule. Failure to

comply with this rule will result in revocation of seller booth space. Sellers in the food area must also sweep their booth space at the end of the day ensuring no debris is left. _____

21. Sellers need to be ready for business at 9:00 AM for each market. Market closes at 1:00 PM. _____

22. PARKING – Absolutley no parking on sidewalks or islands. Only Park in designated spaces. If you are unsure, please check with Market Management for a detailed map. _____

23. Change of ownership of a business or farm requires submission of a new application to HCFM, which will be processed as a new admission. The transfer or change of ownership does not grant or guarantee the new owner the same admission or current booth space assignment as the previous owner. _____

24. 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, Seller, staff person, or any official from a city, county, or state agency conducting business within the Market jurisdiction, will be considered in violation of HCFM rules; and will be subject to any or all disciplinary steps deemed necessary. Negative, abusive, threatening, rude, or any other socially unacceptable behavior toward Management, staff, consumers, or other vendors will result in immediate and permanent expulsion from the Market. Please respect the constitutional and civil rights of others. _____

25. No pets or animals are allowed at HCFM due to federal, state, county, and local health, and safety regulations. Service animals are exempt from this rule according to federal, state, county, and local guidelines. Please contact the Market Manager if you have any questions. _____

26. Sellers will be notified in writing within seven days of any changes made to the HCFM Rules and Regulations. Any changes made to HCFM Market Rules and Regulations, fees, or HCFM application, are at the sole discretion of Market Managers. All changes will be provided to sellers in writing by Market Managers at the written request of sellers. _____

27. New applications for vendors will be accepted before the 15th of each month, to be included in the following month markets. The health Department and local agencies require a 14-day lead time to check permits. _____

I HAVE RECEIVED THE RULES AND REGULATIONS, AGREE TO FOLLOW THE RULES AND REGULATIONS OF THE HIDDEN CERTIFIED FARMERS' MARKET, AND I HAVE PROVIDED ALL NECESSARY PERMITS AND A COPY OF LIABILITY INSURANCE POLICY TO MARKET MANAGEMENT.

Printed Name: _____

Signature and Date _____

Business Name: _____

NAMES AND CONTACT INFORMATION OF REPRESENTATIVES PARTICIPATING AT THE MARKET:

NAME, CONTACT, RELATION INFO IN THE EVENT OF A MEDICAL EMERGENCY INVOLVING YOUR REPRESENTATIVE: _____

Please send signed forms to:
Hidden Certified Farmers' Market,
1507 E Valley Pkwy, 3357
Escondido, CA 92027

Email: hiddenfarmersmarket@gmail.com
Info@hiddenfarmersmarket.com
Mike Johnson- Market manager
619-715-9005