

ORANGE HOME GROWN FARMERS & ARTISANS MARKET

NON-PROFIT/EDUCATION VENDOR APPLICATION 2024

501(c)3 Non-Profit Group(s) and local Educational Group(s) are selected to host their own information booths at the Orange Home Grown Farmers & Artisans Market (OHGFAM) on approved dates by the Orange Home Grown Foundation Non-profit/Education Coordinator and/or Orange Home Grown (OHG) Board. **This booth is not for any sale of merchandise, but rather to meet the community and introduce your non-profit and any fundraising efforts in effect. Hosting raffles of any kind or requesting donations while on-site is strictly prohibited. There is no weekly charge for non-profit booths.**

The OHGFAM works to foster an open, respectful, and inclusive environment. We reserve the right to approve only community organizations or nonprofits whose mission/purpose is compatible with the mission and goals of the Orange Home Grown Foundation. OHGFAM is not a forum for promoting political campaigns of any kind, or promotion of a particular religious cause or affiliation.

IMPORTANT DATES:

Applications due back to Orange Home Grown Foundation a minimum of one week prior to event date.

For Non-profits, applications will be accepted throughout the year.

Please send completed applications to: nikkiohg@gmail.com

Or P.O. Box 871, Orange, CA 92856

Market Hours: Every Saturday year-round, 9:00 am to 1:00 pm. Set-up is from 7-9am and all vehicles must be off site prior to 8:00am. Market take down begins at 1pm. All participants must stay the entire duration of the farmers market and must conduct themselves in a safe manner.

Name of Non-Profit: _____

Market Representative and Title: _____

Address: _____

City: _____

Zip Code: _____

Day Phone: _____

Evening Phone: _____

Cell Phone: _____

E-mail: _____

Website/Social Media: _____

Space is available on a limited basis. If you would like to request a specific date(s), please do so on this application. This booth space is on rotation and participation is not guaranteed.

Please provide the mission statement of your non-profit:

Please provide details of all events, fundraisers or programs you will be promoting at the market:

1. Before you drive your vehicle onto the grounds, please find out where your space is located. You may drive your vehicle onto the site to unload (per coordination with the Market Manager between 7:00am - 8:00am). If you arrive after 8:00am, you must unload off-site and walk your materials onto the market site. **All vehicles MUST be out of the farmer's market area by 8am.** You may NOT drive your vehicle onto the Market site once the street has been closed and the barricades and vendor vehicles have been moved into place to close the street. **No radios or loud noises prior to 7:00 AM per City of Orange noise ordinance.** Please be courteous of our adjacent neighbors. You may NOT drive on site prior to 7am.
2. **PARKING.** The farther you move your vehicle from the Market area, the closer the customers may park. Parking must be available for patrons of the Market in order for it to be successful. Please park in the City of Orange Public Lemon Street parking structure located at the corner of Lemon Street and maple Avenue.

Please initial each of the following requirements:

_____ I have received and read the Rules and Regulations and I agree to adhere to them.

_____ I understand that my participation is on a WEEK TO WEEK basis.
Continued participation is subject to OHG Nonprofit Coordinator.

_____ I understand that I may not participate more than 1 time per month.

_____ I understand that sales of merchandise, raffle tickets, etc. are prohibited.

_____ I understand that proof of Organization's charitable, non-profit status and representative's position at the organization may be requested at any time.

_____ I understand that the Organization is to provide the necessary furnishings for their space (canopy, table, chairs, signage, handouts, etc). **Orange Home Grown will not provide these items.**

_____ I understand that an additional insured certificate listing Orange Home Grown Foundation is required for participation.

***All participants MUST provide their own canopy, table, chair, signage, and marketing material for their non-profit.**

LIABILITY INSURANCE INFORMATION

Liability insurance is required from every participant. OHG must be added as additional insured.

ADD AS ADDITIONAL INSURED

Orange Home Grown Foundation

P.O. Box 871 Orange, CA 92856

(ADDRESS IS NOT ACTUAL MARKET LOCATION)

SAFETY MEASURES

Please initial each of the following requirements:

_____ **Market Setup/Open – NO MOVING VEHICLES AFTER 8:15 AM – NO EXCEPTIONS.**
Vendors may arrive (drive on site) as early as **7:00 AM** to set up in designated stall to be ready to sell at 9:00 AM. Arrivals after **8:00 AM** may use carts/dollies to load from outside market area, but are not permitted to drive vehicles into the market area after 8:00 AM. **No**

radios or loud noises prior to 7:00 AM per City of Orange noise ordinance. Please be courteous of our adjacent residential neighbors and keep noise to a minimum during 7AM-9AM set-up timeframe.

_____ **Market Close/Breakdown – NO MOVING VEHICLES UNTIL ALL PATRONS ARE OUTSIDE MARKET FOOTPRINT.** At 1:00 pm, staff will ask patrons to finalize their purchase and head off site. All trash must be taken with vendor and disposed of off-site. Vendor site must be completely clean or vendor will be subject to fine of \$150 payable before the next market day. **Palm Ave. will be open to vehicle traffic at 2pm.**

_____ **Backup Buddy System** – Vendors must ask neighbors or market staff to guide any vehicles while backing up. Backing up is discouraged for safety reasons.

_____ **Weights** – I understand it is mandatory to have four (4) 20 pound sand bag weights and ties per tent and four (4) bungee cords **every market day** for safety.

**The advice and/or information provided by Orange Home Grown Foundation at this event is not endorsed by nor should it be constructed as educational/legal advice from Chapman University.*

This provider is not Chapman University and attendance at this event does not confer or certify any rights or privileges from Chapman University, included but not limited to, admission, enrollment, educational credit, certificate or degree.

Thank you for your application!

Submittal of this application does not guarantee you a place in the OHG Farmers and Artisans Market.

The return of this application does not guarantee you a place in our market. We make decisions for the market spots based on the size of our market, representation of items, and needs of our community. Thank you for your application!

SIGNATURE

DATE

