



# 2019 Benicia Certified Farmers Market

Thursdays, April 25-October 24 / First Street Between B & D

Open 4-8pm April-August & 4-7pm September-October

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

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Describe sales or activity you propose. ALL items sold or promoted MUST be listed. Attach a separate sheet if needed.

**ANNUAL MEMBERSHIP (no application fee, space in market is guaranteed, reduced weekly rate):**

**Please check box below:**

- Farmers:** Membership \$120 + Weekly Space ....\$37 (10x10), \$52 (2—10x10) or \$72 (3—10x10)
  - Pre-Packaged—OR—Prepared Food:** Membership \$120 + Weekly Space....\$42 (10x10)
  - Arts & Crafts:** Membership \$170 + Weekly Space....\$42 (10x10)
  - First Street Business:** Participate 1 time free of charge. Membership \$120 + Weekly Space....\$42 (10x10)
- Number of spaces requested? \_\_\_\_\_ **Membership Fee + First Week Due with Application.** Total \$ \_\_\_\_\_

**NON-MEMBERS (space at the market NOT guaranteed)**

**Please check box below:**

- Farmers/Pre-Packaged/Prepared/Arts & Crafts/First Street Business....**\$57 per market + \$20 App Fee (1x)
  - Non-Profit** 5x5 informational space (**no canopies allowed**)....\$15 OR 10x10 selling space....\$30
- Number of spaces requested? \_\_\_\_\_ **First Week Due with Application.** Total \$ \_\_\_\_\_
- List requested dates: \_\_\_\_\_

**PAYMENT**

- Credit Card #** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_
- Check payable to Benicia Main Street**

**PAPERWORK NEEDED:** Check off and return the required paperwork. **MUST READ & SIGN REVERSE SIDE.**

**Farmers**

- \_\_\_ Copy of Certified Producers Certificate
- \_\_\_ Certificate of Liability Insurance naming Benicia Main Street as an additional insured
- \_\_\_ Copy of Organic Certificate (if applicable)

**Arts & Crafts**

- \_\_\_ Copy of Sellers Permit from State Board of Equalization
- \_\_\_ Photos of what you sell

**Food Vendors**

- \_\_\_ Copy of Solano County Food Permit
- \_\_\_ Certificate of Liability Insurance naming Benicia Main Street as an additional insured
- \_\_\_ Copy of Fire Code Permit Application (vendors cooking onsite)

**Non-Profit**

- \_\_\_ Copy of Tax Exempt Status Letter

**Please Return Application to: Benicia Main Street, 90 First Street, Benicia, Ca. 94510**

**PHONE (707) 745-9791 • FAX (707) 745-1630 • EMAIL [info@beniciamainstreet.org](mailto:info@beniciamainstreet.org)**

## **General Information / Rules & Regulations**

1. **LOCATION:** The market is located on First Street, between B and D Streets. Take the Central Benicia /East Second Street exit from I-780.
2. **HOURS OF OPERATION:** The market is open on Thursdays 4-8pm last Thursday of April—August and 4-7pm September—October.
3. **SETUP:** Barricades will be set up at 3:00pm. Vendors may begin setting up as soon as the barricades are up. Vendor vehicles must be unloaded and off the street by 3:30pm.
4. **BREAK DOWN & CLEAN UP:** All sales activities end at 8:00pm (April-August) and 7:00pm (September-October). **Do not break down early!** You must have your area cleaned and be ready to leave by 8:30pm (April-August) and 7:30pm (September-October). **NOTE: Vendors not off-site by this time are subject to a \$15 fine; this will be strictly enforced. Third violation subject to market probation.**
5. **WEEKLY FEES:** Vendors are accountable for paying their weekly space fee. Fees will be collected by the Market Manager or staff during the market. Pay cash or check; you may make arrangements with the Market Manager upon acceptance into the market to make payment with credit card on file.
6. **CANCELLATION:** If unable to attend the market, call or email by 5:00pm the Wednesday prior to market day. If we do not show record of cancellation, you will be responsible for paying for that space.
7. **INCLEMENT WEATHER:** In case of bad weather, call the Market Manager prior to noon on the day of the event. When in doubt, come to the market for a final decision. If it begins to rain, cover up items and check with market manager on early take-down.
8. **FARMERS:** Prices must be clearly posted. Must provide an itemized list (Load List) of all products sold at the market each market day. **Vehicles may not be parked on sidewalks; 20 foot clearance in the middle of the market must be maintained at all times for emergency vehicles.** Must maintain and leave booth space in a clean and sanitary manner. If you provide sampling, provide a trash container. Must post sign or banner that states farm/ranch, location of farm/ranch, and declare We Grow What We Sell. **Do not break down early; violation subject to market probation.**
9. **FOOD VENDORS:** Menus must be clearly marked with items and prices. You may not serve food not originally listed on the application without approval from the Market Manager. Samples can only be provided with approval of Health Department and in accordance with their regulations. The Market Manager has the right to limit food vendors selling like items. **Do not break down early; violation subject to market probation.**
10. **ARTS & CRAFTS:** In an effort to provide a variety of crafters to the market the manager may deny too many of the same craft. Handmade items are preferred and will be given priority consideration. **Do not break down early; violation subject to market probation.**
11. **NON-PROFITS:** Adult (21 plus) supervision must be at the booth at all times. Participation within the booth space is limited to 2-3 volunteers at a time. Groups are required to stay within the boundaries of their booth space. No flying throughout the market. Groups wishing to sell or giveaway food items must have the necessary permit from the Health Department. **Failure to show after reserving a space or breaking down early may result in future denial.**
12. **FIRST STREET BUSINESS:** Your booth must reflect your business in terms of merchandise, services, and activity. Photographs may be required.
13. **ALL VENDORS:** All vendor spaces are assigned by Market Manager. No smoking within 25 feet of market zone. All sale items must be clearly marked with prices. Do not sell items not listed with the Market Manager. Must keep booth area clean and safe, including trash receptacle if you provide samples or any items for consumption. Do not put waste into flower beds, City or Market garbage cans, or gutters. Display the name and location of business or organization. Keep all business contained to booth space. **Canopies, tables, and displays must be kept within the confines of booth space; 20 foot clearance in the middle of the market must be maintained at all times for emergency vehicles.** Keep all items contained to booth space and off of sidewalks. Vendors that do not come to the market four consecutive market days without excusing themselves with Market Manager are subject to losing their space.

**I am applying for a space in the Benicia Certified Farmers Market. I have read and agree to the above Rules & Regulations. I will also convey all of these conditions with my staff/volunteers. I understand that I MUST cancel by 5:00 pm the Wednesday prior to market day or I will be charged the regular booth fee. I agree to this agreement.**

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_