



Friday Farmers' Market

&

Thursday Night Family Street Fair

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

Public restrooms are available approximately 300 feet away from the event area, under the Uptown Whittier Public Parking Structure.

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

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| 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

E: info@whittieruptown.org

www.whittieruptown.org