

ORANGE HOME GROWN FARMERS & ARTISANS MARKET

FOOD ARTISAN VENDOR APPLICATION 2024

Thank you for your interest in joining the Certified Orange Home Grown (OHGFAM) Farmers & Artisans Market, run and managed since 2011, by Orange Home Grown Foundation, Inc. (OHG), a community based 501c3 nonprofit. The Farmer's Market is held Saturdays 9 am to 1 pm year round, **rain or shine** at the:

Chapman University's Becket Building & Palm Avenue

303 W. Palm Avenue, Orange, CA 92866
(Corner of Cypress St. & Palm Ave.)

If the OHGFAM takes place on or near a major holiday, market staff reserves the right to cancel the farmer's market. If the weather forecast predicts conditions unsafe, such as extreme wind and/or rain, market management reserves the right to cancel the farmers market. Participants will be notified of these changes as soon as possible.

Consideration for prepared food vendors will be based on the following criteria:

- Local/family owned/small business based in Southern California
- Sourcing ingredients from OHGFAM farmers
- Organic/fair trade/earth friendly ingredients, packaging, and sampling
- Earth friendly packaging, aesthetically pleasing display, and products meet the needs of our costumers

Business Name _____ Owner _____

Address _____

City, State, Zip _____

Website Address

Phone _____ Email Address _____

Market Rep (onsite seller) _____

Seller's Phone _____ Email Address _____

How long have you been in business? _____

List other farmers markets where you currently sell _____

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How long at these markets? _____ Average daily sales? _____

List social media sites:

Please describe all food items you wish to sell at OHGFAM (include how and where the items are made, and pricing) AND what type of permit you have been issued by OC Environmental Health Dept. **Samples are required, and plans should be made with the market manager in advance of sample drop off.**

***Any future items not listed on this application must be approved by market management by submitting a Product Request Form in writing, ONE WEEK prior to bringing the item to the farmer's market.**

Why do you feel your food product(s) are a good fit for OHG Farmers & Artisans Market?

Would you like to sell year round or seasonally? _____ If seasonal, which months?

Requested Start Date: _____ Tent Space Requirements: _____

Donation Fees: 8% of gross daily sales + \$2 CA Agriculture Fee + \$1 for City of Orange Fee (\$25 + \$2 + \$1= \$28 minimum fee if 8% is less)

\$25 No Show Fees – I agree to notify the market manager at least **5 days prior via email** to the market if I will not be able to attend. I am responsible for paying a \$25 no show fee payable the next market day.

_____ I have read and understand the OHGFAM Rules & Regulations and I agree to adhere to them and share them with my staff. (OHGFAM Rules & Regs can be found at www.orangehomegrown.org)

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PREPARED FOOD REQUIREMENTS

If applying for a prepared food vendor space, please initial each of the following requirements:

___ Vendors must submit a copy of their license issued from the Orange County Department of Health with this application.

___ Food vendors must submit a picture of their food booth and a menu including prices.

___ Electricity is not available at this site at this time, therefore, propane is the only cooking source possible.

___ All food booth vendors must comply with current practices required by the Orange County Environmental Health Department as outlined on their website at: <http://www.ocfoodinfo.com/tff>

Please initial all of the following:

SAFETY MEASURES

_____ **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. Vendors should, as quickly as possible, temporarily move everything off of the street (Palm Ave. vendors), without obstructing sidewalks, before vendor vehicles can be brought on to the street for loading. 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. **VENDORS WITHOUT WEIGHTS WILL NOT BE ALLOWED TO SELL THAT DAY.**

_____ **Tent Regulations** – OHG requires every vendor to have **MANDATORY 10' x 10' FIRE RETARDANT CANOPY WITH THE FLAME CERTIFICATE OR TAG SEWN INSIDE.**

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ATTENDANCE

_____ **\$25 No Show Donation Fee** – I agree to notify the market manager at least **5 days prior to market day via email** if I will not be able to attend. *I am responsible for paying a \$25 no show fee payable the next market day before commencement of the market at 9 am.*

_____ On market days, if I am unable to make it to the market, I will text or call the market manager so that he/she can fill in the gap.

_____ I am committed to OHGFAM. If I commit to another event, I will ensure back up staff for the OHG market.

_____ I understand that my participation is on a MONTH TO MONTH/WEEK TO WEEK basis. Continued participation is subject to Market Manager's approval. **If there is a violation of any kind to the OHGFAM Rules and Regulations (specifically too many no shows, inappropriate conduct, bringing in products not approved by OHG FAM manager), Market Management has the right to terminate my participation in the farmer's market at any time for any reason.**

TFF, INSURANCE AND SELLER'S PERMIT

_____ I agree to provide proof of current Temporary Food Facility (TFF) and other applicable sellers permits to the market manager on time.

_____ I am responsible for providing proof of insurance to OHGFAM manager.

_____ I agree to carry the following insurance and to list OHG as Additional Insured listed as *Orange Home Grown Foundation - P.O. Box 871 Orange, CA 92856.*

- General Liability
- Comprehensive Bodily Injury
- Property Damage
- Fire
- Product Liability
- Workers Compensation

OUR COMMITMENT TO COMMUNITY, ENVIRONMENT, AND TRANSPARENCY:

_____ **Shopping Bags.** Biodegradable bags are the only bags permitted to be provided by vendors at this market. Fossil fuel based plastic shopping bags are not permitted at this market.

_____ **Sampling Items** such as spoons or cups will be biodegradable, bamboo, paper, or wood in place of fossil fuel based plastic.

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_____ **Labeling** will list ingredients, packing and/or expiration date on perishable items.

_____ **Displays** will be interesting, informative and attractive every week. *Include photos of market setup and products with this application.*

_____ **Social Media** - I agree to promote my products and OHGFAM on social media on a regular basis, preferable weekly, but monthly at very least. Social media guidelines are available upon request from the market manager.

_____ **Pricing** will be clearly displayed on a chalkboard/dry erase board or individual items. Banner includes business name, city, state and any other information required by regulators.

_____ **Parking** - Consideration for market patrons is priority. I agree to park in the parking lot on Palm Ave. adjacent to the train tracks, or the City's Lemon Street Parking Structure.

_____ **Audit** - All vendors are subject to an audit of their daily gross sales by a market manager to verify the reporting sales at any given time. OHG reserves the right to fine, suspend, or dismiss any vendor from the market for under-reporting gross sales.

_____ **Visits** - OHG reserves the right to conduct an on-site visit to certified or home kitchen or facility.

_____ **Conduct** - Any action and/or statement which is deemed to be offensive, abusive, or inappropriate to customer, market staff, vendor, or agency official will be considered a violation of market rules according to OHG Rules & Regs Section K.

I/We pledge to:

- Operate a community driven market that provides high-quality, nutritious, and safe products.
- Foster transparency in our market by requiring truth in labeling and by offering opportunities for shoppers to learn about the foods sold at the market.
- Provide exceptional services and education programs to our market patrons and vendors.
- Incubate small food businesses and support farmers and food entrepreneurs in making their operations more sustainable.
- Expand public access to fresh fruits and vegetables and teach skills for growing and preparing them.
- Work toward a healthy, just, and sustainable food system through education, advocacy, and action.
- Encourage cross pollination through vendors supporting one another by purchasing produce from market farmers for use in artisan products.

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Submittal of this application does not guarantee you a place in the OHGFAM.

Submit application and a photo of your stall set up to:
Orange Home Grown Foundation via email to nikkiohg@gmail.com
or mail to P.O. Box 871, Orange, CA 92856

Applicant Signature

Date

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