

# Covina Farmers Market and Family Night

## 2008 SEASON OPENS FRIDAY, APRIL 4th

Open every Friday 5 - 9:00 p.m.

### *Important Note from Harry...*

Dear Prospective Vendor,

The 2008 season looks to be a very strong season but one that will have some new challenges.

We will open on April 4 as is our usual start time. Due to a pending Utility Tax Measure that is to be voted on in early June the City of Covina cannot make a commitment to providing the needed support for the market past July. We are all hopeful that the vote in June will pass and we can enjoy a full season. **We are guaranteed** four months of city support, after that it depends on the June vote.

We will keep you updated on this issue as we receive further information, and will also post any information received on our website at: <http://www.covinafarmersmarket.com>

Your past support is greatly appreciated and has been instrumental in building the market to the strength that we now enjoy. Thank you for your understanding and patience.

Sincerely, Harry Brown-Hiegel

Dear Food Vendor,

Enclosed is an application for the 2008 season with instructions and general information. If you would like to be considered for the 2008 season you must have your application returned by March 15, 2008. You will then be contacted to send the required documents immediately so that you can be ready to go on April 4, 2008.

***DO NOT get health permit or insurance binder until you have been notified of acceptance.***

Fees for this season are \$70.00 per week. Please send the following with your application:

- Copy of Seller's permit, or indicate # in space on application
- Check for first week of Market (post date check to April 4, 2008)

After you have been accepted in market the following items are required by April 1, 2008

- Health Department Temporary Event permit for April - June 2008 (Fee - \$166.00 quarterly)
- Insurance binder

As a food vendor you are required to participate in each market April through December. Fees are due a week prior to the next market and there are no discounts.

Once your menu has been approved you **cannot** add additional items without approval from the market manager. *Be specific on your application when listing your menu, as this will be reviewed by the market manager.*

If you have other questions you can reach Maryann's home/office number 928-854-1105 between 9 am - 4 pm.

Harry Brown-Hiegel & Patricia Orton

Checks payable to CFM&FN

*Applications must be sent to:* CFM&FN, P.O. Box 2484, Lake Havasu City, AZ 86405

# Covina Farmers Market and Family Night

## 2008 FOOD VENDOR Application

Market location: Civic Center Park, (Citrus at School Street) • Voice (626) 588-1112

**MAKE CHECKS PAYABLE TO: CFM & FN MAIL TO: M. Stubblefield, P.O. Box 2484, Lake Havasu City, AZ 86405**

OFFICE USE ONLY:

Date Application Rec'd: \_\_\_\_\_ Type of Vendor: \_\_\_\_\_ Approved: \_\_\_\_\_ First Date in Mkt: \_\_\_\_\_

Space Fee: \$ \_\_\_\_\_ Fee Rec'd: \_\_\_\_\_  Ck # \_\_\_\_\_  Cash

Insurance: From \_\_\_\_\_ to \_\_\_\_\_ (if applicable) Seller's permit #: \_\_\_\_\_

Your Name: \_\_\_\_\_

Company Name or AKA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Were you a vendor in 2007? \_\_\_\_\_

**EMAIL** (Please print) \_\_\_\_\_

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. DO NOT APPLY FOR INSURANCE, HEALTH PERMITS, ETC. UNTIL YOU APPLICATION HAS BEEN ACCEPTED.**

Type of Food \_\_\_\_\_

Booth is:  4 Sided enclosed canvas  Trailer  Other \_\_\_\_\_

**List Menu items 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 lights unless pre-approved by management. List requirements here:  
Must specify any electrical requirements other than normal lighting.**

# 2008 Covina Application Participant Definitions, Rules and Fees

Please send check for first week, payable to CFM&FN. If you are not accepted as a vendor your check will be returned.

**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

Fee: \$20.00  
(per night)

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.

### Retail

Fee: \$30.00  
(per night)

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)

### Certified Farmers

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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.  
1.5 per cent of per market gross as fee to Southland Farmers' Market Association. Plus .5 per cent of gross in cash or product (to be distributed to the needy) Plus 3.5 per cent of gross per night. [5% of gross with a .5% donation to the local needy OR 5.5% in cash.  
Space negotiated based on variety of product(s).

### Prepared Food/ Restaurant\*

Fee: \$70.00  
(per night)

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.**

### Pre- Packaged Foods\*

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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'

Fee: \$25.00  
(per night)

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.

### 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.**