

## 2024 VENDOR APPLICATION

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

We have two weekly markets this season. Both markets will be located in the Pine Creek Shopping Center. Saturday Market is in the upper parking lot in front of the JCPenney. The Tuesday Market is in front of Raley's. These two locations are highly visible to the public and offer the greatest amount of accessibility for parking and mobility for all.

Each stall offers the vendor the space to park behind their stall providing optimal offload and set-up as well as breakdown at the end of each market day with no additional fee.

### **SATURDAY**

8 am - 12:30pm  
April 20 - Nov 23

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

### **TUESDAY**

9am - 1pm  
May 7 - Sept 10

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

### **Important Bio page!**

Please complete and fill in Bio Page along with application, this will be uploaded to our website.

Along with 40+word bio attach two pictures of product and or farm.



### **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.

*\*Please fill out Bio sheet and send in photo*

## **Vendor Membership**

Vendor Membership includes advertising through our social media platform and the ability to participate in both of our Markets unless otherwise specified. Membership fees are \$100 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.

## **Stall fees**

Vendor Stall fees are \$32 for crafters/artisans, all others and Certified Growers are \$38 per stall this fee is for a 10 x 10 booth per market.

## **Insurance**

All vendors are required to carry general liability 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 a current proof of your automobile insurance for every vehicle that you will be using at the Market and a copy of this for our records.

### **MEMBERSHIP BENEFITS**

- \* Access to existing customer base and local shoppers.
- \* All Market advertising and promotions in print , social media and local news paper articles.
- \* Option to participate in Membership meetings, nominate and elect Board members.
- \* As a "Certified" Farmers' Market, this saves each vendor additional state labeling requirements.
- \* We process supplemental Nutrition Assistance Program (SNAP) payments with Electronic Benefits Transfer (EBT).

## **ATTENDANCE- Very important!!!**

**Vendors must mark their attending dates clearly and advise the manager of any changes. Vendors must also notify Market Management 36 hours in advance if going to be absent via text, email, or phone message. A full additional stall fee will be applied to the next market date if notice is not given. Initials \_\_\_\_.**

Market Manager- 1(530)265-5551 info@gvfarmersmarket.org

**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 Market this coming season. Please print out, fill out, and send in the application. Photos can be emailed to: [info@gvfarmersmarket.org](mailto:info@gvfarmersmarket.org)

**Mail application 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**

**The General Market Meeting is now Scheduled  
for April 6th, 2024 at 10 am in the JCPenney parking lot.**

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Market Manager- 1(530)265-5551 [info@gvfarmersmarket.org](mailto:info@gvfarmersmarket.org)

## VENDOR APPLICATION 2024

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](http://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.

**Pine Creek Shopping Center ( JCPenney ) -- Saturday, April 20 -- Nov 23, 8 am - 12:30pm**

Planned Start and selling dates: \_\_\_\_\_

Any known absences: \_\_\_\_\_

**Pine Creek Shopping Center (Raley's) -- Tuesday, May 7 -- Sept. 10, 9am - 1pm**

Planned Start and selling dates: \_\_\_\_\_

Any known absences: \_\_\_\_\_

**Pay In advance advantage: If you would like to pay for the full year in advance the Market will credit you one full free booth fee.**

**1. You will be helping the Market pay for permits and insurance for they are substantial at the Market start.**

**2. You will take advantage of one free market stall fee credit of up to \$38.**

**Market Manager- 1(530)265-5551 info@gvfarmersmarket.org**

## 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 Each vendor is allowed one hour to set-up and one hour to breakdown at markets end.

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, 36 hour notice is required. If you cannot give 36 hours notice 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: \_\_\_\_\_

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