

UPTOWN WHITTIER FARMERS' MARKET

SPACE APPLICATION

Check One Farmer/Produce Vendor Non-Ag Vendor/Merchant Advertiser

VENDOR INFORMATION		Complete all items in this section	
Business Name			
Owner Name			
Owner Phone			
Contact Name (onsite worker)			
Contact Phone			
Email			
Other contact (phone/email)			
Products You Plan to Sell			

MAILING ADDRESS	
Street	
City, Zip	

POLICY & PRODUCER INFORMATION		Provide copy of each policy, permit or license for WUA file	
Certification Number - farmer		Exp. Date	
Car Insurance Policy #		Exp. Date	
Liability Insurance Policy #		Exp. Date	
Health Dept Permit #		Exp. Date	
City of Whittier Business License		Exp. Date	

AGREEMENTS – PLEASE READ & INITIAL EACH LINE	
	I request permission to sell the products I grow/make/produce at the certified farmers' market.
	I will not resell PRODUCE at the market. (Farm Produce vendors only)
	I agree to operate by the farmers' market rules and regulations.
	I agree to abide by the payment policies.
	I agree to add the WUA as a certificate holder on my Liability Insurance and provide copy of certificate.
	I agree to post price signs for each commodity before selling products on market day.
	I agree to cooperate with the market management, pay the required fees, submit a legible complete load list at the end of each market day, and provide the market manager a copy of my current embossed producer certificate.
	I will abide by the 48 hour cancellation policy: I will call the market manager at least 48 hours in advance if I am unable to attend or I will be responsible for the standard space fee.

Please attach copy of Certified Producer Certificates and copies of insurance, permits, & licenses when you apply.

Signature of Vendor or representative

Date

UPTOWN WHITTIER FARMERS' MARKET

PARTICIPATION AGREEMENT & DISCLAIMER ~ PLEASE READ & INITIAL EACH SECTION

_____ I/We have received a copy of: Agreement & Disclaimer Rules & Regulations Info Manual

_____ I/We hereby acknowledge receipt of and agree to abide by the Uptown Whittier Certified Farmers' Market Rules and Regulations. I agree to fill out and turn in a certified producer/non-agricultural producer/vendor market load list on each market day.

_____ I/We hereby agree, as a grower/non-ag food purveyor at Uptown Whittier Certified Farmers' Market, that I/we will indemnify and hold harmless any of the sponsors of the market site, the managers/producers, NRD Productions, Whittier Uptown Association, and/or any of their agents and employees, from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising or growing out of/or in any way connected with my/our use or occupancy as a grower/non-ag food purveyor/vendor.

_____ I/We hereby agree, as a grower/non-ag food purveyor at Uptown Whittier Certified Farmers' Market, that I/we will maintain vehicle liability insurance, and where applicable, product liability insurance and/or worker's compensation insurance, in effect while I am participating at the Uptown Whittier Certified Farmers' Market.

_____ I/We hereby agree and understand that the participation of my farm/business is on a seasonal basis and the renewal of my selling privilege is based upon the following factors: consistent attendance, cooperation with the market manager, quality of products, submission of completed load lists, adherence to the market rules and regulations, and adherence to the State of California direct marketing regulations and, where applicable, the State of California Uniform Retail Food Laws (CalCode).

_____ I/We hereby declare that I have the authority to sign this acknowledgment/agreement as a participant or the participant's representative. By signing, I acknowledge and agree that a representative(s) of the Uptown Whittier Certified Farmers' Market is given permission to visit the location(s) where my product(s) is produced and/or stored to verify compliance with the Uptown Whittier Certified Farmers' Market Rules and Regulations and any regulations of the State of California.

_____ I/We agree that any dispute that arises between myself and the Uptown Whittier Certified Farmers' Market or between participating farm/business/producers and/or any other person(s) or entities related to participation in the market shall NOT be referred to a court for resolution but instead will be resolved by the due process policies outlined in the Uptown Whittier Certified Farmers' Market Rules and Regulations.

Business Name

Date

Print Owner's Name

Print Name of Owner's Representative at Market

Signature of Owner

Signature of Owner's Representative at Market



Whittier Uptown Association Certified Farmers' Market Rules & Regulations

TYPE OF MARKET: This is a farmers' market operation in accordance with regulation published in California Administration Code. Title 3, Chapter 4, Article 6.5 on Direct Marketing.

HOURS OF SALE: The Whittier Uptown Association (WUA) Certified Farmers' Market will be open every Friday from 8:00 a.m. to 1:00 p.m. All sellers should be in place by 7:45 a.m.

PURPOSE: The (WUA) Certified Farmers' Market was established for the benefit of both producers and consumers. It provides producers with direct market outlet at which they can sell at prices normally higher than wholesale, and gives consumers the opportunity to buy fresher food at prices normally lower than retail, thus benefiting both.

WHAT CAN BE SOLD: Fresh fruits and vegetables, dried fruits in unbroken packages, nuts, eggs, fish, honey, plants, and cut flowers, fresh and dried herbs may also be sold. "Prepared food & Artisan vendors" may be considered on an as need basis and upon space availability. All products sold at the market shall meet requirements of the California Agriculture code and all local, county and state ordinances.

Products needing health department approval will be inspected by the health department. The WUA Certified Farmers' Market reserves the right to sell food items at the market for the purpose of fundraising. Processed foods must be validated with documents when necessary. Non certified items must be sold in area designated for the item outside of the certified market space.

WHO MAY SELL: Only those who hold a certified Producer Certificate issued by the Agricultural Commissioner in the county of origin of their produce may sell fruits, nuts, flowers, eggs, honey, and vegetables at this market with the permission of the manager.

One Certified Producer may sell for two other Certified Producers, but their certificated must be on display at the time of sale of their produce. If one producer sells for one or two other producers, a minimum of 35% of his annual sales must be of his own production. The producer who is allowing another producer to sell for him/her must have on file with the WUA Certified Farmers' Market, a signed letter testifying to this. Each producer's products must be sold separately, with its own certificate and separate cash box.

A certified producer who sell by means of an employee shall a.) Have an employee agreement with the employee at regular salary, b.) Be able to verify the quantity and price of any commodities sold by his/her representatives. Proof of salary can be a request made by the WUA Certified Farmers' Market managers. These proofs can include copies of a W-2, a 1099 Form or a payroll receipt.

The WUA Certified Farmers' Market maximum capacity is limited to **forty (40)** farmers. The management has the right to balance what is sold in the WUA Certified Farmers' Market. No one may sell without permission of the managers. A waiting list of potential vendors will be maintained. Dates of the request are noted on the list. Certified Producers are admitted on space availability basis at the directions of the WUA Certified Farmers' Market Manager.

LOAD LIST: The amount brought to the WUA Certified Farmers' Market, either in pounds or boxes, should be noted as well as the amount sold in the market. There is a separate location for the total amount of money received for sales.

No peddlers or vendors will be permitted, nor holder of commercial license under Section 56181 of the Agricultural Code. No sales or any commissions may be paid or received in connection with the sales at the market. Wholesaling during the WUA Certified Farmers' Market hours is strictly prohibited. No resells are allowed.

FEES: The weekly space fee for **AG** is 8.5% of seller's gross for that market day, plus a \$2.00 State Fee. Weekly space fee for **NON AG** food prepared is \$25.00 flat fee or 10% of seller's gross sales after \$250.00, plus a \$2.00 Sate Fee. All participants, including AG vendors, Non-AG vendors, and advertisers, will also pay a \$2.00 fee weekly for portable facilities (toilets).

RULES OF OPERATION: Farmers should arrive at least 30 minutes before the market opens and be set up and ready to sell at start up time. Latecomers may be denied admission at the manager's discretion.

You are individually responsible for complying with all applicable local (county or city) state, federal requirements for any approval or certification to process your product for resale and also any necessary license to sell your product at retail. This may include obtaining a license as a mobile retail food establishment. Farmers' selling non-consumable items are subject to sales tax. Produce or items in violation of the WUA Certified Farmers' Market Rules & Regulations.

If you cannot attend the market, 48- hour notice must be given. Failure to do so will result in being charged for the WUA Certified Farmers' Market space and/or the suspension or termination of your market assignment.

NON-COMPLIANCE: Growers, who do not comply with the WUA Certified Farmers' Market Rules & Regulations and also, the California Food and Agriculture Code for Direct Marketing, will forfeit their right to sell in this market.

SELLING PRACTICE: All packaged items must be labeled with weight, name, address and zip code of the producer. Scales must be approved commercial scales and sealed by the County Weight and Measure with current year's stamp (these State regulations enforced by the Dept. of Weight and Measure).

PRICES: Prices should be clearly posted. Collusion among growers to raise prices or exertion of any influence, pressure or persuasion to cause grower to increase or reduce prices is strictly forbidden. All commodities are subject to inspection at any item by the Market Manager. Prices must reflect quality; any product not meeting USDA minimum standards may not be sold.

SANITATION: Growers must maintain the space assigned to them in a clean and sanitary condition, and when vacating such space, grower must remove all equipment, fruits and vegetable, trimmings, wrappings and containers. The WUA Certified Farmers' Market will provide trash receptacles for shoppers. Any sampling of produce must be done in accordance with the rules of the Health Dept. Growers are responsible for taking their own trash with them at the market's closing.

SAFETY: No Pets. No children unattended are allowed. Display must be safe. Producer vehicles, tables and overhead shades must be maintained and used in a safe manner. Legs must be firmly locked into place on the shade. Tables must have smooth edges and remain stable when loaded with produce. Before the market opens, shade must be tied down or weighted, tarp poles must not obstruct traffic flow and care must be taken when setting up or taking down displays.

LIABILITY: All vendors including growers, are 100% responsible for any damages caused to other vendors and/or property. This includes any damages caused by vendor vehicles within the market perimeters. Any incidents **MUST** be reported to Market Manager or Staff immediately prior to end of said market.

MANAGEMENT: Enforcement of the above rules and final approval of vendors shall be the responsibility of the Market Manager. Manager will have site discretion and operational authority to operate market commodity mix, and the space assignment of the market shall be at the discretion of the Manager, based on their assessment of items need. Some items shall be limited to one space; i.e., sprouts, honey or any processed items. You may appeal any of the Manager's decisions directly to the WUA Board of Directors.

I have read and understand the WUA Certified Farmers' Market Rules & Regulations. I agree to abide by the WUA Certified Farmers' Market Rules & Regulations, State and City regulations.

Business Name

Date

Print Owner Name

Print Name of Employee

Signature of Owner

Signature of Employee

Owner Contact Telephone Number

Employee Contact Telephone Number





Friday Farmers' Market

&

Thursday Night Family Street Fair

Safety Information & Manual

These Guidelines are intended to create an action plan in the event of an accident, emergency, or other incidents at our Certified Farmers Market and Family Street Fair in Uptown Whittier.

Safety of Structures

Temporary structures, which may include unsecured canopies, tents, umbrellas, etc. can be easily be blown away or knocked over, potentially causing harm or damage to persons or property. Vendors are responsible for securing such equipment. The equipment material must be fire retardant. Tables must be durable and able to withstand weather conditions or unforeseen circumstances. The surface of the parking area should be even and free from holes. If a vendor feels the surface is not safe, he or she should immediately report it to the Market Manager, Whittier Uptown Association (WUA), or City of Whittier.

Emergency Access

The safety of our residents, visitors, vendors, and merchants is of the utmost importance. Enclosed is a map which displays the designated entrances and exits to the market or event venue. Vendors shall not use any other entrance or exit, except those appointed on the map.

Electrical and Fire Hazard

Before the event area opens, the Market Manager will examine the fire extinguisher located at the Information booth. Vendors who have electrical services or cooking units must have a compliant fire extinguisher readily available. Electrical cords are to be contained within the canopy or tent and taped to the ground or covered in order to avoid a hazard.

First Aid

Should any health condition arise during the event hours, immediately call 911 Emergency Services. A First Aid kit is located at the Manager's table and the Information Booth.

Pets

Pets are not allowed on the Farmer's Market premises. Certified guide dogs are the only animals allowed inside the Farmer's Market area.

Clean Up

All vendors shall clean up their area at the end of each event. Vendors are responsible for the cleanliness of their selling area. Public trash receptacles cannot be used to dispose of produce boxes or unsold produce.

Restrooms

There are portable/temporary restrooms adjacent to the market for your convenience. Public restrooms are also available approximately 300 feet away from the event area, under the Uptown Whittier Public Parking Structure on Bright Ave.

Friday Market Vendor Parking

All vendors should arrive no later than 7:30am, unless instructed by the Market Manager. **All vehicles MUST be removed from the lot by 7:45am.** If you arrive after 7:30am, you will not be allowed to enter and will have to unload in a different location.

Vendors will have to transport their products, canopies, tables, etc. This precaution is intended to avoid vehicle and pedestrian accidents.

Vendors should park in the Uptown Whittier Public Parking structure at 6721 Bright Ave, one-half block north of the market.

Vendors should not park in front of or around the Farmer's Market.

Thursday Night Family Street Fair Parking

Vendors will arrive between 1:00pm and 2:15pm. Vendors are to use assigned entrances/exits only.. Entrance A (Milton & Bailey) will unload between 1pm-1:20pm. Entrance B (Greenleaf & Bailey) will unload between 1:30pm-1:50pm. Entrance C (Philadelphia & Comstock) unload between 2:00-2:20pm. All vehicles must be removed from the event area by 2:25pm. If you arrive after your designated time, you will have to walk in your equipment and products. This precaution is intended to avoid vehicle and pedestrian accidents.

Set Up

Farmer's Market set up hours are between 6:00am and 7:30am. All vehicles should be removed from the metered parking lot no later than 7:45am. This provides a 15 minute window of time for the market to be open to the public. All vendors are required to be in their assigned space and ready to sell by 8:00am.

Tear Down

The Farmer's Market closes at 1:00pm. Vendors are not allowed to leave the premises until after 1:15pm. Vehicles will not be allowed to enter the lot before the designated time. Barricades will be placed at the two entrances. There is an exit on the west end of the lot and another near the alley. Please refer to the map for exact location.

Security

If a vendor witnesses any disorderly conduct, they are asked to contact 911 immediately.

Insurance

Each vendor is required to provide proof of General Liability Insurance with \$1,000,000.00 (one million dollar minimum) with \$2,000,000.00 aggregate. The Whittier Uptown Association must be an endorser on the policy. Also, vendors must provide copy of their commercial Auto Insurance with \$1,000,000.00 (one million dollars) per incident, CSL for vehicle that transports product and produce and enters the metered parking lot to unload. WUA also requires Workers Compensation Insurance with a minimum of \$1,000,000.00 (one million dollars).

Business License

Each vendor must have a valid City of Whittier Business License. Vendors can obtain a license directly through the City of Whittier, 13230 Penn St. Whittier CA 90602 at the Business License Department/Cashier, Monday-Friday 8am-1pm & 1pm-4pm. If you have questions, call at (562) 567-9300.

Accident Reports

In the event of an accident or incident, it is imperative to maintain a written record of what occurred. This includes, place, time, vendor, names of all parties involved, and details of the incident.

Code of Conduct

WUA prohibits discrimination in all its programs and activities on the basis of race, color, creed, national origin, age, disability, gender, marital status, family status, religion, sexual orientation, veteran status or socioeconomic status, including discrimination or harassment because all or part of an individual's income is diverted from any form of public assistance.

Discrimination, harassment, and inappropriate behavior will not be tolerated. Violation of this Code of Conduct may result in disciplinary action, including permanent removal from the Farmer's Market and Family Street Fair. There will be no adverse reaction taken against anyone who reports violations of this policy in good faith.

Emergency Phone Numbers

Emergency Phone Number	911
Whittier Police Department	(562) 567-9200
Whittier Uptown Association Office	(562) 696-2662
Daniel Ramos, Market Manager	(323) 353-1516

Whittier Uptown Association

6717 Bright Ave
Whittier, CA 90601

WUA office Hours: Monday – Friday 9am – 5pm

Email: info@whittieruptown.org

www.whittieruptown.org

GENERAL INFORMATION
How to Become a Vendor at
The Whittier Uptown Association Certified Farmers' Market

Frequently Asked Questions about the Whittier Uptown Association (WUA) Certified Farmers' Market:

What Can I sell at The Farmers' Market?

Food and Produce ONLY.

What do I need to become a Food and Produce Vendor?

In order to sell any type of food or produce at the farmers' market, please visit the Los Angeles County Department of Public Health office. The health department will help guide you with filling out the necessary paperwork and assist you with the requirements to obtain approval and permits in order to sell your product. Health department requirements will vary depending on what you are selling, in what quantities/batches, whether you are selling prepared or raw foods, where you prepare your food, packaging rules, etc. If you are a farmer, you will also need to visit the State Department of Agriculture to obtain the correct permits to sell your produce. In addition, you must visit the county clerk's office to set up your business.

Do I need to obtain a City of Whittier Business License to sell my product at the Farmers' Market?

Yes. All Vendors are required to apply for a City of Whittier Business License to conduct any business in the City of Whittier.

Do I need insurance?

Yes. Each vendor is required to provide proof of liability and auto insurance. General Liability Insurance must have a \$2,000,000.00 aggregate. The Whittier Uptown Association must be an endorser on the policy. Proof of vehicle insurance is required since you will be transporting products into the market via car, truck, or other vehicle. Proof of current insurance coverage helps protect the vendor, the Whittier Uptown Association, the Market Manager, and other parties in case of accident, damage, or injury.

Do I need this paperwork in order to be accepted as a Vendor for the WUA Certified Farmers' market?

Yes. The WUA Certified Farmers' Market can only accept you as a vendor, once you have all the necessary permits in place, licenses, and certificates.

Am I guaranteed a space at the WUA Certified Farmers' Market?

Even if you have all necessary permits and licenses in place, the WUA cannot guarantee vendor space. If we have space available and you have a product that the WUA Farmers' Market Committee would like to offer to our community, then we will contact you.

Currently the WUA Farmers' Market is at maximum capacity, but we would be happy to place you on our waiting list and call you if a space becomes available.

**If you have any further questions please email the WUA Certified Farmers' Market Manager,
Daniel Ramos (323) 353-1516**

1/2015 jg