



2021 Benicia Certified Farmers Market

Thursdays, April 29-October 28 / 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

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 _____

Covid-19 Rules & Best Practices for Benicia Certified Farmers Market

All vendors at the Benicia Certified Farmers Market (BCFM) must take precautions to prevent the spread of COVID-19.

Basic Rules

1. No sampling allowed.
2. Wear face mask/covering.
3. Bring [portable handwashing station](#) and hand sanitizer.
4. All farmers must use caution tape or rope around booth and bag produce/items for customers. BCMF can provide if you don't bring your own.
5. At booth, separate staff handling money from staff handling produce/food. If this cannot be accomplished, then handwashing or use of sanitizer should happen between each transaction.
6. Pre-bagging produce is encouraged if possible to minimize contact and speed up transactions.
7. Must place credit/debit card on file with BCMF for weekly stall fee.

Health and Safety

- Stay home if you have any symptoms of COVID-19 (fever, cough, shortness of breath); we will waive late cancellation charges during this time.
- Stay home if you have been exposed to anyone with symptoms of illness; we will waive late cancellation charges during this time.
- Maintain 6-foot physical distancing for staff and customers at all times.
- Do not allow shoppers to touch food prior to purchase.
- Sanitize hands after each transaction.
 - Make sure ample hand sanitizer is available for you and your customers
 - Bring a [portable handwashing station](#) to market for you/your employees.
 - Follow proper [handwashing guidelines](#) (use soap, 20 seconds, do it often).
- Disinfect commonly touched surfaces after each transaction.
- Allow shoppers to pre-order, if possible.
- Avoid touching reusable bags belonging to customers.

Physical Space

- All vendors must use caution tape or rope around booth and bag produce/items for customers.
- Allow for social distancing at your booth during shopping and checkout.
- Market staff, volunteers, and vendors will remind customers of 6 foot distance requirement.
- Pre-package foods whenever possible in grab-and-go bags.
- Ensure all surfaces can be sanitized (avoid tablecloths).

Transactions

- If possible, have two separate staff people to handle payments and products.
- When possible, price items to reduce the need for change (in \$5 and \$10 increments)
- Cashless transactions are encouraged:
 - Use credit card chip readers and sanitize after each use.
 - Use a cash bucket and ask for exact change.
 - Use no-touch solutions such as Venmo, Apple Pay, etc.

As a vendor at the Benicia Certified Farmers Market:

- We will not send anyone to the market, including ourselves, who has any symptoms of COVID-19, or has been exposed to anyone with symptoms of illness.
- We agree to use best practices and enforce 6-foot social distancing while at the market.
- We agree to help manage shoppers and discourage any loitering in the market space.

I agree to follow the above (checked off) practices, and I understand that my participation in this market requires me to do so.

Signature:

Printed Name:

Date:

Portable Handwashing Station: Provide water in a dispenser with valve (spigot), which will leave hands free for washing. Provide a bucket for waste-water, hand soap and paper towels.

