



Covina Farmers Market and Family Night

Open Every Friday Night • 5 - 9:00 p.m.

*Located at Clippinger Chevrolet Parking lot
(across from Civic Center Park) Citrus & San Bernardino Rd.*



Attached is the application for the 2011 season with instructions and general information. Please review carefully and complete.

If your application is accepted you will be notified and given a start date. The first night of the market you will bring your check for that night and if you want to confirm for another week you will prepay at that time. **Submitting an application does not guarantee acceptance.** You will be notified when your application has been reviewed.

If accepted, you will not be able to sell anything that is not listed on your application. Be specific on product descriptions, do not put etc. or miscellaneous.

You are not obligated to participate each week, if you do and prepay you will be able to reserve the same space each week. If you **do not** participate on a regular basis and **do not** prepay there is no assurance that you will be in the same location or can return with the same product.

Remember to **put your Seller's Permit number on your application.**

The Market Manager will have a copy of your completed application at the market on your first scheduled night of participation for your signature.

If you have other questions you can reach the market office number 626-241-2017 or email: cfm@covinafarmersmarket.com

Covina Farmers Market Staff
Harry Brown-Hiegel
Alicia Cole

Covina Farmers Market and Family Night

2011 Crafter/Retail/Non-Profit Application

Market location: Clippinger Parking Lot, Citrus Ave. & San Bernardino Rd. • (626) 241-2017

Complete the application and mail to: CFM • P.O. Box 2484 • Lake Havasu City, AZ 86405

SEE NEW WEEKLY FEE SCHEDULE ON FOLLOWING PAGE

OFFICE USE ONLY:

Date Application Rec'd: _____ Type of Vendor: _____ Approved: _____ First Date in Mkt: _____
Space Fee: \$ _____ | Seller's permit #: _____

Your Name: _____ Seller's permit #: _____

Company Name or AKA: _____

Mailing Address: _____

City: _____ Zip: _____

Telephone: (____) _____ Cell Phone: _____

E-MAIL (Please print legibly) _____

Owner/Manager Name: _____

Contact Person Name and Phone (if applicable): _____

Employee Names at the Market: _____

Size of Vehicle: _____

THE FOLLOWING WAIVER MUST BE DATED AND SIGNED

This Waiver must be read and signed before the application will be considered. No exceptions.

As a participant in the **Covina Farmers' Market and Family Night** (CFM&FN), I hereby waive any and all rights and claims for damages that may arise against the CFM&FN, the City of Covina, The Covina Redevelopment Agency, Their Agents, Representatives, And/Or Assigns, and hold each and every one of them harmless for any and all injuries and/or damages suffered in connection with all market activities. I hereby give permission for the free use of my name and picture in any broadcast, telecast and/or print media account of this event. I acknowledge I have read the above and fully understand the restrictions stated herein, and agree to abide by the Rules and Regulations established by the CFM&FN, as an undertaking of The Farmers' Market Urban Support Team, Inc.

Dated: _____

(Print name and title)

(Signature)

Please read the following carefully and check the line category that applies to you and how you want to participate in the CFM&FN. (Food vendors please use Food Vendor Application)

____ Crafter/Artisan

____ Non Profit/Public Service/Political Advocacy

____ Retail

____ Amusement

____ Covina Business

____ Pre Packaged Food

List products to be considered for acceptance to the Covina Farmers Market: Be Specific. It is the policy of the CFM&FN not to duplicate products whenever possible.

Limit of 2 clamp on lights. Do not bring other electrical appliances or lights unless pre-approved by management. List requirements here: Must specify any electrical requirements other than normal lighting.

IT IS YOUR RESPONSIBILITY TO HAVE THE CURRENT PERMITS AND LICENSES ACCORDING TO YOUR CATEGORY. NO VENDORS WILL BE ALLOWED TO SET UP WITHOUT ALL REQUIREMENTS BEING MET.

2011 Covina Application Participant Definitions, Rules and Fees

Requirements for space set up (craft area): Pop-up canopy, table(s) for display, coordinating table cover(s), 8 1/2 by 11 in. contact sign (name and phone number) placed where it can be seen by public. Lighting or electrical appliances must be pre-approved by management.

State Board of Equalization regulations: You must obtain a seller's permit if you: Are engaged in business in California and Intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail; Will make sales for a temporary period, normally lasting no longer than 30 days at one or more locations (e.g. fireworks booth, Christmas tree lots, garage sale). The requirement to obtain a Seller's Permit applies to: Individuals • Partnerships • Corporations • Organizations • Husband/Wife Co-ownership • LLP's • LLC's. Both wholesalers and retailers must apply for a seller's permit.

CATEGORIES:

Crafter/ Artisan

Space: 10'x10'

1

Participants who take raw(er) materials and create something new. Participants will be able to show receipts for inventory of raw(er) materials. **No retail items are to be sold at this fee rate.**

[CFM&FN has secured one city business license for the whole event and individual licenses are not required.] Seller's permit in mandatory.

NEW FEE SCHEDULE (per week): Apr-May \$20.00 • June - Sept. \$25.00 • Oct. - Dec. \$20.00

Retail

Space: 10'x10'

2

A maximum of ten booths will be available for vendors who want to sell manufactured items and **do not have** a Covina business license. Vendors approved for these booths will be at the discretion of CFM&FN management. Seller's permit is mandatory. All items to be sold must be pre-approved and appropriate for a Family Night event. (Larger spaces available at additional cost)

NEW FEE SCHEDULE (per week): Apr-May \$30.00 • June - Sept. \$35.00 • Oct. - Dec. \$35.00

Certified Farmers

3

A person who has Certified Producer's Certificate from the county where the food is grown and practices the art, science, and industry of agriculture in said county. FEE: 5 per cent of gross per night. Space negotiated based on variety of product(s).

Prepared Food/ Restaurant*

Space: 10'x10'
(unless negotiated
otherwise)

4

Food prepared/served on site and sold and served open. In compliance the Department of Environmental Services (Health Department) said category for set up, food preparation and serving with copy of permit presented to management one week before each quarter, has paid the quarterly fee of \$166 and carries liability insurance as specified below. Proof of insurance will be required with pre-payment after your application is accepted. Seller's permit in mandatory.

DO NOT PURCHASE HEALTH PERMIT OR INSURANCE UNTIL YOU HAVE BEEN NOTIFIED OF ACCEPTANCE.

NEW FEE SCHEDULE (per week): Apr - May \$80.00 • June - Sept. \$90.00 • Oct. \$70.00 • Nov.-Dec. Negotiated

Pre- Packaged Foods*

5

Food brought to the market packaged and sold still in packages, in compliance with the Department of Environmental Services (Health Department) for Pre-Packaged Foods. Seller's permit in mandatory. Fee is 10% per cent of gross. (\$58.00 quarterly for health permit)

Amusement*

Fee: 10% of Gross

6

Activities principally focused at the under six years of age group. Proof of insurance as specified below.

Covina Business'

Space: 10'x10'

7

Local Business who want to sell at the CFM&FN what they sell in their retail shops. (Does not include home based business'. (Home based businesses are considered retail). Seller's permit in mandatory.

FEE SCHEDULE (per week): \$25.00

Non-Profit Public Serv. Political

Advocacy

8

Any Non-profit, City or other governmental agency who wants to promote/educate about their particular services/opportunities. Bring your own tables and tents, lights, extension cords, etc. (One booth, 10'x10', per month will be complimentary, more than that in same month will be at retail rate.) Subject to availability of spaces, minimum of four (4) spaces per market will be made available.

APPLICABLE VENDORS MUST CARRY PRODUCT LIABILITY INSURANCE IN THE AMOUNT OF \$1MILLION, WITH ADDITIONAL INSURED OF CFM&FN AND THE CITY OF COVINA AND THE COVINA REDEVELOPMENT AGENCY.

IT IS YOUR RESPONSIBILITY TO HAVE THE CURRENT PERMITS AND LICENSES ACCORDING TO YOUR CATEGORY. NO VENDORS WILL BE ALLOWED TO SET UP WITHOUT ALL REQUIREMENTS BEING MET.