



586 W. First Street Claremont, CA 91711
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<http://www.claremontforum.org/>

Rules & Regulations (2013)

- **EVENT DATE, LOCATION & TIME** — The Claremont Farmers & Artisans Market is open every Sunday year round, from 8:00 am- 1:00pm Rain or Shine. The Market is located on 2nd Street between Indian Hill Blvd and Yale Avenue in the heart of the Claremont Village.
- **GENERAL MARKET INFORMATION** — The Claremont Farmers & Artisan’s Market is a certified farmers’ market, certified by the Los Angeles County Agricultural Commissioner as a direct marketing outlet for producers (both certified and uncertified) to sell their agricultural products directly to consumers without meeting the usual size, standard pack and container requirements for such products. All produce must meet minimum quality standards. The market is operated in accordance with regulations established in the California Code of Regulations CCR, (formerly California Administrative Code). (Title 3, Division 3, Chapter 1, Subchapter 4, Article 6.5, 1392, et seq.) pertaining to direct marketing. *The market and all who participate in it are subject to all applicable federal, state, county and city statutes, rules, regulations, ordinances, and orders.*

The market is committed to local, sustainable, and organic agricultural and food production. The market supports these values by having farmers and other vendors who share this philosophy sell their products at the market. *We expect all vendors to join us and commit to sell each day of the market.* Seasonal vendors will be admitted at the discretion of the market manager.

All participating market vendors are expected to be familiar with the provisions of the direct marketing regulations and these market rules. The market reserves the right to make additions or deletions to these market rules when deemed necessary. Written notice of these changes will be provided to the market vendors.

- GOVERNANCE — The Claremont Farmers & Artisan’s Market is managed, operated and controlled by The Claremont Forum.

The market manager, designated by The Claremont Forum board of Directors, is responsible for making, implementing and enforcing all policy decisions in a fair and equitable manner. The market manager and/or the Claremont Farmers & Artisan’s Market may at any time amend, delete or modify the following market rules.

Any approved vendor or applicant aggrieved by the action of the market manager or other designated agent of the market can appeal to the Claremont Forum/Claremont Farmers & Artisan’s board of directors whose decision is final.

- ADMISSIBLE VENDORS AND PRODUCTS — Admissible vendors and products fall in the following categories. *Qualifying to sell at the market does not automatically ensure admission in the market. Admissible vendors must apply to sell at the market and be approved by the market manager to do so before they are authorized to sell at the market. The market reserves the right to require that vendors re-apply for admission annually, even though selling privileges are only week-to-week. The right to sell at the market is terminable at any time by written notice to the applicable vendor by the market manager.*

- AGRICULTURAL PRODUCERS — are vendors who produce the following:

- a. Certifiable Agricultural Products:** Agricultural products, such as fresh fruits, nuts, vegetables, shell eggs, honey, flowers, fungus, and nursery stock, are certified under the jurisdiction of the county agricultural commissioner, as evidenced by a current Certified Producers’ Certificate, and that have been produced or grown on property controlled by a certified producer. See 3CCR Section 1392.2 (1). Certifiable agricultural products may only be sold by certified producer or thereof or, subject to subject to the requirements

applicable to second certificates listed in Section VIII. 1 below, another certified producer.

- b. Non-certifiable Agricultural Products:** Non-certifiable agricultural products include (i) all certified agricultural products listed above that have been processed (such as dried fruits and vegetables. Processed nuts, juices, jams and jellies, oils, viticulture products, and pickled or smoked agricultural products), (ii) products from any tree, vine or plant and their flowers (including processed products), (iii) livestock (cattle, goats, poultry, rabbits, etc.) and their products (including dairy products and jerky), and (iv) fish and shellfish produced under controlled conditions in waters or ponds located in California. See 3CCR Section 1392.2 (m). These products may be dried, ground, roasted, juiced, smoked, or otherwise altered in a one-stage process by a second party. Products in this category must have been produced or derived from plants or animals grown, bred, raised, cultivated or collected upon land which the producer thereof controls. Appropriate proof of producership must be produced.

A certified producer may sell non-certifiable agricultural products if such products (including the ingredients comprising such products) have been produced or derived from plants or animals raised or produced by such certified producer and are grass fed, non-antibiotics and *do not contain genetically modified ingredients (GMOs)*. The ingredients may be in solution such as brine or vinegar, but (for example) if olive oil is used, olives must be on the Certified Producers Certificate.

- c. Second Certificate** — Will be permitted in the case of agricultural products that are not otherwise available for sale at the market from a vendor who is a direct producer of such products, subject to the approval of the market manager.
- **REGULATIONS ENFORCEMENT** — One verbal warning followed by 2 write-ups. After 2nd write-up, participant will be dismissed from event without option of returning.
 - **HOURS** – Farmers Market hours are specific. Booth Participants shall arrive for set-up at 7:00 a.m. and must be ready to operate by 8:00 a.m. All Booth Participants need to begin breakdown promptly at 1:00 p.m. and complete breakdown and cleanup by 2:00 p.m. To maintain the look and feel of the Farmers Market, no Booth Participants will be allowed to breakdown prior to 1:00 p.m.

- **TRAFFIC FLOW** — All participants are required to help maintain an efficient traffic flow by parking against street curves during loading and offloading. If no space is available, do not bring vehicles in until space becomes available. This rule applies during event start-up and breakdown. **DO NOT** park in the middle of the street while loading and off-loading. *It is encouraged to help one another during set up and tear down.*
- **PARKING** — All vehicles are to park on designated Parking Lot and West Side of the market **ONLY**. No vehicles are to park on Yale Avenue and business private parking lots.
- **LA COUNTY RULES** — All participants are to follow all rules and regulations from *County Agriculture* and *County Environmental Health*, including but no limited to:
 - a. Identify business with a banner displaying name, contact information and City of origin. IF certified organic, please display.
 - b. 114089 (a) (b) & 114089. (a) Labels — All prepackaged food must be packaged and labeled prior to farmers market arrival.
 - c. Maintain all food products off the ground at all times
 - d. 114060 (a) Samples — Gloves, paper towels, water container, water disposal container, hand sanitizer, chlorine, watered chlorine for utensils, trash receptacle, sneeze guards at all times and toothpicks are **REQUIRED**.
 - e. CCR 1392.4(d) Keep and Display during market hours up to date original copies of Grower's certificates, Health Department Permits, Business Licenses and Employee Letters.
 - f. 113996 All pre-packaged items are to be kept within regulated temperatures and properly identified by a business label.
 - g. Maintain all items within the inside area of vendor space/canopies and keep a healthy division between vendors for distinction purposes.
 - h. Display pricing tags on **ALL** items
 - i. CCR 1392.4 (h) Identify Certified Organic Products **AND** Conventional Products if vendor has both.
 - j. CCR 1392.4 (e) Sealed/Approved Scale
- **BOOTH SET UP TOOLS** — Booth Participants are responsible for providing items required for booth setup, including 10x10 canopy (ies),

tables, table cover, and an **identifying banner**. *All items/tools must be clean and in working order.*

- **DRESS CODE** — Booth Participants will refrain from wearing clothing that is dirty or torn, or that displays skin between and including the armpit and the knee. Clothing may not display images or verbiage inappropriate to a family audience.
- **NO SMOKING** — Out of courtesy for our guests and regard for youth attendees, the Farmers Market is a smoke-free environment. Thank you for your cooperation.
- **NO ALCOHOLIC BEVERAGES** — The consumption or sale of alcoholic beverages or open containers of alcoholic beverages are strictly prohibited on Farmers Market grounds.
- **NO PETS** — City and County codes disallow pets from Farmers Market grounds. Participants are expected to follow this regulation in addition to help enforce it by asking patrons to remove their pets from farmers market premises and or keep them at least 20 feet away from the booths.
- **BOOTH PLACEMENT** — Locations will be utilized to the greatest advantage for the Farmers Market. Although the Event Manager will work to honor participant requests for specific booth space, management reserves the right to place participants.
- **SAFE EXHIBIT AREA** — All booths areas must be safe and free of tripping, fire, stacked heavy objects, and all other hazards. All items are to remain off the sidewalks and contained within booth space during market hours. If items do not fit, please relocate inside vehicles.
- **CLEANLINESS, TRASH REMOVAL** — All Booth Participants must arrive at the Farmers Market with a trash receptacle sufficient to contain all the trash they and their patrons will generate at the event. Upon the close of the Farmers Market, participants are to thoroughly clean their booth area, and transport back their own trash to their own dumpsters. Receptacles provided by the Farmers Market are for use by the public **ONLY**. Dumpster containers/City trashcans in the Farmers Market area are private and cannot be utilized by Booth Participants.

- WEEKLY FEES — Fill and complete the weekly space fee load sheet. Fill out completely with business owner’s name, farm or business name, produce or products that are being sold. Pay required space fee. Seven percent of sales, \$1.15 of city tax and farmers pay an extra \$0.60 for agricultural department fees.
- MARKETING — All participants are expected to aid market special events and publicity. Contribute recipes and literature.
- ATTENDANCE — Inform market manager within 48 hours if unable to participate. Failure to attend a market will result in a \$30 charge for each 10X10 space per Sunday. Participants are NOT to miss more than four times a year.
- FAILURE TO COMPLY — With any of these Rules and Regulations, to engage in unlawful behavior on Farmers Market grounds during Farmers Market hours, or to behave in a manner inconsistent with a high-quality experience for guests or that creates safety concerns will be grounds for suspension or dismissal from Farmers Market participation.

I have read and understood these guidelines. I am a representative of the participant business or organization and have the authority to sign this document.

Business/Farm Name _____

Owner/Representative _____

Signature _____