

2020 VENDOR INFORMATION

Thank you for your interest in the Grass Valley Farmer's Market!

We have **three** weekly markets this season. If you are a returning vendor, please note that some dates and locations have changed. After many years at the Northstar House, we are moving to a new exciting location for our Saturday market. The highly visible and easily accessible area toward the front of the Kmart Parking lot is where we will set up this year. The shopping center is called "McKnight Crossing" off the McKnight Way exit in Grass Valley.

We are hoping the move will increase business for all, make it easier for local clientele to access the market and attract new shoppers already busy in the area!

SATURDAY

8 am - 1 pm
May 2 - Nov 21

NEW LOCATION

McKnight Crossing
(in front of Kmart)
111 W McKnight Way
Grass Valley, CA 95949

TUESDAY

8 am - 1 pm
May 5 - Sept 29

Pine Creek Shopping Center
(in front of Raley's)
650 Freeman Lane
Grass Valley, CA 95949

THURSDAY

"Downtown Farmer's Market"
4 pm - 7 pm
May 7 - June 18

City Parking Lot
at Neil St. & So. Auburn
(across from the old
Safeway)
Downtown Grass Valley

THURSDAY

"Thursday Night Market"
Certified Farmer's Market
6 pm - 9 pm
June 25 - July 30

Part of the large Grass
Valley Downtown
Association (GVDA) event
Mill St.,
Downtown Grass Valley

*If you are an artisan, crafter
or Prepared Food Vendor,
please submit application
for the Thursday Night
Market via GVDA website.*

APPLICATION CHECKLIST

*Please be sure to attach all additional documents required
for a complete application!*

- Completed Vendor Application
- Certified Producer Certificate
- Hold Harmless agreement
- Proof of Insurance
- Member Dues and Market Fees
- Signed Rules and Regulations
- Resale License "Seller's Permit"
- Prepared Food vendors will also need to complete a Risk Assessment form with an additional \$30 Risk Assessment fee.

A VENDOR MEMBERSHIP includes advertising through our social media platforms and the ability to participate in all three of our markets. **Membership fees are \$75.00 per year** to be paid upon submittal of the Vendor Application form attached below. Stall fees are paid on a per market basis on the same day that each vendor attends.

All vendor **stall fees are \$30.00 per 10×10** booth per market. Some vendors may have the option of parking their vehicle next to their stall for an additional \$5.00 per market.

“Thursday Night Market” vendors will be permitted to park their vehicle in two or more reserved spots on Mill St. during the large festival. The vehicle and market set up must fit within the stall parameters. This means that if any vendor is reserving just one space at the Thursday Night Market, then you must fully unload and have vehicles parked offsite prior to 5:00pm.

MEMBERSHIP BENEFITS

- Access to existing customer base and local shoppers
- Market advertising and promotions in print and on social media.
We may feature your booth in one of our posts! (with permission)
- Monthly Membership Newsletter
- Option to participate in Membership meetings, nominate and elect Board members
- We are a ‘Certified’ Farmers’ Market, which saves each vendor additional state labeling requirements.
- We process Supplemental Nutrition Assistance Program (SNAP) payments with Electronic Benefits Transfer (EBT), and we can help our producers get certified to accept payments from the Women, Infant & Children (WIC) assistance program and Senior Farmers’ Market Nutrition Program (SFMNP). Let Jade know if you are interested in becoming certified to accept these alternative forms of payment.

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INSURANCE –

All vendors are required to carry insurance. If you have a commercial vehicle and/or general liability insurance, please have your provider name **‘The Market at Grass Valley’** on your policy as an **“additional insured”**. For a complete application, you must submit current proof of your automobile insurance for every vehicle that you will be using at the Market.

ATTENDANCE –

Vendors must mark their start and end dates of the markets clearly and notify the market manager if they change. Vendors must also notify the market manager 24 hours in advance when they’re going to be absent from a market. **If vendors do not notify the manager of an absence, via phone, email or text message, then they will be charged the following market for their unused space.**

SET UP & BREAK DOWN –

Vendors are expected to be set up and ready for customers by the start time of all the markets. Vendors must also keep their booths set up until the close of each market. This means that if you have sold out or if you are having a slow day you can condense your booth but still make yourself approachable and welcoming to all customers throughout the entirety of the market hours.

INVITATION --

We look forward to having you join our Markets this season.

Please submit via email : info@themarketatgrassvalley.com

Or mail Vendor Applications to:

The Market at Grass Valley

P.O. Box 2477

Grass Valley Ca. 95945

Make checks payable to:

Nevada County Certified

Grower's Market

Our Annual Spring Meeting is scheduled for noon, March 28th.

Please standby for further details regarding CoVID19



The Market at Grass Valley Farmers Market & Artisan Crafts

VENDOR APPLICATION

Name of business: _____

Website: _____

Name(s) of business owner(s):

Physical address of business: _____

Mailing address: _____

Owner #1 Cell phone: _____ Owner #2 Cell phone: _____

Email: _____

Will the business owner(s) be the primary sellers(s)? _____

Employee(s) or family member(s) who may be selling for you, names and phone numbers:

Have you sold at The Market at Grass Valley (NCCGM) in the past? YES _____ NO _____
Which Years _____

Do you have a resale sellers permit? YES _____ NO _____ Please attach a copy.

Do you have liability insurance? YES _____ NO _____ If not we need a copy of your current auto insurance.

Please tell us about the product(s) you want to sell. Provide photos and as much information about your product so that we can determine if your product would benefit our markets.

If you have a Non-Certified Agricultural Product, please indicate here:

Certified Producers ONLY

Name of Certified Producer _____

Certificate #: _____ Issuing County: _____

Please tell us about your farming practices. Check all that apply.

Certified Organic Non-GMO use of organic fertilizer use of synthetic fertilizer

pesticide-free permaculture biodynamic hydroponics greenhouse

heirloom Integrated pest management manual weed control no till

occasional pesticide use regular pesticide use elevation? _____

Anything else noteworthy about your farming practices? _____

Would you be interested in learning more about sustainable farming practices? _____

Are you interested in becoming Certified Organic but haven't gotten to it yet? _____

Prepared Food Vendors ONLY

If you are selling fresh or prepared food, you will need to obtain a Temporary Food Facility (TFF) or Cottage Food Operation (CFO) permit from the

COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY

ENVIRONMENTAL HEALTH DEPARTMENT

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617

(530) 265-1222 FAX (530) 265-9853 www.mynevadacounty.com

If you have this, please provide your PR# _____ and FA# _____

You must then complete a **Risk Assessment Guide (from Environmental Health) for each of the markets** that you wish to sell your products. It must be completed and returned to the market manager with a **\$30.00 fee per market** at least two (2) weeks prior to the opening day of the market. For any Risk Assessment Forms turned in after opening day, the fee is \$50.00 per market. These fees are required by the Environmental Health Department.

Please indicate the Market(s) and dates that you would like to attend:

If you are a farmer and you hope to start selling in “June” or “mid-June” for example, please update the market manager of your **exact start date(s)** as soon as possible to insure that you have a stall that day. We understand that farmers cannot always predict when their produce will be ready, just keep the manager informed.

We are a **RAIN or SHINE market**. Unless you have an arrangement with the manager, we expect full participation from all vendors, no matter the weather. Please note that each Thursday Market is Pre-Pay. Due to the extreme space limitation and the short time frame of each event, we need to know the exact number of vendors that will be participating in the Thursday Night Market. Please indicate your interest and submit the total fee by the date indicated.

McKnight Crossing -- Saturday, May 2 – Nov 21, 8 am – 1 pm

Planned Start and selling dates: _____

Any known absences: _____

Pine Creek Shopping Center – Tuesday, May 5 – September 29, 8 am to 1 pm

Planned Start and selling dates: _____

Any known absences: _____

Downtown Farmers Market – Thursday, May 7 – June 18, 4 pm- 7pm

Total of Seven (7) Markets @ \$30 ea. = One (1) 10x10 booth TOTAL \$210,

Double or Triple Booth TOTAL **Deposit:** \$210 (additional booth fee(s) due at each market time)

Please submit fees with or separate from this application, by APRIL 23rd

Any known absences: _____

Thursday Night Market “Certified Farmers Market” – Thursday, June 25 – July 30, 6 pm- 9pm

Total of Seven (6) Markets @ \$30 ea. = One (1) 10x10 booth TOTAL \$180,

Double or Triple Booth TOTAL **Deposit:** \$180 (additional booth fee(s) due at each market time)

Please submit fees with or separate from this application, by JUNE 11th

Any known absences: _____

RULES AND REGULATIONS

1. All produce must meet minimum quality standards.

1.1 Artisan and other non-certified items for sale shall be produced by the seller.

2. The Market Manager represents the Board of Directors to the Membership and reserves the right to dismiss any vendor from the market at any time for non-compliance with California Department of Food and Agriculture direct marketing regulations or violation of the Grass Valley Farmer's Market rules and regulations, herein provided.

2.1 In the event a vendor does not comply with the rules and regulations, a written warning will be issued.

Further violations will result in suspension, and/or the vendor will forfeit their reserved stall space for some or all of the remainder of the market season.

3. Our permits require that no bagging or selling occur before market start time.

3.1 One hour set-up and take-down time before and after Market hours will be allowed.

3.2 If a stall space is not filled one half hour prior to the market start time, the Market Manager may use discretion to fill space with another vendor. A producer arriving after Market start time, may be asked not to sell.

3.3 In the event that you cannot attend a market date, 24 hour notice is required. If you cannot give 24 hours, you may be liable for the missed market stall fee at the next market you attend.

3.4 No vehicle shall be permitted to drive in the center aisle one half hour before or after any market start time. All vendors arriving after market start time will be allowed access to their stall by means other than driving in the center road aisle, i.e., walking or using the parking aisles.

3.5 If not already reserved, each producer will accept the space assigned by the Market Manager.

4. Each stall is approximately 10' wide and 10' long. All vendors shall keep their produce and tables within marked spaces. No part of a vendor's vehicle or stall set-up shall encroach on the lane reserved for pedestrians.

4.1 Indicated 15 ft' fire lanes shall not be impeded upon due to producer set-up.

4.2 Signage requirements and restrictions: Certification and/or licensure must be prominently displayed for public inspection with name banner.

5.1 All vendors are expected to be familiar with the Market's safety guidelines, and to comply with them. All vendors shall immediately comply with the Market Manager's directions.

5.2 Each stall shall have a trash receptacle for public use. It is the responsibility of each stall user to dispose of trash collected, and to clean up his/her own stall area.

5.3 No display table may be filled over carrying capacity; produce arrangements must be stable. Legs to tables must be secure, and tables must not cave in.

5.4 All connecting rods of shade setups shall be secure in their fittings. Shade setups shall be anchored or weighted down against the wind. Tarps shall be securely fastened.

5.5 All boxes or crates of produce shall be kept at least 6" off the ground. Boxes/crates shall be free of sharp edges, protruding nails, and wire.

5.6 Sampling will be allowed according to regulations. Each vendor must be responsible for learning and following regulations pertaining to their particular operation.

5.7 No smoking is permitted during Market hours. (State law)

5.8 No live animals, dogs, birds, or fowl may be kept or allowed within 20 feet of any area where food is stored or held for sale. This does not apply to guide, signal, or service animals.

5.9 One wheel of the vehicle must be blocked, front and back, upon immediate arrival into the stall space.

Minimum Size: 4" thick by 6" wide; Maximum Size: 6" thick by 10" wide; and cut at a 45 degree angle. Material must be wood, metal, or approved by Market Manager.

Producers are expected to maintain high standards of honesty and integrity, and to conduct themselves at all times in a courteous and business-like manner. Behaviors such as those outlined below will not be tolerated and are immediate grounds for suspension from participation in the Market by the Market Manager:

- a. Failure to comply with state, local government or market rules and regulations.
- b. Causing or maintaining an unsafe or unsanitary condition at the market.
- c. Unreasonable conduct detrimental to the welfare of the market, including, but not limited to:
 - 1. the consumption or use of alcoholic beverages or drugs or being under the influence of such,
 - 2. overt or covert harassment of other sellers, or the public (this may be verbal or physical behavior including spatial intimidation or nonverbal behavior),
 - 3. malicious gossip (slander, libel of other sellers or the public),
 - 4. violent behavior (verbal or nonverbal violence, intimidation or implied threats),
 - 5. interfering with another vendor's movement (impeding set-up, business transactions or breakdown),
 - 6. solicitous actions (asking for political, religious, or social support or favors or circulating petitions which may have the potential for disruption of normal Market transactions).

If a producer or representative is suspended from a Market, that person(s) must leave promptly and may not return to any Market until the violation has been addressed. Sellers having problems with other Sellers should refer the matter to the Market Manager who will investigate the concern. If the concern is unsatisfactorily resolved by the Market Manager, the Member may directly contact the Board of Directors in writing.

Collusion among producers to fix prices, or any attempts to influence a producer to increase/decrease prices are strictly forbidden under State law.

I (and any co-owners and employees who may be selling) have read, understood, and will abide by the Rules and Regulations of the Grass Valley Farmer's Market (NCCGM).

By signing this application, I agree that I will not hold the Grass Valley Farmer's Market, (NCCGM), its Board of Directors, Employees, or Members liable for loss of income for acting to enforce the Rules and Regulations referenced above.

Signature of Business Owner: _____

Date: _____