

NORTH SAN DIEGO CERTIFIED FARMERS MARKET  
VENDOR APPLICATION CHECKLIST

**All Vendors**

Please return ONLY the following pages to the Market:  
*Keep all other pages for your records*

- Completed 1-page Application
- Signed Market Rules Receipt
- Signed Policies Summary

**Certified Producers**

- Copy of Certified Producer Certificate(s)  
Other documents, if applicable:
  - Copy of Avocado Certificate(s)
  - Copy of Organic Certification
  - Copy of Nursery Growers Certificate

**Food Vendors**

- Signed Food Vendor Receipt
- Copy of Health Department Permit
- Copy of Food Handlers Card

**Other Vendors**

- Signed Other-Vendors Receipt  
Other documents, if applicable:
  - Sellers: Copy of Sellers Permit (sales tax)
  - Growers: Copy of Nursery Growers Certificate
  - Non-profits: Copy of Non-profit documentation
  - Contractors: Copy of Contractors License(s)

# North San Diego Certified Farmers Market

at the **Sikes Adobe Historic Farmstead** - Vendor Application (PLEASE PRINT)

|  |   |   |   |
|--|---|---|---|
| <b>Applicant:</b>  | <b>Business:</b>  | <b>Referred by:</b>   |   |
| <b>Address:</b>  | <b>Street:</b>  | <b>City:</b>  | <b>Zip:</b>   |
| <b>Website:</b>  |   | <b>Facebook:</b> (Business Page) <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>fb address:</b>  |
| <b>Contact Info:</b>   | <b>Name:</b>  | <b>Email:</b>   |   |
|  | Phone:  | Market Day Ph:  |   |
| <b>Products &amp; Services:</b>  | <b>On-site Product Sales:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  | <b>Detailed Description</b> (please list <b>ALL</b> products to be offered):              |   |
|  | <input type="checkbox"/> Certified Producer - Farmer/Grower<br><input type="checkbox"/> Open Food Vendor (open and/or ready to eat foods)<br><input type="checkbox"/> Prepackaged Foods (Not open)<br><input type="checkbox"/> Personally Handmade Arts/Crafts, Products<br><input type="checkbox"/> Locally Handmade Arts/Crafts, Products<br><input type="checkbox"/> Fair Trade Goods / Imported Items<br><input type="checkbox"/> Commercially Produced Items (your own)<br><input type="checkbox"/> Commercially Produced Items (reseller)<br><input type="checkbox"/> Independent Consultant/Direct Sales<br>Company: _____<br>(Describe in detail in next section):<br><input type="checkbox"/> Informational / Service<br><input type="checkbox"/> Non-Profit<br><input type="checkbox"/> Other _____ |   |   |
| [ ] check if continued on back   |   |   |   |
| <b>List other San Diego Farmers Markets that you currently participate in or have participated in:</b>   |   |   |   |
| <b>License, Permits, registration numbers:</b><br><small>(list all that apply)</small>   | Temporary Food Facility Permit:   | Certified Producer (CPC):   |   |
|  | Seller Permit (sales tax):  | Contractor License:   |   |
| <b>Vendor Requests</b><br>Preferences are considered based on availability and product need; <b>there is no assurance that requested preferences are available.</b>  | ____ <b>One 10x10 Space</b><br><i>at additional fee (except for CPC vendors):</i><br>____ <b>Two 10x10 Spaces</b> (side-by-side, 20' frontage)<br>____ <b>Two 10x10 Spaces</b> (back-to-back, 10' frontage)   |   | ____ other (describe)<br><br><input type="checkbox"/> Occasional <input type="checkbox"/> Every Week<br><input type="checkbox"/> Regular <input type="checkbox"/> Alt-Weeks |
|  | <b>If granted regular placement in the market, you will be included in the list of Vendors on our website. Please indicate how you wish to be listed:</b><br>(please check one) <input type="checkbox"/> Name Only <input type="checkbox"/> Name with link to your email address <input type="checkbox"/> Name with link to your website<br><b>(PRINT exactly as the information is to appear)</b><br><b>Name (Business):</b> _____<br><b>email address:</b> _____<br><b>website:</b> _____<br><b>Facebook (Business Page):</b> _____<br><b>BRIEF description to be included online:</b><br>_____<br>_____  |   |   |
| <b>Notes/Comments:</b> <input type="checkbox"/> see reverse  |   |   |   |
| Initial and ongoing vendor participation is at the discretion of the Market Manager at all times.<br>Information related to all market fees, incentive programs, grandfathered schedules &/or special payment plans is confidential.<br>Please refer to the market website for current Market Fees.  |   |   |   |
| I have reviewed the complete Vendor Information Package and Farmers Market Rules, and in accordance make application to the NSDCFM.<br>If approved to participate in the NSDCFM, I agree to abide by all guidelines described, including payment of all applicable described fees and/or penalty/fines, at the time they are incurred or when due.<br>I certify that the above Applicant Information is true and accurate as of this date. |   |   |   |
| <b>Signature:</b>  |   |   | <b>Date:</b>  |

# **ALL VENDORS: RETURN THIS PAGE TO MARKET**

## **Market Rules**

North San Diego Certified Farmers Market

**- MARKET COPY -**

By signing below, I hereby state that I have read, understand and agree to follow all rules and procedures outlined in these rules for the **North San Diego Certified Farmers Market**. I also understand that failure to conform to stated rules may result in the privilege of participating in this Market being revoked.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name (printed): \_\_\_\_\_

*(ALL VENDORS - Please read, sign and return this page to the NSDCFM management).*

A copy of the complete Market Rules is available: <http://docs.nsdcfm.com/MarketRules.pdf>

# NSDCFM Market Policies (Summary)

## - MARKET COPY -

This is only summary - please review the **complete NSDCFM Market Rules**, updated as of November 8, 2014, in its entirety. They are available for review & download from the Market's website. [www.NSDCFM.com](http://www.NSDCFM.com)

1. **Rain/Weather/Other Conditions.** The NSDCFM is a "rain-or-shine" market. Only in extreme situations where health and safety of the vendors and customers may be at risk will the market be canceled or close early due to conditions. All vendors are expected to have an inclement weather contingency participation plan before making application with the NSDCFM. Scheduled but absent vendors will be required to pay the weekly minimum fee for that space upon returning to the Market.

If it begins to rain or other conditions develop, cover up/secure/protect items and check with the Market Manager about the status of the market BEFORE closing up and/or tearing-down.

2. **Attendance:** Vendors are required to notify the NSDCFM if they will not be attending the next scheduled Market. Each weekly settlement includes a statement indicating whether the vendor will be attending the next week's market; if not, on what date will they be returning. Vendors must properly notify the NSDCFM Manager, *and receive confirmation back from the market, no later than* Wednesday before 10:30am for the following Sunday (96 hours notice) if they will be unable to participate on that given day. Failure to provide the required advance notice may result in cancellation of further reservations, and the vendor will be required to pay the published weekly minimum fee for that vendor-category space upon returning to the Market. This includes (but is not limited to) missing the market without the minimum required 96 hours notice due to: weather or conditions, illness, scheduling conflicts, personal matters, equipment failure, car problems, etc.

3. **Leaving Early:** It is vital to the success of the Market and out of respect for other vendors that all vendors remain open for business until the official end of the Market. Unless you have completely sold out of product, if you pack up and/or break down before the official closing time, a \$25 penalty charge may be applied. (If it is unavoidable for you to leave early on a given market day, contact the Manager for pre-approval). If you have completely sold out of all available product, contact the NSDCFM Manager before starting to pack up/break down.

4. **Trash/Waste.** All sellers are required to keep their immediate area clean and safe. Sellers must provide their own trash containers for their own use, and a second container for customers use if samples are offered or any items for immediate consumption are sold.

The market provides a dumpster for your use both during and after the market hours. It is located just outside the main gate at the entrance to the staging area/parking lot. Please feel free to avail yourself of it at any time during the market. Please DO NOT deposit trash from your stall in the community trash cans placed around the market before, during or after the market hours; those are provided for the shoppers' use and convenience.

5. **Children.** Young children who are unable to help in selling can create a health or safety hazard and should not be brought to the market without the prior permission of the NSDCFM manager. If the Manager believes there is no hazard or distraction presented by said child or children, the privilege will be considered. Vendors must supervise their children at all times; the NSDCFM staff, customer areas, and other vendors may not be used as alternatives to appropriate child-care.

6. **Animals.** No vendors' pet animals are allowed in the market, except for Service Animals as specified in Section 54.1 of the Civil Code, and scheduled entertainment, or that is part of a vendor's display and that has been approved in advance by the Market Manager.

By signing below, I hereby state that I have read, understand and agree to follow all rules and procedures outlined in the complete rules for the North San Diego Certified Farmers Market, updated as of November 8, 2014, and specifically the policies described in this summary. I also understand that failure to conform to stated rules may result in the privilege of participating in this Market being revoked.

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Signature

Date

Name (printed): \_\_\_\_\_

(ALL VENDORS - Please read, sign and **return this page to the NSDCFM management**).

# RETURN TO MARKET *if applicable*

## PREPARED & SERVED **FOOD VENDOR** RULES – ADDITIONAL - MARKET COPY -

1. All food booths are required by the Fire Marshal to have on site, at all times, a minimum of one, at times two, fire extinguishers, if cooking or heating, or using any flame. Sellers must not change propane cylinders during Market hours.
2. All prepared & served food vendors are required to furnish a clean refuse container at their space for their own use and for patrons.
3. All menus must be clearly marked as to price and type. You may not sell food not listed on the approved NSDCFM application without receiving prior approval from the NSDCFM Manager.
4. Prepared & Served Food Vendors must have acquired and submitted a valid Health Department Permit for their serving booth. Restaurants may need an additional health permit to operate outside their establishment.
5. Prepared & Served Food Vendors must acquire, have submitted to NSDCFM, and have on display appropriate Health Department Certificate(s) as required by State and County agencies.
6. NSDCFM strongly suggests the use of recyclable and/or degradable products over the use of polystyrene for environmental reasons.

I have read and understand the Prepared & Served Food Vendor Rules – Additional, and agree to comply with them.

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Signature

Date

Name (printed): \_\_\_\_\_  
(ALL PREPARED & SERVED FOOD VENDORS - Please read, sign and **return this page to the NSDCFM**).

A copy of the complete Market Rules is available: <http://docs.nsdcfm.com/MarketRules.pdf>

**RETURN TO MARKET** *if applicable*

**CRAFTERS, SPECIALTIES, INFO/DEMO RULES – ADDITIONAL  
- MARKET COPY -**

All submitted applications must include the following: a completed and signed application, a signed copy of Crafters, Specialties & Informational Rules (this page), photos of all products/services to be sold, and copy of your California Sellers Permit.

1. Crafters, Specialties & Informational applications are accepted based upon: quality of product(s)/services, space availability, uniqueness of product(s)/services and Market Manager’s assessment of appropriateness of products/services and marketability.
2. Preference for available space will be given to Crafters, Specialties & Informational Vendors offering 50% or more “handmade” crafts that they produce themselves.
3. Crafters, Specialties & Informational Vendors may not sell or display items/services not listed on the approved NSDCFM application without receiving prior approval from the NSDCFM Manager.
4. Crafters, Specialties & Informational booth spaces will be set up in the “Other Purveyors” (non-Certified) section of the Market.
5. New Crafters, Specialties & Informational vendors are accepted on a trial basis. During this time, the Market Manager will continue to evaluate new vendor's attendance, products/services, compliance with rules and cooperation with staff.

I have read and understand the Crafters, Specialties & Info/Demo Rules – Additional, and agree to comply with them.

---

Signature

Date

Name (printed): \_\_\_\_\_  
(ALL CRAFT, SPECIALTIES & INFORMATIONAL VENDORS - Please read, sign and **return this page to the NSDCFM**).

A copy of the complete Market Rules is available: <http://docs.nsdcfm.com/MarketRules.pdf>

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## **North San Diego Certified Farmers Market** at the **Sikes Adobe Historic Farmstead** (directions: <http://bit.ly/tkvsig>) Vendor Application Information (12/15/2014)

Market Manager:  
Claire Winnick  
(858) 735-5311

### All Vendor Categories

If you are interested in being considered for a vendor space in the weekly **North San Diego Certified Farmers Market** - located at the Sikes Adobe Historic Farmstead, please print out the **Vendor Application** and fill it out completely (PLEASE PRINT), including attaching copies of all certificates or licenses listed. **ONLY ONE-VENDOR PER BOOTH-SPACE WILL BE PERMITTED.** Only the products included on the *approved* vendor application may be offered.

Completed applications with copies of all documents must be submitted, reviewed and approved by the Market Manager *in advance*.

The market DOES NOT screen or review new applications on the morning of the market.

Applications must be complete with copies of all required documentation, and can be submitted:

**Preferred Method:**  
By scanned attachment to email:  
[info@NSDCFM.com](mailto:info@NSDCFM.com)

By fax.  
(858) 538-7620

By Mail.  
**North San Diego Certified Farmers Market**  
PO Box 506523  
San Diego, CA 92150

In Person (during Market hours; Su 1030-330).

**North San Diego Certified Farmers Market**  
12655 Sunset Drive  
Escondido, CA 92025

directions: <http://bit.ly/tkvsig>

*please note:* Vendor Applications may be dropped off with the Market Manager during market hours, but there is no guarantee that the application will be able to be reviewed at that time. Applications will be reviewed as time permits, or within 48-hours of being dropped off.

The **North San Diego Certified Farmers Market** is a recurring weekly market, and our vendor structure is designed to respond to our shoppers' preferences.

Shoppers at the **North San Diego Certified Farmers Market** are often weekly *regulars*, and over time are more likely to make purchases from the vendors they see consistently at the market; our market-vendor emphasis therefore is on vendors looking to make an ongoing commitment to being at the market on a scheduled and regular basis, rather than those vendors looking for what a vendor might expect to experience at a one-day or one-weekend special event (such as a street-fair or annual festival).

It is our experience that Farmers Market shoppers tend to *consider* new vendors but wait to see that they return before deciding whether to make a purchase, particularly for non-food products and services. Since the **North San Diego Certified Farmers Market** is more of a *traditional* Farmers Market, "here-today, gone-tomorrow" vendors tend to not experience one-day successes at this market (vendor experiences at events that are more like street fairs and festivals are quite different from what takes place at a traditional Farmers Market). The **North San Diego Certified Farmers Market** caters to, and our shoppers have come to expect, consistency, family and community.

The **North San Diego Certified Farmers Market** is a "**rain-or-shine**" market. Only in extreme situations where health and safety of the vendors and customers may be at risk will the market be canceled or close early due to conditions. All vendors are expected to have an inclement weather contingency participation plan before making application with the NSDCFM.

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## The following applies to ALL participants in the Farmers Market:

All solicitations must take place from within the limits of the designated stall space area; walking around with merchandise samples or literature, hawking (vendors who are overly aggressive to customers as they walk by, or that distract shoppers from interest in other vendor's displays), shouting out to passers-by, "carnival-barking", asking uncomfortable or personal questions in a public or private manner, or soliciting shoppers by standing in or blocking the walkways will not be permitted.

If you are interested in applying for a Vendor space, please submit all of the following to the Market:

- copies of all documents and permits listed on the application,
- photos of your set-up market booth
- photos of your product(s); if submitting your application in person, samples are recommended.
- signed receipt pages from the Market Rules <http://docs.nsdcfm.com/MarketRules.pdf>
- signed Market Copy of the Market Policies Summary <http://docs.nsdcfm.com/MarketRules-SUM.pdf>

*note: copies of documents and photos submitted will be retained as part of your application. We are unable to make copies for you.*

The manager will review the information you have provided; you will be notified shortly of the status of your application.

If your application is approved and we are unable to schedule you for space in the market immediately, you will be placed on our approved wait-list for if/when a regular space becomes available. You must complete the application process and be approved as a vendor for the market **in advance**, before you would be called to fill-in, permitted to stand-by for an available space, and/or be placed on the waiting list for a regular space. The sooner an application is approved as a market vendor, the higher up on the wait list you will be and more likely to be called to fill in first or offered a vacant space in the market.

We require that you provide a *complete* application, photos of your set-up and copies of ALL documents when you submit your application to the market for consideration. You **must** include a copy of your **Resale License** (sales tax), **Certified Producer Certificate**, **Environmental Health Permit**, and/or **License to Sell Nursery Stock**, *when applicable*.

ALL VENDORS \*MUST\* HAVE SECURE GROUND SPIKES/WEIGHTS FOR THEIR CANOPIES.  
We do NOT permit the use of umbrellas due to the windy conditions we regularly experience at this site.

The market does not provide canopies, tables, chairs, weights, tent stakes, hot water to fill individual hand-wash stations **or access to power**; we provide **only** the designated space for you to set up in. Vendors are responsible for providing **everything** used in the set-up and operation of their market display.

Generators are permitted, providing they are **low-noise** and **do not produce any odor** (generators that interfere in any way with nearby vendors will not be permitted). Use of a generator in the market *must be approved by the market managers in advance*; vendors may be required to demonstrate the unit's performance prior to approval.

Initial, occasional and ongoing vendor participation is at the discretion of the Market Manager *at all times*.

## Please note that the following will not be admitted to the market:

- catalog sales, catalog memberships, multi-level marketing, network marketing, network marketing memberships, network memberships, pyramid groups or upline/downline solicitations (specific products offered for direct sale to shoppers by Independent Consultants may be considered if they are a good fit with the market, but recruiting would not be permitted).
- Franchise Operations
- Manufactured/processed dietary supplements
- Health/wellness treatments/cures (chair-massage by licensed therapists may be permitted)
- Edible Produce not grown in California
- Non-certified Edible Produce, including fresh whole fruits, nuts, and vegetables
- Non-certified Flowers



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- Health screenings or medical advice by for-profit organizations
- Religious groups
- Political groups that can be considered partisan or controversial (neutral voter registration booths may be permitted)
- Political action groups
- Petitions and Survey-takers
- Hawkers (vendors who are overly aggressive to customers as they walk by, solicit outside the confines of their booth-space, or distract shoppers from interest in other vendor's displays)
- Insurance Agents, Talent Scouts, Financial Advisors
- any other business, product, service or offering that the Market Management does not see as a good fit for the farmers market.
- **NOTE:** Commercial, manufactured, and/or resale merchandise and services will only be admitted on a *case-by-case basis*, and must be consistent with the spirit of a Traditional Farmers Market or otherwise complimentary to our location on the grounds of the Sikes Adobe Historic Farmstead and/or at the trailhead of the area's SDRP trails.

### **CURRENT MARKET FEES AND MINIMUMS**

*Individual Vendor fee information related to all market fees, incentive programs, grandfathered schedules and/or special payment plans is always confidential.*

Vendor fees can be paid by **cash, check** payable to **NSDCFM**, or by **Credit Card (Amex, MasterCard, Visa, Discover)**. All Credit Card transactions will be charged an additional 5% processing fee.

#### **Advertising/Application Fee, and Initial Participation Commitment**

A one-time \$25 Advertising/Application Fee is required from every vendor before being scheduled for space at the market. The Advertising/Application Fee is *waived* for CPC-Farmers and documented non-profits.

All Vendors (including farmers): For ongoing scheduled space (**Regular Vendor Status**) in the Weekly Farmers Market (*a minimum of two-Sundays each month*):

- we require a 5-weekly market commitment, with the non-refundable 1-time \$25 application fee (when applicable) and a deposit toward the weekly fees paid up-front for some vendor categories before being scheduled for space at the market (*see individual vendor category descriptions below for current fees and deposit requirements*).
- There are no refunds, credits or adjustments to the one-time \$25 advertising fee and/or any deposits once paid if a vendor misses any part of their commitment period, or does not return or continue with the market for any reason.
- **Scheduled vendors are required to notify the NSDCFM if they will not be attending the next scheduled Market. Vendors must properly notify the NSDCFM Manager, and receive confirmation back from the market, no later than Wednesday before 10:30am for the following Sunday (96 hours notice) if they will be unable to participate on that given day. Failure to provide the required advance notice may result in **cancellation of further reservations**, and the vendor will be required to pay the published weekly minimum fee for that vendor-category space upon returning to the Market.**
  - *This includes (but is not limited to) missing the market without the minimum required 96 hours notice due to: weather or conditions, illness, scheduling conflicts, personal matters, equipment failure, car problems, etc.*

#### **For One-Time or Occasional Space (Occasional Vendor Status) in the Weekly Farmers Market** (applies to all vendor categories, including farmers)

*Vendors who participate on a "drop-in" periodic scheduled basis, or with custom schedules to participate in the Weekly Farmers Market fewer than two-Sundays each month will be considered Occasional Vendors.*

*Vendors must be scheduled and attending the farmers market at least twice each month to be eligible for Regular Market Vendor pricing.*

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- We require the \$25 application fee to be paid up-front before being scheduled for space at the market.
- We collect \$43 from the vendor for a 10x10 space, or \$68 for a 10x20 space (double booth) each time the Occasional Vendor sets up with us. These fees include a \$1 donation to the Sikes Adobe Historic Farmstead plus the state-required \$2 fee per vendor each market day. *State fees are turned over to the CDFA on a quarterly basis.*
- *Occasional Vendors may apply to convert over to Regular Vendor Status on a space-available basis.*
- **Occasional Vendors who have previously scheduled space at the market but were unable to attend as scheduled may be required to pre-pay the daily vendor fee before being scheduled again.**
- There are no refunds, credits or adjustments to the one-time \$25 advertising fee once paid if the vendor does not attend, return or continue with the market for any reason.
- **There are no refunds, credits or adjustments to any prepaid fees once a vendor is scheduled if the vendor is unable to attend without providing the required minimum advance notice (96 hours - by Wednesday at 10:30am for the following Sunday). NOTE: ONLY THE \$2 STATE FEE, IF PRE-PAID, WILL BE REFUNDED TO THE VENDOR IF THEY DO NOT PARTICIPATE IN THAT MARKET DAY.**

## VENDOR CATEGORIES

CERTIFIED PRODUCERS & NON-CERTIFIABLE CALIFORNIA-PRODUCED AGRICULTURAL PRODUCTS  
[see page 4]

NON-CERTIFIED PLANTS & OTHER PERMITTED NON-CERTIFIED AGRICULTURAL PRODUCTS [see page 5]

READY-TO-SERVE AND PREPACKAGED FOOD VENDORS [see page 6]

- Prepared On-Site And Self-Made Prepackaged Food-Vendors
- Non-Self-Made Prepackaged Food-Vendors

ARTS & CRAFTS AND SPECIALTY VENDORS OFFERING PRODUCTS FOR SALE [see page 7]

- Self-Made / Handmade Product Vendors
- Manufactured, Commercial, Resale, And Other Non-Self-Made Product Vendors

INFORMATION, SERVICES, DEMONSTRATIONS & OFF-SITE PRODUCT SALES [see page 7]

DIRECT SALES/INDEPENDENT CONSULTANTS [see page 8]

DOCUMENTED NON-PROFIT ORGANIZATIONS [see page 9]

## CERTIFIED PRODUCERS & NON-CERTIFIABLE CALIFORNIA-PRODUCED AGRICULTURAL PRODUCTS

For all Agricultural Producers (Farmers), we require a "Certified Producer" Certificate by the San Diego County Department of Agriculture, or certification by a neighboring county and authorization to sell at a certified farmers market within San Diego County.

[http://www.co.san-diego.ca.us/awm/farmers\\_markets.html](http://www.co.san-diego.ca.us/awm/farmers_markets.html)

If you will be offering live plants, cut flowers, or other nursery stock shown on your CPC, we require a copy of your valid License to Sell Nursery Stock when applicable, and a signed *Nursery Stock Vendor Statement*.

<http://docs.nsdcfm.com/NurseryStock.pdf>

All Certified Farmers should review the CPC Self-Inspection and the Market's Food Vendor Checklists to ensure compliance with all items.

<http://docs.nsdcfm.com/CPC-selfInspection.pdf>

<http://docs.nsdcfm.com/Healthchecklist.pdf>

NSDCFM requirements for CPC Farmers is that they bring and display the ORIGINAL EMBOSSED CPC document when selling at the **North San Diego Certified Farmers Market**, and sell only the items they grow themselves and are listed on their CPC. For Avocados, applicable Avocado Permits are also required (photocopies of Avocado Permits and Certificates are acceptable).

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The CPC categories we will review applications for are:

- Fruit & Nut Crops
- Vegetable Crops
- Nursery Products & Flower Crops (*subject to consideration of current offerings already represented at the market*)

We may consider and/or limit offering of, depending on current volume already represented at the market:

- Poultry Products (eggs)
- Apiary Products (honey)

Requirements:

- The CPC Farmer must have the original embossed Agriculture Producer Certificates on display (including copies of current Avocado Certificates).
- All produce must be of their own growing and listed on their CPC.
- The CPC Farmer must be customer ready 15-minutes before the market opens, and
- remain open for business until the end of the market, or until they sell out entirely.
- the CPC Farmer must report their day's total sales figures to the market at the end of the day.
- The CPC Farmer must properly complete a Produce Load List for the products brought to the market and sold that day.

Offering samples of produce available that day at the farmers market to shoppers throughout the market areas as they walk through the market aisles or in the seating areas may be considered on a case-by-case basis, and must be approved by the market manager *in advance*. Proper food handling guidelines must be followed.

*Additional Information:*

(for Farmers with Regular Ongoing scheduled participation in the market) CPC-Farmers pay 5%, with a minimum of \$5.00, plus the State Mandated \$2 per vendor per market day, plus a \$1 donation to the **Sikes Adobe Historic Farmstead** per market day to sell at the **North San Diego Certified Farmers Market**, no matter how big or small their farm or display is. State fees are turned over to the CDFA on a quarterly basis.

- new CPC-Farmers will be required to pre-pay \$25 (\$5 per week toward their market seller fees for the 1<sup>st</sup> 5 weeks scheduled) as a deposit before being scheduled for space in the market.
- the \$2 State fee plus \$1 donation to the Sikes Adobe Historic Farmstead, plus the additional day's market fees owed above the \$5 deposit, will be due at the end of each market during this initial 5-week commitment period.
- Failure to provide 96 hours advance notice of an absence may result in cancellation of further reservations, and the CPC Farmer/Vendor will be required to pay a **\$5 fee** for the missed day upon returning to the Market.

### **NON-CERTIFIED PLANTS & OTHER PERMITTED NON-CERTIFIED AGRICULTURAL PRODUCTS**

Vendors offering live plants or other nursery stock are required to submit a copy of your valid License to Sell Nursery Stock when applicable, and a signed *Nursery Stock Vendor Statement*.

<http://docs.nsdcfm.com/NurseryStock.pdf>

*Additional Information:*

(for growers with Regular Ongoing scheduled participation in the market) The **North San Diego Certified Farmers Market** collects **8% of gross sales plus \$3 per day** from **non-CPC Plant Growers** (those

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non-farmer/vendors whose display is 75% or more live plants or other nursery stock) at the end of each market as seller fees, or the minimum fee **WHICHEVER IS HIGHER**.

- There is a **\$15 minimum fee plus \$3** per 10x10 space each market day
- New Grower-category vendors will be required to pre-pay the non-refundable 1-time \$25 application/advertising fee before being scheduled for space in the market.
- Failure to provide 96 hours advance notice of an absence may result in cancellation of further reservations, and the Vendor will be required to pay a **\$15 fee** for the missed day upon returning to the Market.

### READY-TO-SERVE AND PREPACKAGED FOOD VENDORS

For all sellers offering self-made food products, whether prepared on site or prepackaged, we require that the vendor have an *appropriate* County of San Diego Department of Environmental Health *Temporary Food Facility Vendor Permit*. The original permit must be posted in the booth at all times; *photocopies will not be accepted*.

<http://www.sdcounty.ca.gov/deh/food/tempevents.html>

[http://www.sandiegocounty.gov/content/dam/sdc/deh/fhd/food/cep/tempevent\\_vendorapp\\_fp.pdf](http://www.sandiegocounty.gov/content/dam/sdc/deh/fhd/food/cep/tempevent_vendorapp_fp.pdf)

Permitted mobile food facilities (Food Trucks) may participate in the Farmers Market on a space-available basis without being required to obtain any additional EHP permits, however if the Food Truck vendor wishes to set up using a conventional vendor canopy either because space does not allow for the truck or for any other reason, the vendor WILL BE required to have the additional and appropriate County of San Diego Department of Environmental Health Temporary Food Facility Vendor Permit.

For new food vendors going through the initial EHP permit process and in need of a commitment from an event in order to complete their permit process, the **North San Diego Certified Farmers Market** may be able to assist you by pre-scheduling you for a start date with us, subject to space availability. A completed market application, market application/advertising fee and 5-week vendor commitment fee deposit is required before being scheduled for a future date. Please contact the Market Manager, Claire Winnick at (858) 735-5311, to discuss this further.

All Food Vendors should review the Market's Food Vendor Checklist to ensure compliance with all items:

<http://docs.nsdcfm.com/Healthchecklist.pdf>

Offering samples of foods being served that day (available to eat on-site) at the farmers market to shoppers throughout the market areas as they walk through the market aisles or in the seating areas may be considered on a case-by-case basis, and must be approved by the market manager *in advance*. Proper food handling guidelines must be followed.

#### *Additional Information:*

For Food Vendors with Regular Ongoing scheduled participation in the market: The **North San Diego Certified Farmers Market** collects **8% of gross sales plus \$3 per day** at the end of each market as seller fees, or the minimum fee, **WHICHEVER IS HIGHER**.

- **For prepared on-site and self-made prepackaged food-vendors:** There is a **\$15 minimum fee plus \$3** per 10x10 space each market day
- **For non-self-made prepackaged food-vendors:** There is a **\$20 minimum fee plus \$3** per 10x10 space each market day
- *new* Food Vendors will be required to pre-pay the non-refundable 1-time \$25 application/advertising fee, plus \$50 (\$10 per week toward their market seller fees for the 1<sup>st</sup> 5 weeks scheduled) as a deposit before being scheduled for space in the market.
- the \$2 State fee plus \$1 donation to the Sikes Adobe Historic Farmstead, plus the additional day's market fees owed above the \$10 deposit, will be due at the end of each market during the initial 5-week commitment period.

## KEEP THESE PAGES FOR YOUR RECORDS

- Failure to provide 96 hours advance notice of an absence may result in cancellation of further reservations, and the Vendor will be required to pay **the minimum fee** for the missed day upon returning to the Market.

### **Arts & Crafts and Specialty Vendors Offering Products For Sale**

All products, services, demonstrations and/or displays must be "family-friendly" and consistent with and/or directly support the Farmers Market environment

The "Sellers Permit" we ask for copies of is for California Sales & Use Tax

<http://www.boe.ca.gov/sutax/sutprograms.htm>

You can register for a seller's permit online, or in person at one of the Board of Equalization field offices:

<http://www.boe.ca.gov/info/reg.htm>

<http://www.boe.ca.gov/info/phone.htm>

If you will be offering live plants or other nursery stock even as an incidental component of your display, we require a copy of your valid License to Sell Nursery Stock when applicable, and a signed *Nursery Stock Vendor Statement*.

<http://docs.nsdcm.com/NurseryStock.pdf>

(for vendors with Regular Ongoing scheduled participation in the market) The **North San Diego Certified Farmers Market** collects **10% of gross sales plus \$3 per day** from vendor/sellers offering Arts & Crafts and Specialty Products for sale at the end of each market as seller fees, or the minimum fee, **WHICHEVER IS HIGHER**.

Self-made / handmade products must make up a minimum of 75% of your market offerings and display to qualify as "self-handmade".

- **For self-made / handmade product vendors:** There is a **\$10 minimum fee plus \$3** per 10x10 space each market day
- **For manufactured, commercial, resale, and other non-self-made product vendors:** There is a **\$20 minimum fee plus \$3** per 10x10 space each market day
  - New-to-the-market Merchandise Vendors will be required to pre-pay the non-refundable 1-time \$25 application/advertising fee before being scheduled for space in the market.
  - Failure to provide 96 hours advance notice of an absence may result in cancellation of further reservations, and the Vendor will be required to **pay the minimum fee** for the missed day upon returning to the Market.

### **Information, Services, Demonstrations & off-site Product Sales**

All products, services, demonstrations and/or displays must be "family-friendly" and consistent with and/or directly support the Farmers Market environment

Vendor displays that do not offer a product selection designed for typical sale and purchase during the market hours may apply for market space on an as-available basis, providing the offered product, service, or information is a good fit with the Farmers Market. Applications must be approved in advance. We do not limit duplication of products or services among vendors in this category, but reserve the right to limit the number of vendors in this category overall or by product type.

Information, Services, Demonstrations & off-site Product Sales displays that may overlap or potentially conflict with products or services already offered by participating on-site sales market vendors will be placed on a market wait-list for available space; vendors will not be permitted to give-away or offer any product-type that would compete with or potentially take-away sales or interest from a pre-existing on-site sales market vendor participant.

## KEEP THESE PAGES FOR YOUR RECORDS

Additional demonstration space (beyond the assigned stall-space) for scheduled exhibitions, classes or interactive sessions must be arranged for in advance, is limited to space and scheduling availability, and subject to additional market fees.

Space is offered for Informational, Demonstration, Services & off-site Product vendors **only on a pre-paid monthly basis**, and must be paid for in advance on the last market day of each month for the following month.

Missed payments may result in the booth space being reassigned to another vendor on the stand-by or approved wait-list.

*There are no refunds, credits or adjustments to the initial application fee and/or pre-paid monthly fee paid if a vendor misses a week or does not return or continue with the market for any reason.*

### *Additional Information:*

The \$25 1-time application fee and the 1<sup>st</sup> month's pre-paid fee must be paid up-front before being scheduled for space at the market.

- The monthly pre-paid fee for a non-selling 10x10 booth space is \$140.00.
- Initial partial months will be pro-rated based on a daily fee basis for a 10x10 booth space at \$43.00 per scheduled day.

### **Direct Sales/Independent Consultants**

All products, services, demonstrations and/or displays must be "family friendly" and consistent with and/or directly support the Farmers Market environment

On a space available basis, the market may allocate a *limited number* of booth spaces for company product lines offered by Independent Consultants, providing the offered product, service, or information is a good fit with the Farmers Market. The product inventory must be made available for browsing, purchase and pickup by shoppers during the market hours ("cash-and-carry"). Applications must be approved in advance. We do not limit duplication of products or services among Direct Sales companies or Independent Consultants, but reserve the right to limit the number of vendors in this category overall or by product type. Only one booth per company product line will be permitted. Space may be offered for Direct Sales/Independent Consultant vendors **only on a pre-paid monthly basis**, and must be paid for in advance on the last market day of each month for the following month.

Missed payments may result in the booth space being reassigned to another Independent Consultant on the stand-by or approved wait-list.

*Please review the list of displays that will not be admitted to the market.*

Product types that may be considered include:

- Jewelry
- Storage Systems
- Kitchenware
- Home Furnishings
- Cosmetics
- every-day Skin Care

Approved Direct Sales/Independent Consultants may offer products only from inventory on hand during the Farmers Market. The representative must bring and have on display for on-site sale directly to shoppers during the market hours a reasonable selection of available inventory. Independent Consultant displays geared predominantly toward the shopper placing an order from a catalog for pickup or delivery at a later date will not be permitted.

Direct Sales/Independent Consultant displays that may overlap or potentially conflict with products or services already offered by other market vendors may be placed on a market wait-list for available space;

## KEEP THESE PAGES FOR YOUR RECORDS

Direct Sales vendors will not be permitted to give-away or offer any product-type that would compete with or potentially take-away sales or interest from a pre-existing market vendor participant.

The vendor application must be completed/submitted by an active consultant with the product line who will be the sole market contact for that booth. A copy of the vendor's personal/business *California State Board of Equalization Sellers Permit* **OR** a copy of consultant's agreement with the direct-sales company must be included with the vendor application.

If you are unable to provide a copy of an Independent Consultant Agreement, or other documentation of your status with the Direct Sales Company, we will require you to submit a copy of your "Sellers Permit" for California Sales & Use Tax

<http://www.boe.ca.gov/sutax/sutprograms.htm>

There can be NO RECRUITING of any kind at the Market. No products other than those offered by the specific Direct Sales company approved may be offered in the booth.

### *Additional Information:*

The \$25 1-time application fee and the 1<sup>st</sup> month's pre-paid fee must be paid up-front before being scheduled for space at the market.

- The monthly pre-paid fee for a direct sales/independent consultant 10x10 booth space is \$140.00.
- Initial partial months will be pro-rated based on a daily fee basis for a 10x10 booth space at \$43.00 per scheduled day.

*There are no refunds, credits or adjustments to the application fee or pre-paid monthly fees if a vendor misses a week or does not return or continue with the market for any reason.*

### **Documented Non-Profit Organizations**

All displays must demonstrate ties to the local community.

All products, services, demonstrations and/or displays must be "family friendly" and consistent with and/or directly support the Farmers Market environment

*Please review the list of displays that will not be admitted to the market, which applies to non-profit organizations as well.*

Vendor booths representing documented non-profit organizations with ties to the local community may apply for market space on an as-available basis, providing the offered product, service, cause, or information is a good fit with the Farmers Market. Applications must be approved in advance. The Advertising/Application Fee is *waived* for documented non-profits. **There is a flat-fee of \$13 per market day for documented non-profit organizations participating in the Farmers Market.** This fee includes a \$1 donation to the Sikes Adobe Historic Farmstead plus the state-required \$2 fee per vendor each market day. We do not limit duplication of products, services, or causes among non-profit displays, but reserve the right to limit the number of non-profit displays participating in the market at the same time overall or by cause type.

- Failure to provide 96 hours advance notice of an absence may result in cancellation of further reservations, and the non-profit group will be required to **pay an \$11 fee** for the missed day upon returning to the Market.
- Non-profit groups that may overlap or potentially conflict with products or services offered by regular market vendors may not be able to be scheduled, but may be placed on an approved wait-list; non-profit groups will not be permitted to give-away or offer for sale any product-type that would compete with or potentially take-away sales or interest from any regular market vendors.

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### REGULAR SPACE ASSIGNMENT/VENDOR PARTICIPATION

Regular Vendor spaces will be offered to **qualified** and **pre-approved** vendors as appropriate space becomes available, based on the following order of priority:

- 1) there being no existing overlap in product,
- 2) unique appeal within the Farmers Market,
- 3) prior consistent and reliable availability for stand-by/fill-in space assignment, and
- 4) seniority on the approved wait-list.

Interested vendors must be willing to make a REGULARLY SCHEDULED COMMITMENT to the market, pre-pay the 1-time application/advertising fee, and pay the applicable pre-paid market fees or fee deposits based on your market category, in order to be considered for a regular space assignment.

Please note that there may be times a vendor's booth space must be moved/changed either on a temporary or ongoing basis, due to physical conditions and/or changes to the market layout. The manager reserves the right to reassign vendor booth locations on either a temporary or on-going basis at any time for any reason.

Vendors who are willing to make an **every-week commitment** to the market, **or establish a reliable custom schedule of at least 2-Sundays each month**, will be considered for a regular on-going space, when available. **Vendors who continue to be a regular participant in the market and have no absences that have not been approved by the manager MORE THAN 1 WEEK IN ADVANCE IN WRITING are considered **In Good Standing**.**

Regular vendors **in good standing** are eligible for a pre-assigned booth space within the applicable market section. *Please note* that there may be times that the specific location of a vendor's booth space must be changed either on a temporary or ongoing basis, due to physical conditions and/or changes to the market layout, or if the vendor participates on a schedule other than every-week. The manager reserves the right to reassign vendor booth locations on either a temporary or on-going basis at any time for any reason.

- Exact vendor locations may adjust slightly from week-to-week; setting up in your designated market section routinely is the intent, meaning the exact order you set up in within your section (who you are next to or exactly where in the layout you are) may change from week to week, depending on who is scheduled and/or who arrives earlier or later.

**Regular vendors in good standing** may also be shown on the market's website, *when possible*:  
[www.NSDCFM.com](http://www.NSDCFM.com).

### STAND-BY/FILL-IN VENDOR SPACES

Complete applications and copies of all documents must be submitted to the market, reviewed **and approved** by the Market Manager **in advance**. We do not assign space to new vendors without an approved market application on file.

We do not accept or review new vendor applications in the morning before the market; all stand-by/fill-in vendors must be **pre-approved** to be considered for a temporary space market each day.

Occasionally we have regular vendors with scheduled or called-in absences. When this is the case, we look to our approved wait-list to invite a vendor to "fill-in" for them temporarily. Confirmed scheduled "fill-in" vendors will be given a space to set up in for the day, providing they arrive and check-in with the market manager on-time.

Approved Vendors on the wait-list may also come to the market on market day and "stand-by" for a space should a vendor cancel at the last minute, or for some reason a scheduled vendor does not arrive to set up before the end of the check-in period.



## KEEP THESE PAGES FOR YOUR RECORDS

Stand-by spaces are assigned based on the priorities shown below, and there is no guarantee that an appropriate space (as determined by the manager) will be available each day.

- 1) space availability,
- 2) there being no existing overlap in product,
- 3) unique appeal within the Farmers Market,
- 4) prior consistent and reliable availability for stand-by/fill-in space assignment, and
- 5) first-come, first-serve.

Set-up for the market begins 1½ hours before the market opens, and stand-by spaces are assigned each market day ½ hour before the market opens; all stand-by spaces are offered at the discretion of the manager. The manager's decision whether to have any stand-by vendor set up on any given day is final.

Stand-by vendors will be considered for daily placement in the market based on space availability on a week-to-week basis. **Fill-in and stand-by vendors will pay the regular vendor market fees for the day if given space in the market. The \$25 1-time application/advertising fee must be paid on the first set-up day with the market.**

Vendors will not be permitted to enter the market area on market day or request stand-by or waiting list assignment prior to 1½ hours before the market opens. Although on-site earlier, the manager is **not available** to coordinate stand-by vendors earlier 1½ hours before the market opens; beginning at that time, stand-by check-in and assignment is attended to as time is available for the manager.

## North San Diego Certified Farmers Market License to Sell Nursery Stock Vendor Statement

### California requirements for a License to Sell Nursery Stock.

<http://www.cdfa.ca.gov/plant/pe/Nursery/>

<http://www.cdfa.ca.gov/plant/pe/Nursery/NIPM.html>

(this document is only summary - please review the **California Nursery Stock Laws and Regulations** in its entirety)

<http://www.cdfa.ca.gov/plant/pe/Nursery/pdfs/nipm1.pdf>

**LICENSE** (Sections 6721 through 6744, FAC) [http://www.cdfa.ca.gov/plant/pe/Nursery/pdfs/nipm\\_2\\_1.pdf](http://www.cdfa.ca.gov/plant/pe/Nursery/pdfs/nipm_2_1.pdf)

It is unlawful to sell any nursery stock without an annual license from the Secretary of Food and Agriculture. Applications (see NIPM Item #2.1) are available at each County Agricultural Commissioner's office or from the Pest Exclusion Branch in Sacramento.

**Fee Exemption** [http://www.cdfa.ca.gov/plant/pe/Nursery/pdfs/nipm\\_2\\_4\\_fee\\_exempt\\_lic.pdf](http://www.cdfa.ca.gov/plant/pe/Nursery/pdfs/nipm_2_4_fee_exempt_lic.pdf)

Exemption from license fees is allowable if all of the following conditions are met:

- (1) applicant's sales amount to less than one thousand dollars (\$1,000) in a fiscal year;
- (2) applicant has reported to the County Agricultural Commissioner of his/her county applicant's intention to make such sales;
- (3) all the plants applicant has to be sold are of own production; and
- (4) applicant sells all such plants for planting within the county where grown. Application for a fee-exempt license may be made through the County Agricultural Commissioner.

### **Exemption From License**

Exemption from license is allowable to florists and others who only sell plants at retail for the sole purpose of indoor decoration, to persons who sell no nursery stock.

**DEFINITIONS** (Sections 38, 44, 5005, 5007, and 5008, FAC)

"Person" includes firm, corporation, company, or association.

"Sell" includes offer for sale, expose for sale, or possess for sale, exchange, barter, or trade.

"Nursery stock" means any plant for planting, propagation, or ornamentation.

"Plant" includes any part of a plant, tree, plant product, shrub, vine, fruit, vegetable, seed, bulb, stolon, tuber, corm, pip, cutting, scion, bud, graft, or fruit pit.

"Shipment" means any article or thing which is, may be, or has been transported from one place to another place.

**PENALTY** (Sections 5310 and 5311, FAC)

Any person who violates these laws and regulations may be prosecuted through civil action and fined up to \$10,000 per violation. In lieu of civil action, the Secretary or County Agricultural Commissioner may levy a civil penalty of up to \$2,500 per violation.

**NSDCFM Vendor Statement** (please check one):

I am required to have a valid annual License to Sell Nursery Stock, and a **copy is attached**.

I am eligible to receive a fee-exempt License to Sell Nursery Stock, and a **valid copy is attached**.

I **am exempt** from the requirements to obtain a License to Sell Nursery Stock.

Vendor assumes all responsibility for compliance with the California requirements for a License to Sell Nursery Stock, and holds the North San Diego Certified Farmers Market harmless.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

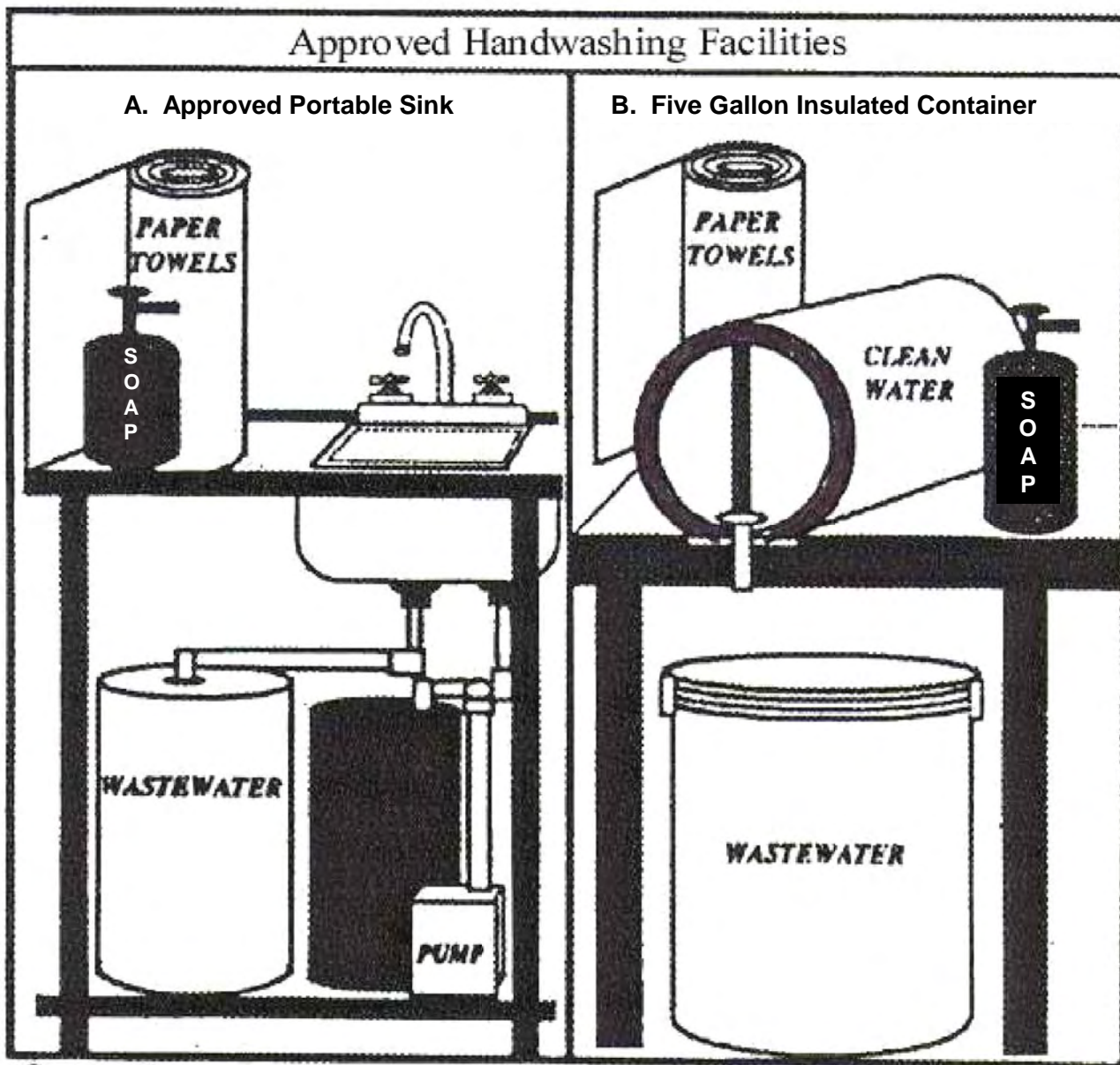
\_\_\_\_\_  
Business Name

SELF-INSPECTION CHECKLIST – CERTIFIED PRODUCERS  
 CERTIFIED FARMERS’ MARKET

| REQUIREMENTS   | COMPLIES |    |     | REMARKS |
|--|----------|----|-----|---------|
|  | Yes      | No | N/A |         |
| <b>CERTIFIED SECTION</b>   |          |    |     |         |
| <b><i>Certified Producers (CPs)</i></b>  |          |    |     |         |
| Certificates valid and posted at booth.  |          |    |     |         |
| Sellers are producers, immediate family members, or direct employees of producers.   |          |    |     |         |
| Sells only agricultural products.  |          |    |     |         |
| All products of CPs own production.  |          |    |     |         |
| All certifiable products on certificate.   |          |    |     |         |
| Product complies with maturity and quality standards.  |          |    |     |         |
| <b><i>Certified Producers selling for other CPs</i></b>  |          |    |     |         |
| CP selling own products.   |          |    |     |         |
| CP names cross referenced.   |          |    |     |         |
| CPs products separated and identified.   |          |    |     |         |
| <b><i>Load Lists</i></b>   |          |    |     |         |
| Load list completed each market day.   |          |    |     |         |
| Lists complete with: <ul style="list-style-type: none"> <li>• producer name and certificate number.</li> <li>• identity of product as appears on certificate.</li> <li>• quantity sold at market.</li> <li>• name and date of market.</li> </ul> |          |    |     |         |
| <b>ALL SECTIONS OF MARKET</b>  |          |    |     |         |
| <b><i>Organic</i></b>  |          |    |     |         |
| Valid Registration. Registration number.   |          |    |     |         |
| Proof of Certification (over \$5,000/yr).  |          |    |     |         |
| Other claims (i.e. no pesticides) true.  |          |    |     |         |
| <b><i>Avocados</i></b>   |          |    |     |         |
| Certificate of Maturity.   |          |    |     |         |
| Exemption Permit.  |          |    |     |         |
| <b><i>Eggs</i></b>   |          |    |     |         |
| Labeling (on package or placard) has: <ul style="list-style-type: none"> <li>• Size and grade.</li> <li>• Sell by date and pack date.</li> <li>• Packer ID number.</li> <li>• “Keep Refrigerated”.</li> </ul>                                    |          |    |     |         |
| Refrigeration: kept at 45 degrees. (Unless in certified section and meets DEH* conditions.)  |          |    |     |         |
| <b><i>Weights &amp; Measures</i></b>   |          |    |     |         |
| Prepackaged products are labeled with: <ul style="list-style-type: none"> <li>• Identity.</li> <li>• Responsibility.</li> <li>• Quantity (net weight).</li> </ul>  |          |    |     |         |
| Scales are sealed.   |          |    |     |         |

\*Department of Environmental Health

**BRING THIS PAGE TO THE EVENT AS A GUIDE TO SETTING UP YOUR HAND WASH STATION.**



**ELEMENTS OF AN ACCEPTABLE HANDWASH STATION**

- Handwashing facilities must be provided in each food booth
- A minimum five (5) gallon insulated container
- Water must be kept warm – **at least 100°F**
- Spigot must provide a continuous stream of warm water that leaves both hands free
- Catch basin to collect wastewater
- Soap in a pump – no bar soap
- Single-use paper towels
- Separate trash can for towel waste only

**North San Diego Certified Farmers Market**  
**Farmers and Food-Vendor Checklist** (All Served Foods, Prepared Foods, and Produce)

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

| Item   | Start of Market Checklist  | Y or N or n/a |
|--|--|---------------|
| <b>ALL FOOD VENDORS</b>                              |  |               |
| 1.   | All food remains 6" off the ground <b>AT ALL TIMES</b> (includes during loading and unloading).  |               |
| 2.   | Certification must be current and documentation on hand for ALL scales used to weigh foods sold by weight.   |               |
| 3.   | Booth area is clean, free of any waste, equipment is clean and a trash receptacle is available for the vendor's use (all sellers must provide their own trash containers for their own use).   |               |
| 4.   | Sellers must provide a second trash container for customers dedicated use located at front of vendor stall, if samples are offered or any items for immediate consumption are sold.  |               |
| 5.   | All offered foods are properly labeled and prices shown.   |               |
| 6.   | All food vendors, as appropriate, use protective gloves and supply is readily available.   |               |
| 7.   | <b>SIGNS:</b> The name of the facility, city, state, ZIP Code, and <i>name of the operator</i> must be legible and clearly visible to patrons.<br>The <b>facility name</b> must be in letters at least <b>three inches high</b> , and must be of a color contrasting with the surface on which it is posted.<br>Letters and numbers for the <b>city, state, and ZIP Code</b> , may not be less than <b>one inch in height</b> .  |               |
| 8.   | Adequate Restroom/Washroom facilities are readily available (VIP Porta-pottie Provided by Market, with hand-wash, soap, paper towel, and paper disposal; within 200 feet of market area).  | <b>Y</b>      |
| 9.   | Adequate Trash Disposal available to vendors (dumpster provided by Market for vendors' use; located in the parking lot during and at the close of market).   | <b>Y</b>      |
| 10.  | Adequate Waste Water/Gray Water disposal available (provided by market; contact the Market Manager for proper location before disposing of waste/gray water).<br><i>note: clean water/fresh-water ice may be poured into the areas outside the perimeter of the market.</i>  | <b>Y</b>      |
| <b>PREPARED, PRE-PACKAGED, OPEN AND SERVED FOODS</b> |  |               |
| 11.  | Food Preparers have available a three-compartment ware-washing sink with hot water, dish soap, paper towels, sanitizer, paper waste disposal and appropriate plumbing. (Provided by Market; within 200 feet of market area)  | <b>Y</b>      |
| 12.  | <b>ORIGINAL</b> (not photocopy) and current Environmental Health Permit(s) on display (Temporary Food Facility/Mobile Food Facility).<br><b>Note:</b> <i>If Original Health Certificate has not been issued yet, check here to indicate Payment Receipt for Health Permit with appropriate Permit Number has been obtained (vendor is awaiting receipt of the Original Certificate following on-site inspection by DEH).</i>   |               |
| 13.  | <b>Food Safety Training/Documentation.</b> All food workers in San Diego County must be trained in food safety, and have <i>documentation on-site</i> during market hours.<br><i>A food handler is <u>any</u> person employed by a permitted food business who is involved in the preparation, storage, service, or handling of food products or utensils.</i><br><b>Permit holder</b> has at least one owner/ employee that has passed a state-approved food safety manager certification exam, and current documentation is on file with the Market Manager.<br><input type="checkbox"/> SERVSAFE; <input type="checkbox"/> Experior Assessments; <input type="checkbox"/> National Registry of Food Safety Professionals; <input type="checkbox"/> Other<br><b>On-site operator</b> has in their possession a valid food handler card issued by a <b>county-authorized food handler training school</b> .<br>-----<br><b>On-site operator</b> has in their possession a valid food handler card issued after <b>passing a County of San Diego food handler test administered by the current food safety manager</b> . |               |
| 14.  | All food items are properly stored and/or displayed at the correct temperature (refrigerated, on ice, warming tray, steam table, etc) and protected/covered as appropriate to the product.   |               |
| 15.  | Food handling equipment including trays, tongs, plates, pans and utensils are clean and properly stored. Oils and ingredients are properly stored and ready to use.  |               |
| 16.  | For foods prepared on-site, vendor booth must be enclosed with 16-mesh per square inch screens.  |               |
| 17.  | BBQ's, grills or other equipment approved for outdoor cooking must be separated from public access by using ropes or other methods suitable to protect food from contamination and public from injury.   |               |
| 18.  | <b>Fire Extinguisher Requirements</b> , when cooking or any open flame is present:<br>Each booth must have a minimum <b>Class C 2A:10B:C</b> rated portable fire extinguisher.<br>Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will <i>also</i> require a <b>Class K 2A:K</b> (cooking media) fire extinguisher <i>in addition</i> to the <b>Class C</b> extinguisher.<br>Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency.<br>Each extinguisher must be visible and accessible and located away from the cooking area.<br>Each extinguisher must have been serviced within the last year and have a California State Fire Marshal service tag attached.  |               |
| 19.  | <b>Over-sized utensil ware-washing</b> station (3 compartments; soapy water, rinse water, sanitizer) set up and available in vendor stall, <i>when applicable</i> .  |               |

## MOBILE FOOD FACILITIES (Food Trucks)

|     |  |  |
|-----|--|--|
| 20. | Occupancy Clearance Placard: Issued by the California Department of Housing and Community Development  |  |
| 21. | Certificate of Inspection: Issued by the Fire Department when they inspect fire suppression system and/or fire extinguisher.   |  |
| 22. | Posted Signage (visible to the public):<br>A COPY OF THE MOST RECENT ENVIRONMENTAL HEALTH INSPECTION REPORT IS AVAILABLE AT THIS FACILITY FOR YOUR REVIEW, UPON REQUEST. County of San Diego Department of Environmental Health.<br>For further information call: (619) 338-2222; (800) 253-9933 (In San Diego County) |  |
| 23. | Health Permit window sticker properly affixed.   |  |
| 24. | Health Permit body sticker properly affixed.   |  |

## CERTIFIED PRODUCERS (Farmers)

|     |  |  |
|-----|--|--|
| 25. | <b>ORIGINAL</b> and current CPC(s) on display.   |  |
| 26. | Avocado farmers must have Avocado certificates for Avocados being sold (photocopies of avocado certificates are acceptable, and should be on display/available). |  |
| 27. | All produce on display is listed on applicable permits, and appropriate for the indicated harvest period.  |  |
| 28. | Sealed/closed pre-packaged produce must carry appropriate <b>I-R-Q</b> labeling  |  |
|     | <b>I: Identity</b> (Product)   |  |
|     | <b>R: Responsibility</b> (Producer) - must include City and Zip Code   |  |
|     | <b>Q: Quantity</b> (net contents; ie: count, volume, weight)   |  |

## IF SAMPLES ARE OFFERED (applies to ALL Food Vendors AND Farmers)

|     |  |  |
|-----|--|--|
| 29. | Vendors ( <i>including</i> Farmers) that offer samples (whole or cut) <b>MUST HAVE A COMPLETE and OPERATIONAL HAND WASH STATION</b> set up in each booth:  |  |
|     | A minimum five (5) gallon insulated container capable of providing a continuous stream of warm water at a temperature of 100°F from an approved source that leaves both hands free to allow vigorous rubbing with soap and warm water for 20 seconds |  |
|     | Soap in a pump – no bar soap   |  |
|     | Single-use paper towels  |  |
|     | separate trash can for paper towel waste   |  |
|     | catch basin to collect wastewater, and properly dispose of all wastewater  |  |
| 30. | Samples must be offered as individual single-servings (whole or pre-cut/pre-portioned).  |  |
| 31. | Vendors that offer samples for customers to take from trays or containers <b>MUST HAVE</b> tooth picks or other single-use utensils pre-set in the samples before offering to customers.   |  |
| 32. | Serving and portioning utensils are clean and properly stored.   |  |
| 33. | Serving containers for samples <b>MUST</b> have covers.  |  |

*Additional Items, Notes, Corrective Actions Recommended, Required and/or Taken:*

**see additional attached [ ]**

*Signatures:*

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Market Representative: \_\_\_\_\_ Date: \_\_\_\_\_

# Certified Farmers' Markets/TFF

## Sampling

- **Use clean, covered containers to store samples**
- **Distribute samples in a sanitary manner**
  - Use toothpicks, cups, forks, etc.
- **Use disposable gloves for cutting food**
  - Gloves do not replace hand washing!
- **Wash foods before cutting them**
  - On site or at your farm?
- **Wash hands and sanitize surfaces**
  - Use cutting board made of non-porous materials, etc.
- **Keep proper temperature for Potentially Hazardous food samples**
  - Maintain at 45°F or below (cooler) for farmers' samples
  - TFF portions must be 41°/below or 135°F/above.
  - Dispose of samples of after 2 hours of preparation



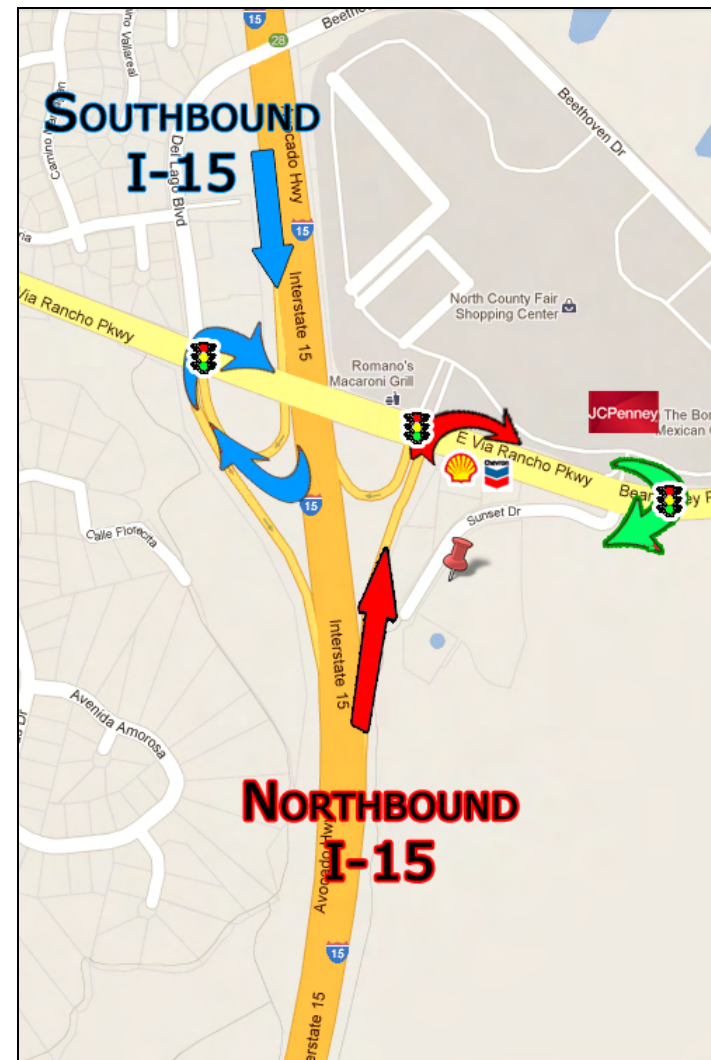
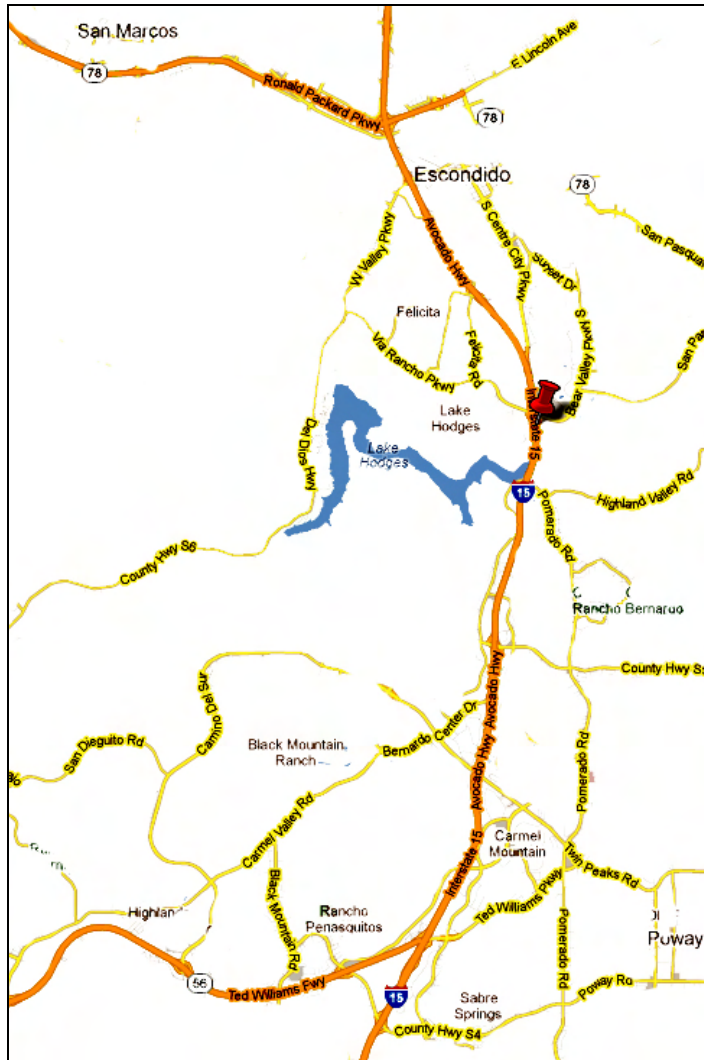
# Temporary Food Facility Identification

- The name of the facility posted in at least 3 inch lettering
- The city, state, Zip Code, and name of operator shall be posted in at least 1 inch lettering





**North San Diego Certified Farmers Market** at the Sikes Adobe Historic Farmstead  
 12655 Sunset Dr. Escondido, CA 92025 - (858) 735-5311



Take I-15 to Via Rancho Pkwy - turn Right on Via Rancho [North County Fair/Safari (Wild Animal) Park].  
 Turn Right at the Light at Sunset Drive; stay to the right past the golf driving range and drive across the wooden bridge.

Tome I-15 a Via Rancho Pkwy y gire a la derecha en Via Rancho [North County Fair/Safari (Wild Animal) Park].  
 Girar a la derecha en la luz en Sunset Drive; Manténgase a la derecha pasado el centro del golf unidad a través del puente de madera.

**Sundays: 10:30am - 3:30pm**

**Year-Round: Rain-or-Shine**

[www.NSDCFM.com](http://www.NSDCFM.com)

[info@NSDCFM.com](mailto:info@NSDCFM.com)