



626-935-9391 | farmersmarket@whittieruptown.org | @uptownwhittierfarmersmarket | officialuptownwhittierfarmersmarket

## Safety Information and 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. For all emergencies that are life threatening, call 911

### Safety of Structures

Vendors are responsible for securing 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. 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 or Whittier Uptown Association (WUA). The WUA will notify the City of Whittier for repairs.

### 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. Vendors shall not use any other entrance or exit, except those appointed on the map.

### Electrical and Fire Hazard

Before the start of the market, 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 Market Manager's table at the Information Booth. There are signs displayed throughout the market.

### Pets

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

### Clean Up

All vendors must clean up their area at the market before leaving by 2:00pm. Vendors are responsible for the cleanliness of their selling area. Public trash receptacles cannot be used to dispose of produce boxes or unsold produce. Vendors are to utilize the trash compactor located on premises to dispose of their waste.

### Restrooms

There are portable/temporary restrooms adjacent to the market, for your convenience. Public restrooms are also available approximately 300 feet away from the market, under the Uptown Whittier Public Parking Structure, at 6721 Bright Ave (Between Philadelphia St. and Baily St).





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### **Friday Market Vendor Parking**

All vendors are to arrive between 7:00am to 7:30am on the lot to unload with their vehicles. All vehicles are to be removed by 7:45am. If you arrive after 7:30am, you will not be allowed to enter and will have to find a safe place to unload in a different location. Vendors will have to transport their products, canopies, tables, etc on the lot from that location. This precaution is intended to avoid vehicle and/or pedestrian accidents (No Exceptions).

### **Set Up**

Farmers Market set up hours are between 7:00am and 7:45am. All vehicles will need to be on the lot by 7:30am or will need to unload from the street. Any vehicles not pre-approved by the Market Manager to be on the lot, will be removed from the 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. Advertiser will set-up after all non-approved vehicles have left the lot.

### **Tear Down**

The Farmers Market closes at 1:00pm. Vendors are not allowed to leave the premises until after 1:00pm. Vehicles will not be allowed to enter the lot before then. 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). No grower or vendor will be allowed to sell after 1:00pm and complete tear down/vehicle removal must be complete by 2:00pm.

### **Security**

If a vendor witnesses any disorderly conduct, they are asked to contact 911 immediately and notify the Market Manager. All incidents must be reported and submitted in writing to the Market Manager on the same day. The Market Manager will provide the incident report form to be completed by the involved parties with the assistance of the Market Manager.

### **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. With assistance, the Market Manager will provide the incident report form to be completed by the involved parties.

### **Insurance**

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

### **Business License**

Each non-produce 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 or online <https://www.cityofwhittier.org/services/online-services/online-payments>, Monday-Friday 8am-1pm & 1pm-4pm. If you have questions, call at (562) 567-9300 and ask for the Business License Department. A valid business license must be on file.





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### **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 Farmers Market. 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

Market Manager (626) 935-9391 -Daniel Gomez

### **Whittier Uptown Association**

6717 Bright Ave, Whittier, CA 90601

WUA office Hours: Monday – Friday 10:00am – 3:00pm

Emails contacts:

[farmersmarket@whittieruptown.org](mailto:farmersmarket@whittieruptown.org)

[www.whittieruptown.org/fridaymarket](http://www.whittieruptown.org/fridaymarket)

[info@whittieruptown.org](mailto:info@whittieruptown.org)

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