

2010 GLENN COUNTY CERTIFIED FARMERS' MARKET VENDOR APPLICATION PACKET

We are proud to be preparing for the 2010 Glenn County Certified Farmers' Market Season. It is our goal to gather existing and new vendors into this exciting new venue and provide a valuable and enjoyable experience for the consumers, community members and tourists alike. Together we will make this the most exciting emerging Market in the State of California!

The following information will allow you the opportunity to apply for participation at the Market. To be considered for participation in the 2010 Glenn County Certified Farmers' Market, please read all the information included in this packet (Glenn County Certified Farmers' Market Rules and Regulations and the Glenn County Health Services Certified Farmers' Market Requirements) and complete the Application to sell at the Glenn County Certified Farmers Market.

Please return the completed Application to:

Glenn County RCD
Claudia Street, Market Manager
132 N. Enright Ave., Ste. B
Willows, CA 95988
(530) 934-4601 x126
Claudia.Street@ca.nacdn.net

Included in the Vendor Application Packet:

1. Application to sell at the Glenn County Certified Farmers Market (complete and return and maintain a copy for your records).
2. Glenn County Certified Farmers' Market Rules and Regulations (keep for your records).
3. Glenn County Health Services Certified Farmers' Market Requirements (keep for your records).



Kandi Manhart
District Manager



Claudia Street
Market Manager

This Application Packet is based on work supported by the Farmers' Market Promotion Program (FMPP) Grant Program, Agricultural Marketing Service, USDA, under Award No. 12-25-G-0918. Any opinions, findings conclusion, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture.

GLENN COUNTY CERTIFIED FARMERS' MARKET MARKET APPLICATION

How to apply to sell at the Glenn County Certified Farmers' Market (GCCFM)

1. Read the GCCFM Rules and Regulations
2. Complete the Application to sell form
3. Return the completed form, along with photocopies of appropriate permits, licenses, and if applicable, photos of your art or craft to:

Claudia Street
 Glenn County RCD
 132 N. Enright Ave., Ste. B
 Willows, CA. 95988
 (530) 93404601 x126
 Claudia.Street@ca.nacdn.net

Your application will be reviewed and we will notify you of our decision.

Current General Market Information

JUNE 2010	JULY 2010	AUGUST 2010	SEPTEMBER 2010
Orland Library Park Saturdays 8 AM – 1 PM	Willows Memorial Park Saturdays 8 AM – 1 PM	Orland Library Park Saturdays 8 AM – 1 PM	Willows Memorial Park Saturdays 8 AM – 1 PM

Market Location: ORLAND: Library Park
 WILLOWS: Memorial Park
 Market Days & Hours: Saturdays, 8 AM – 1 PM
 Opening Day: Saturday, June 5, 2010
 Stall Fee/Donation: \$10 per market day

PERMIT & LICENSE INFORMATION

- **Certified Producers Certificate.** (Issued by County Ag Commissioner). For producers of fresh fruits, vegetables, nuts, eggs, honey, flowers and nursery stock.
- **Non-Certified Producers Certificate.** (Issued by County Ag Commissioner and County Health Department). For all certified ag products that have been processed, those products other than certified ag products noted above from any tree, vine or plant and their flowers (including processed products), livestock, livestock products, fish and shellfish raised in controlled conditions in waters and ponds located in California
- **Nursery Stock License** (California Department of Food and Agriculture) for growing and propagating plants intended for outdoors.

- **Apiary Registration** (Issued by County Ag Commissioner) for operating an apiary.
- **Sellers Permit** (Issued by State Board of Equalization) for non-edible Ag products, such as cut flowers, gourds, etc., and for non-Ag products, such as crafts.
- **Business License** (County Tax & License)
- **County Health Permit (Vending Vehicle Permit)**: (County Health Department or County Planning) authorizes the transport and sale of highly perishable foods (fresh fish and seafood, dairy products, poultry and meats).
- **Food Industry Health Permit**: (State Department of Health Services, Food and Drug Branch) For manufacturers of food products. This permit approves the location of food preparation.
- **Scale Seal** (County Ag Commissioner/Sealer of Weights and Measures) All scales for weighable items must bear a current seal.
- **Liability insurance**. Processed and Prepared Food vendors must provide Market Manager with a Certificate of Product Liability Insurance. Other vendors may obtain liability insurance at their own discretion. All vendors should understand that the Market's insurance does not provide any coverage whatsoever on behalf of the vendor.

GLENN COUNTY AND STATE LICENSING AGENCIES:

Glenn Co. Ag Commissioner's Office

720 N. Colusa St., Willows, CA, (530) 934-6501

Glenn County Planning Department (for vendor's permit)

777 N. Colusa St., Willows, CA, (530) 934-6540

Glenn County Environmental Health

257 N. Villa Ave., Willows, CA, (530) 934-6103

State Board Of Equalization

Website: www.boe.ca.gov

Phone: 1-800-400-7115

California Department of Food and Agriculture

Website: www.cdffa.ca.gov

Application to sell at the Glenn County Certified Farmers Market

Managed by the Glenn County Resource Conservation District (RCD)
Funded by a grant from the USDA Farmers' Market Promotion Program

Producer's Name _____

Business Name _____

Mailing Address _____

Home Phone _____ Business Phone _____

Email _____

Certified Producers Certificate number (enclose copy) _____

Other licenses, permits, etc. (enclose copies) _____

See Rules and Regulations for required permits.

Artisans/crafters: please enclose photographs of your work.

Employees, family members or Partners Program participant who may sell for you

Please list other Farmers Markets where you sell _____

List items you plan to sell and months of availability (use back of page if necessary)

Item _____ Month(s) _____

Item _____ Month(s) _____

Item _____ Month(s) _____

____ I request permission to sell at the Glenn County Certified Farmers' Market. I have read the GCCFM Rules and Regulations and the Glenn County Health Services Certified Farmers' Market Requirements and agree to abide by them, and all other laws, codes and regulations, to cooperate with Market management and to pay all applicable fees. I understand that all Certified Farmers' Markets are run under the rules and regulations as set forth by the State of California's Direct Marketing program.

Signature _____ Date _____

Glenn County Certified Farmers' Market / Glenn County Resource Conservation District (RCD)
Market Manager: Claudia Street / 530.934.4601 x126 / email: Claudia.Street@ca.nacdn.net

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GLENN COUNTY CERTIFIED FARMERS' MARKET RULES AND REGULATIONS

STATEMENT OF INTENT

NATURE OF THE MARKET: The Glenn County Certified Farmers' Markets (GCCFM) is a diversified Market offering both certifiable and non-certifiable goods for sale.

The GCCFM provides producers with the opportunity to sell their fresh, local products directly to the consumers without the intervention of a middleman.

The GCCFM is operated in accordance with regulations established in the California Administrative Code (Title 3, Chapter 3, Group 4, Article 6.5, Section 1392) pertaining to Direct Marketing. The GCCFM is certified by the County Agricultural Commissioner as a direct marketing outlet for producers to sell their crops directly to consumers without meeting the usual size, standard pack and container requirements for such products. However, all produce must meet minimum quality standards.

The non-certifiable goods add variety and enhance the festive ambiance of the Farmers' Market. Although the State Direct Marketing regulations require the producers of fresh fruit, nuts, vegetables, flowers, honey, eggs, nursery stock, and plants be required to be certified, the same producer-to-consumer philosophy applies for all items sold at the Market. **The resale of products is prohibited.**

MANAGEMENT: The GCCFM is currently managed by the Market Manager and operated and controlled by the Glenn County Resource Conservation District (RCD).

RULES AND REGULATIONS FOR ALL SELLERS AT THE GCCFM

In order to ensure the successful maintenance of the GCCFM as an efficient outlet for producers to sell their products directly to consumers, the following set of rules and regulations have been established.

I. INTENT AND IMPLEMENTATION

The purpose of this set of rules is to provide the operation, administration and management of the GCCFM under the control of the RCD. The RCD and designated Market Manager will implement and enforce all rules and regulations pertaining to the operation of the GCCFM in a fair and equitable manner.

II. STATE REGULATIONS

The regulations of the California Department of Food and Agriculture pertaining to Direct Marketing (Article 6.5, Group 4, Subchapter 1, Chapter 3, Title 3 of the California Administrative Code) are hereby incorporated by reference to be part of these rules.

Specifically restated are the following provisions of such regulations:

- A. Producers of fresh fruits, nuts, vegetables, shell eggs, honey, flowers, and nursery stock must obtain a Certified Producers' Certificate prior to selling such commodities at

the GCCFM. The producer must have produced such commodities by the practice of the agricultural arts upon land, which the producer farms, owns, rents, leases or sharecrops

B. Fresh fruits, nuts and vegetables listed on a producer's certificate may be sold directly to consumers exempt from size, standard pack, container, and labeling requirements. All prepackaged, closed consumer containers of agricultural products shall be labeled with the name, address and zip code of the producer and a declaration of identity and net quantity of the commodity in the package. However, a package containing 6 or fewer items, which are fully visible, does not need a statement of count.

C. All agricultural products sold at the Market shall comply with the regulations of the California code governing maturity and quality.

D. All agricultural products, other than exempt fresh fruits, nuts, vegetables, shell eggs, honey, flowers and nursery stock which are sold at the Market, must comply with all applicable laws pertaining to their grading and labeling.

E. All agricultural products sold at the Market are subject to the provisions of federal marketing orders, state marketing orders, state laws and regulations enforced by any state agency, or any other local health and safety laws, regulations or ordinances.

F. All agricultural products, including fresh fruits, nuts, vegetables, shell eggs, honey, flowers and nursery stock sold for the purpose of commercial resale must be in compliance with all applicable size, standard pack, containers and labeling requirements of state laws and regulations.

G. Only the producer or the producers' parents, children, grandparents and grandchildren or a relative regularly residing in the producer's household or an employee or Partners' Program participant of the producer may sell the producer's products at the market. An employee is any person employed by the producer at a regular salary or wage, on either a full or part time basis. Proof of status of an employee is an authorized agreement proving that the person selling is an employee of the Qualified Seller. An employee may not sell for more than one Qualified Seller at a time.

H. The certified producer's embossed photocopy certificate must accompany the certified agricultural products during transportation and must be conspicuously posted at the point of sale.

I. When any agricultural product is sold by weight, the type of scale used shall be approved, tested and sealed by the County Agricultural Commissioner, Sealer of Weights and Measures.

J. If under special circumstances, a producer has been granted by the Market Manager the privilege of selling for up to one other certified producer, it must be under the following conditions:

- 1) The agricultural products shall be separated at the stand and clearly identifiable by the respective certificate.

- 2) The producer selling for the other producer must also sell or offer for sale agricultural products, which the producer selling has produced. The producer selling must start the Market day with at least 50% of the total produce from his own production.

- 3) Prior to sale, the producer selling has furnished a written letter from the additional producer which verifies the selling producer's authority to sell their product on their behalf and have his name cross-referenced on the additional producer's certificate.

4) A grower selling under a partnership; the partnership will be considered one certificate.

K. A producer shall provide, upon request by the Market Manager, any certificate, documentation, information or identification that may be reasonably required to show that the conditions of the regulations are being met. If such conditions are not met and the Market is assessed additional fees for follow-up inspections at the market, the grower(s) responsible for the follow-up inspections will be equally assessed the total cost of the follow-up inspection.

L. When selling at the Market the producer and the producer's agricultural products shall comply with all applicable requirements of the California Retail Food Code and the California Sherman Food, Drug and Cosmetic Law, specifically:

1) All produce and containers of produce must be kept at least 6 inches above the ground.

2) Food preparation (except trimming and sampling) is prohibited.

3) Processed foods must be processed in an approved facility, properly packaged and labeled under clean and sanitary conditions.

4) Dried fruit and shelled nuts sold in an unpacked, bulk form must be displayed with a cover and conform to dispensing methods approved by the local health department.

5) No live animals, birds or fowl may be kept or allowed within 20 feet of any area where food is stored or held safe. No dogs are allowed in the Market. **NO LIVE ANIMALS ARE ALLOWED AT THE GCCFM.**

6) Vendors selling non-agricultural food products are required to have a valid health permit from the local jurisdiction and are not considered part of the Certified Farmers' Market.

7) All products sold as organic must be grown, produced, or processed in accordance with California Code of Regulation, Title 3, code 1392.4 (h), which states: "Any person selling organic products or representing products as organic at a certified farmers' market shall conspicuously post at the point of sale a photocopy of his or her current State of California organic registration and, if applicable, documentation of his or her organic certification. Prior to posting organic documents, it is permissible to conceal from public view acreage and dollar amounts pertaining to annual sales. A complete photocopy of the original, unaltered, current organic document(s) shall, upon the request of the Market Manager, be made available for review at any time during participation in a certified farmers' market. This documentation requirement does not apply to individuals who sell \$5,000.00 or less of organic produce in a given year.

8) Smoking is not permitted in produce display and immediate sales area.

9) If the local health authority approves, distribution of samples in a manner which will insure safe, unadulterated samples for the public, may be allowed. In such, each grower should regard the following as suggested guidelines:

(a) Keep samples in clean covered containers approved by the local health agency.

(b) Use toothpicks, tongs, rubber gloves or disposable utensils to distribute the samples.

- (c) Dispose of pits, peels, food waste and rubbish in leak-proof garbage receptacles with close fitting lids.
- (d) Use clean disposable plastic gloves when cutting produce for samples and provide temporary hand washing and utensil cleaning facilities.
- (e) Produce intended for sampling must be washed and cleaned so as to be safe for consumption.
- (f) Utensils and cutting surfaces must be washed and sanitized (use a chlorine solution of one teaspoon or capful of liquid bleach per gallon of water).
- (g) Cutting surfaces must be smooth, non-absorbent and easily cleaned.

(10) If a grower or food purveyor is not in compliance with California Retail Food Code (CalCode) or the California Sherman Food, Drug and Cosmetic Law and the Market is cited for non-compliance, the grower(s)/food purveyor(s) responsible for the infraction(s) will be equally assessed the total amount of the fine imposed upon the Market.

III. ADMISSION OF A PRODUCER TO THE MARKET

Admission to sell at the GCCFM shall be at the reasoned discretion of the Market Manager.

In making any determinations in this regard, a Manager should consider the following:

- A. Producer's positive or negative history of compliance with state, local government and Market rules and regulations.
- B. Producer's history of Market participation. When practical, significant weight, priority and preference should be given to growers returning from previous seasons.
- C. The competitive availability and number of sellers of producers' product present within the Market. If practical, monopolies and surfeits (gluts) should be avoided.
- D. Whether the present number of sellers of producer's product are adequately supplying consumer demand.
- E. The number of unreserved spaces and other limitations of the market.

Period of attendance time and limitations of type and quantity of product allowed may condition the admission of a producer.

Any producer aggrieved by the Market Manager's decision may appeal for review by the RCD as outlined in section **VII**. A decision by the RCD shall, as to this organization, be final.

IV. ADMISSION OF PRODUCTS TO THE MARKET

Unless otherwise specifically listed as an additional authorized agricultural, processed agricultural or non-agricultural product in this section, only fresh fruits, nuts, vegetables, shell eggs, honey, flowers and nursery stock listed on a producer's certificate may be sold at the Market.

Admission of any agricultural or processed agricultural product to the Market or nonagricultural product to an area adjacent to the Market shall be at the reasoned discretion of the Market Manager. In making any determination in this regard, the Market Manager shall consider the following:

- A. Producer's history of selling such product within or adjacent to the Market. When

practical, significant weight and preference should be given to products sold by producers in previous seasons.

B. The present competitive availability (number of sellers) of producers product within or adjacent to the Market. If practical, monopolies and surfeits (gluts) should be avoided.

C. Whether the present sellers or producer's product are adequately supplying consumer demand.

D. The type of relative quality of product intended to be offered for sale by the producer. Field run produce shall be encouraged. Culls or lowest grade only sales shall not be allowed. At the most, 10% of the produce intended for sale by the producer shall be less than number 2 grade.

Admission of a product to be sold by a particular producer may be conditioned by period of sale, location of sale, variety, quality, quantity and other general or specific limitations as deemed necessary by the Market Manager.

Any producer aggrieved by the Market Manager's decision may appeal for review by the RCD as outlined in section VII. A decision by the RCD shall, as to this organization, be final.

Additional authorized non-processed agricultural products which may, under stated conditions, be admitted by the Market Manager for sale within the GCCFM are:

- 1) Fresh herbs and spices
- 2) Fish raised in California controlled waters.

The producer must have produced all such products by the practice of the agricultural arts upon land, which the producer farms and owns, rents, leases or sharecrops.

Producers wishing to sell a non-processed agricultural product other than those listed immediately above must submit a written application for approval to the Market Manager.

Additional authorized processed agricultural products, which may, under stated conditions, be admitted by the Market Manager for sale within the GCCFM, are:

- 1) Dried beans, grains, fruits, nuts and vegetables listed on producer's certificate.
- 2) Shelled nuts, including those, which have been roasted, salted or flavored.
- 3) Dried herbs and spices.
- 4) Fresh orange juice, fresh apple juice.
- 5) Flower arrangements and wreaths.

All such raw products must have been produced by the producer by the practice of the agricultural arts upon land which the producer farms and owns, rents, leases or sharecrops.

All processed certifiable agricultural products must have and be accompanied by a verifiable listing of the fresh product on producer's certificate of the producer selling.

Seller must be able to show location and capability of processing or, if processing is done by a second party, the method used to insure that the processed product returned is the original source product submitted by the producer for processing. Receipts, volume data, and letters verifying methodology may be requested or required.

Seller must show that all processing was accomplished under safe and sanitary conditions

and, if applicable, obtain, furnish and display any and all health permits necessary.

Producers wishing to sell a processed agricultural product other than those listed immediately above must submit a written application for approval to the Association.

Additional authorized processed non-agricultural products which may, under stated conditions, be sold in an area adjacent to the area designated as the Certified Farmers' Market but under the auspices of the market management are:

- 1) Ocean fish and shellfish
- 2) Bakery products
- 3) Meat products

Individuals wishing to sell a non-agricultural product other than those listed immediately above must submit a written application for approval to the Association. The ambiance of the Market may be enhanced by the sale of Arts and Crafts. Only those Arts and Crafts products that have been produced or enhanced by the seller will be considered for attendance at the Market. An application and resale license must be submitted along with photos and descriptions of the proposed products. The Market Manager will make the final decision as to admittance to the Market. No products will be allowed that contain inappropriate language, content, inappropriate inferences, etc.

V. STALL RESERVATIONS AND ASSIGNMENT OF SELLING SPACE

Stall reservations are considered commitments by farmers and food purveyors to participate in the GCCFM. A typical stall space is 10 feet wide by 10 feet deep. Producers must accept the stall space assigned to them by the Market Manager. A producer's stall space in the Market is not guaranteed to be in the same location every week. Producers are responsible for supplying their own tables, tents, chairs, table covering and all other items used in their display area.

Anchoring stakes used to stabilize tents are not allowed in any park setting.

All producers must pay stall fees according to the current fee schedule set by the RCD. Stall fees are in place to contribute to the GCCFM fund to allow for Market sustainability. Individual stall fee for all vendors is \$10. Upon approval by the Market Manager, a booth space and fee may be shared by up to two producers. However, both producers must submit separate applications and be a qualified producer. Stall fees are collected at the end of each Market day.

The producer's location, space size and other factors of assignment of selling space within a Market shall be at the reasoned discretion of the Market Manager. Producers must accept the stall space assigned to them by the Market Manager. A producer's stall space in the Market is not guaranteed to be in the same location every week. In making any determination of the assigned space, the Market Manager shall consider the following:

- A. The maintenance of positive, present and past consumer/producer relationships.
- B. The maintenance of good product mix and consumer traffic flow.
- C. The principles of good market and product promotion.
- D. In the event a producer/seller is removed or suspended from the Market due to either State, County or CFMA Rules and Regulations violation(s), the producer/seller will be placed at the bottom of the waiting list.

Any producer aggrieved by the Manager's decision may appeal for review by the RCD as outlined in section **VII**. A decision by the RCD shall, as to this organization, be final.

VI. STANDARDS OF CONDUCT

Producers and employees representing producers must be:

- A. Knowledgeable about product, how it is used, grown or produced and communicate that clearly to the customers.
- B. Courteous, professional and presentable at all times.
- C. Able to display products in a sanitary, presentable and attractive manner.
- D. Honest and to conduct themselves at all times in a courteous and business-like manner. Participants are expected to dress (shirt, pants and footwear) and behave in an appropriate manner. Drinking, yelling, swearing, name-calling, slanderous remarks and other rude behavior will not be tolerated.
- E. Able to refer matters to the Market Manager when experiencing difficulty with customers.
- F. Expected to treat each other, staff, customers and officials with respect.
- G. Able to refer complaints about other participants or the Market Rules and Regulations in writing to the Market Manager or the RCD.
- H. Aware that harmful remarks made about producers or the Market are subject to legal liability for damages.

VII. SUSPENSION OR REMOVAL OF A PRODUCER FROM THE MARKET

A producer may be suspended or removed from the GCCFM or have selling privileges in the Market conditioned, modified or limited by a Market Manager for any of the following reasons:

- A. Failure to obey and conform to state, local government or market rules and regulations.
- B. Causing or maintaining an unsafe or unsanitary condition at the market.
- C. Unreasonable or outrageous conduct considered detrimental or prejudicial to the purposes and interest of the Market.
- E. Failure to attend at a previously reserved Market space without adequate prior notification.
- F. The occurrence of any condition or limitation which was placed on the admission of the producer's product to the Market.
- G. Behavior that obstructs any other vendor's commerce or ability to transact business at the Market.

The severity of any penalty or discipline imposed by the Market Manager shall be directly related to the gravity or repetition of the violation.

A producer is responsible for the actions of the producer's representatives, employees or agents.

Whenever a Market Manager decides that a violation has occurred of such seriousness that it warrants the suspension or removal of a producer from the GCCFM, the Market Manager will provide the producer with a written notice to the intention to suspend or remove the producer.

The notice of intent to suspend or remove the producer will state the reasons for the proposed action and offer the producer an opportunity to be heard by the RCD before the imposition of the suspension or removal from the market. The Market Manager will deliver the notice of intention to the producer in person or mail it to the producer by first class or registered mail to the last known address of the producer in the GCCFM's records.

The notice of intention to suspend or remove a producer shall advise the producer that he or she may ask to be heard, either orally or in writing, by the RCD prior to the imposition of the suspension or removal. The request for a hearing must be received by the RCD no later than fifteen calendar days after the date of the issuance of the notice of intent to suspend or remove the producer.

If the producer does not request a hearing with the RCD, or if the producer fails to request a hearing within fifteen calendar days of the date of issuance of the notice of intent to suspend or remove the producer, the Market Manager may take action to suspend or remove the producer from the GCCFM.

If the producer does request a hearing with the RCD and the RCD does receive the request for a hearing within fifteen calendar days of the date of the notice of intent to suspend or remove the producer, the RCD shall schedule a hearing with the producer. The purpose of the hearing will be for the RCD to hear and consider the producer's evidence and argument regarding the action proposed by the Market Manager. The RCD will notify the producer of the date, time and place of the hearing. The RCD may elect to have the hearing conducted by a third party. The RCD will consider the evidence and arguments submitted by the producer, the Market Manager and any other interested parties in attendance prior to or during the hearing and shall weigh this evidence and argument in making his or her decision whether or not to suspend or remove the producer. The RCD will notify the producer in writing of the decision. The RCD's decision shall be delivered in person or mailed by first class or registered mail to the producer. The RCD's decision is final and there is no further appeal of this decision available.

VIII. OTHER MARKET RULES, POLICIES AND REQUIREMENTS

Product Limitations:

- A. Only California grown produce may be sold in the market.
- B. Sales of out-of-season (California) produce are allowable only to the extent of their reasonable and normal storage life or proof that such produce was produced by producer in greenhouse facilities operated by such producer.
- C. Any certifiable, non-certifiable agricultural processed or non-agricultural processed products sold in the market may be placed under limitations by the Market Manager at any time.

Certificates:

- A. Producer certificates with two or more names listed as producer must provide acknowledged evidence of partnership or other legitimate business agreement unless the additional names are for second certificate purposes.

Prices:

A. All prices must be clearly marked or posted in 2" minimum height letters/numbers. Collusion and deceptive pricing practices are prohibited.

Market Hours: Arrival and Departure

A. Sellers shall arrive at least 30 minutes prior to the published opening time of the Market and leave or have their set-up packed up and cleaned up, to the side of the Market within one hour and 15 minutes after the published closing time of the Market.

B. The opening and closing times for the GCCFM are as follows: 8 AM to 1 PM.

Failure to leave your stall and common area in a clean manner and/or set off to the side of the site within this time frame will result in a \$20 fine for the first offense. Additional offenses within a 12 month period may result in expulsion from the Market. Sellers may leave the Market site prior to the published closing time for emergencies only and upon the approval of the Market Manager who will assess public safety and welfare at that time.

No Stall Coverage by Market Managers:

Market Managers are not allowed to sell for growers and vendors while they take personal breaks. Please make arrangements to visit the bathroom before the start of Market or have a neighbor watch your stall when you are temporarily out.

Set-ups, Safety and Sanitation:

All display table frontage must be behind the set-up line designated by the Market Manager. No boxes or produce displays may extend into the common customer traffic aisles without the prior approval of the Market Manager. Tables and other display fixtures must be sturdy, stable and not overloaded. All shades and shelters must be tied down and completely secured at the beginning of the Market or the producer will be subject to immediate removal from the GCCFM.

Anchoring stakes used to stabilize tents are not allowed in any park setting. Seller's vehicle use must not endanger customers or other sellers.

Before transacting any sales, the grounds of the customer traffic aisle and selling area of the producer must be cleared and cleaned of any produce trimmings or droppings. Any trimming of produce must be done so trimming will fall in a box or container and not on the ground. Before leaving the Market, all matter in producer's selling area, including an area extending half way into the common customer traffic area, must be completely removed and taken away with the producer. Failure to do so may result in revocation of the sellers stall space reservation and/or a \$20.00 fine. If a producer or vendor leaves any refuse identifiable to be his/hers in a City or sponsors garbage container without the City's or sponsor's permission an initial fine of \$50.00 will be enforced. A second violation may result in expulsion from the Market.

Noise, Disturbance and Intrusion:

No loud noises will be allowed at the Market during set-up hours. Radios are not allowed to be played during Market sales hours. Although no loud hawking, barking or shouting to promote product is allowed, occasional product broadcasting into the Market aisle in a conversation level voice is allowed and encouraged. All product promotion must occur within the space assigned

or immediately adjacent to the producer and not in any common area. Disruptive action and the throwing of anything in the Market are prohibited.

Identification Signs:

All producers must display a sign identifying their name or the name of their establishment and the city or town where their production occurs.

Bags, Garbage and Litter:

Every stall will have a trash box for public use. **Every seller is responsible for the removal of his/her own garbage.** Sellers using plastic bags for the convenience of their customers shall insure that such bags do not litter the Market under windy conditions. Sellers using T-shirt style plastic bags shall insure that the connecting tabs are fastened securely or are removed prior to the presentation for customer use. Sellers of dry garlic and dry onions shall insure that the skins of such produce do not litter the market.

Additional:

Qualified Sellers shall observe all fire lanes while loading and unloading.

Qualified Sellers shall sell/market their goods in a manner satisfactory to the Market Manager and in an honest, conscientious and business-like way.

Qualified Sellers must wear shirts and shoes while on the market premises.

IX. APPLICATION PROCESS

A. To become a QUALIFIED SELLER at the GCCFM, a prospective seller must initiate and complete a GCCFM Application. The completed Application includes:

- 1) The completed Application form.
- 2) Copies of the grower's most recent Certified Producer Certificate(s).
- 3) Any appropriate copies of health permits as required.
- 4) Processed and Prepared Food vendors must provide a Certificate of Product Liability Insurance. Other vendors may obtain liability insurance at their own discretion. **All vendors should understand that the Market's insurance does not provide any coverage whatsoever on behalf of the vendor.**

B. All sellers must pay stall fees according to the current fee schedule set by the Market Manager. The fees are collected at the end of every Market day.

X. MARKET MANAGER CONTACT

A. Prior to each Market day, the Market Manager will contact vendors to assess the next Market day participation.

B. Market Manager requests from vendors the courtesy of a response so a Market layout can be prepared prior to Market day.

C. Market Manager contact information is:

Claudia Street, GCCFM Market Manager

(530) 934-4601x126

Claudia.Street@ca.nacdnet.net



Glenn County Health Services

Environmental Health Department

257 N. Villa Ave., Willows Ca 95988
Phone: 530-934-6102 Fax: 530-934-6103

Certified Farmers' Market Requirements

The following requirements are extracted from the California Retail Food Code

A "**certified farmers' market**" means a location that is certified by the State of California through the enforcement officers of the County Agricultural Commissioner and operated pursuant to the Food and Agricultural Code and the California Retail Food Code.

Certified farmers' markets shall meet all of the following requirements:

1. All food shall be stored at least six inches off the floor or ground
2. Approved toilet and handwashing facilities must be available within 200 feet.
3. No live animals, birds, or fowl may be kept or allowed within 20 feet of any area where food is stored or held for sale. This does not apply to guide dogs, signal dogs, or service dogs when used in the manner specified in Section 54.1 of the Civil Code.
4. All garbage and refuse shall be stored and disposed of in a manner approved by the enforcement officer.
5. **Food preparation is prohibited at certified farmers' markets with the exception of food samples. Distribution of food samples may occur provided that the following sanitary conditions exist:**

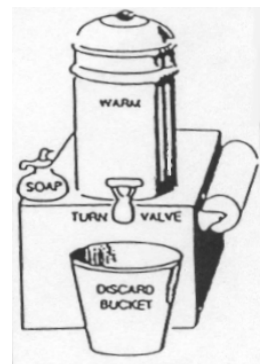
A. Produce must be cleaned: Food intended for sampling shall be washed or cleaned in another manner of any soil or other material by potable water in order that it is wholesome and safe for consumption.

B. Your hands must be cleaned:

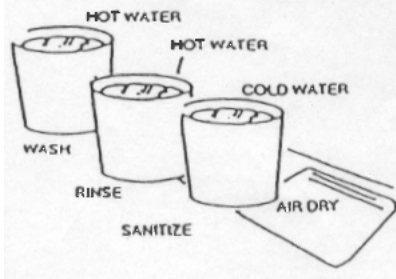
Provide a hand wash station that includes:

- A minimum five gallon water container with warm potable water and a dispensing valve which leaves hands free for washing, with single-service pump dispensed soap and towels at each booth. Make sure you have a container to catch the wastewater.

Clean disposable plastic gloves shall be used when cutting food samples.



C. Your utensils must be cleaned and sanitized, acceptable sanitizer



solutions are:

- (1) 100 ppm chlorine – ½ ounce per gallon of water (1/2 oz = 1 tablespoon)
- (2) 200 ppm quaternary ammonium – ½ ounce per gallon of water
- (3) 25 ppm iodine – ½ ounce per 2.5 gallons

3 containers for cleaning of equipment shall be provided for washing, rinsing and sanitizing of all utensils. (1). Potable water with soap; (2) Clear, potable water for rinsing; (3) Potable water with approved sanitizer.

- Cutting boards and other items used in sampling (containers) must be washed, rinsed, sanitized and air-dried before use
- All utensils should be food grade (approved for food contact), Non-absorbent, (plastic or metal), and in good repair. Utensils and cutting surfaces shall be smooth, nonabsorbent, and easily cleanable, or single-use articles shall be utilized.

D. Handle all waste properly in the following approved ways:

- Liquid waste, which includes ice, shall be disposed of in a facility connected to the public sewer system.
- Solid waste must be taken with you or disposed in containers provided by the market's Event Coordinator or Site Manager.

E. Keep Potentially Hazardous Foods Cold: Potentially hazardous food samples shall be maintained at or below 45°F and shall be disposed of within two hours after cutting.

F. Distribute samples in a sanitary manner:

- Samples must be protected from droplet contamination, insects, dust, and a customer coming in contact with more than their sample.
- Samples must be kept in approved, clean and covered containers.
- Here are some examples of correctly distributing samples in a sanitary manner. Other methods are possible but must be approved by the enforcement officer.

(1) Capped Squeeze Bottle – for items such as honey. Bottle is uncapped, and product is squeezed onto a disposable stick or into a disposable cup for each customer. Bottle is recapped. Stick or cup is discarded.

(2) Modified shaker Bottle – for items such as nuts or grapes. The opening of a squeeze bottle is enlarged to allow a bottle to shake out a limited number of items per shake in the hand of the customer.

(3) Bulk Liquid Container – for items such as juice, dispensed with a down-facing, self closing spout into a cup given to the customer. Cup is used once, and then thrown away. Wash the container in an approved kitchen.

(4) Small Sample Cup – for items such as jams or preserves. Disposable cups are filled in an approved manner for individual distribution to customer.

(5) Covered Serving Dish – for products such as sliced produce, jams, and jellies. Serving dish should have a hinged lid that opens on the grower's side of the table. Grower lifts lid and uses a disposable spoon, fork, toothpick to dispense sample portion. Spoon, fork, toothpick is given to customer.

*** You must provide a waste container for the customers to use, if you distribute paper cups, toothpicks, spoons etc.**

Raw Shell Eggs, Storage and Display without Refrigeration

Raw shell eggs may be stored and displayed without refrigeration if all of the following conditions are met:

1. The eggs were produced by poultry owned by the seller and collected on the seller's property.
2. The eggs are not placed in direct sunlight during storage or display.
3. Retail egg containers are prominently labeled "refrigerate after purchase" or the seller posts a conspicuous sign advising consumers that the eggs are to be refrigerated as soon as practical after purchase.
4. Retail egg containers are conspicuously identified as to the date of the pack.
5. The eggs have been cleaned and sanitized.
6. The eggs are not checked, cracked, or broken.
7. Any eggs that are stored and displayed at temperatures of 90°F or below and that are unsold after four days from the date of pack shall be stored and displayed at an ambient temperature of 45°F or below, diverted to pasteurization, or destroyed in a manner approved by the enforcement agency.
8. Any eggs that are stored and displayed at temperatures above 90°F that are unsold after four days from the date of pack shall be diverted to pasteurization or destroyed in a manner approved by the enforcement agency.

Processed Foods (juices, jams, preserves, low acid canned foods, processed nuts, fruits and vegetables) **must obtain approval from the California Department of Public Health – Food and Drug Branch** by obtaining a processed food registration or a cannery license. Information on these processes can be obtained at the websites listed below.

<http://www.cdph.ca.gov/programs/pages/fdb%20processedfoods.aspx>

<http://www.cdph.ca.gov/programs/pages/fdbCAN.aspx>

In addition, all processed foods must be prepared, packaged and labeled in an approved facility.

Labeling of packaged foods must include: name of food; name and address of the manufacturer, producer, or distributor; accurate declaration of quantity of the contents in terms of weight, measure or numerical count; ingredients, if two or more ingredients are present, listed by order of their predominance by weight, including a declaration of artificial color or flavor and chemical preservatives, if contained in the food e.g. peanuts, salt.

Temporary Food Facilities may be operated as a separate community event adjacent to and in conjunction with certified farmers' markets that are operated as a community event. The organization in control of the event at which one or more temporary food facilities operates shall comply with all applicable requirements for temporary food facilities.

In addition, each temporary food facility must obtain an individual food facility permit from Glenn County Environmental Health.