

Dinuba Farmers Market Membership Application

2023 Annual Letter of Intent

VENDOR Membership Application
(**\$5.00** membership fee, per market date, **NO REFUNDS**)

GENERAL INFORMATION

Applicants Name: _____ **Date:** _____

Applicants Address: _____

City/ CA /Zip Code: _____

Primary Phone #: _____ **Secondary #:** _____

Email(s): _____

Business Name: _____

Website/Social Media information: _____

How do you prefer to receive information? (CHECK ALL THAT APPLY)

Mail ☐ Email ☐ Text ☐ Phone Call ☐

SELECT VENDOR TYPE

Farmer Dates Available *(No deadline, ongoing all season):*

6/2/23 ☐ 6/09/23 ☐ 6/16/23 ☐ 06/23/23 ☐ 06/30/23 ☐ 07/07/23 ☐

Are you WIC certified? Yes ☐ No ☐

Would you like to be WIC certified no fees apply? Yes ☐ No ☐

Please, attach a copy of your current County Agricultural Certificate with your application

List major merchandise:

Food Vendor Dates Available (Deadline Thursday, June 18, 2023):

6/2/23 [] 6/16/23 [] 06/23/23 [] 06/30/23 [] 07/07/23 []

NOTE: The sale of ANY food item(s) at the Dinuba Farmers Market requires a **Temporary Food Vendor Application and Permit from the Tulare County Health Department**. Contact the Tulare County Department of Health at 559-733-6411 ext. 2801 for questions on what permits your food requires or visit their website: tularecountyeh.org. The Food Vendor Paperwork is included within this packet.

Are you applying for a Tulare County Health Permit? Yes [] No []

Attach a copy of your current Tulare County Health Permit with your applications.

List the type of foods you will be selling:

Craft and other Dates Available (No deadline, ongoing all season):

6/16/23 [] 06/23/23 [] 06/30/23 [] 07/07/23 []

CRAFT VENDOR

NOTE: The sale of Arts and Craft items at the Dinuba Farmers Market requires a **CA BOA Sellers Permit**.

Contact the California Department of Tax and Fee Administration at (559) 440 – 5530 or visit their website: www.boe.ca.gov

Are you applying for a CA Sellers Permit? Yes [] No []

Attach a copy of your current CA Sellers Permit with your application.

List and describe the type of craft: *(Handmade crafts are encouraged)*

NOTE: The DFMA Manager will further review your application for approval. If there is an oversupply of products or limited spaces, we will place you on a waitlist.

RETURN APPLICATION: 1390 E. Elizabeth Dinuba, CA 93618 for more information contact (559)591-5940

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Office Use Only

Sum Received: \$	Receipt Number:	Accepted By:	Date:
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**CITY OF DINUBA
FARMERS MARKET**

Liability Waiver Form

I UNDERSTAND THE RISKS INVOLVED BY PARTICIPATING IN THE ACTIVITY OF DINUBA'S FARMERS MARKET FOR WHICH I/WE HEREBY WAIVE, RELEASE AND DISCHARGE ANY AND ALL CLAIMS FOR DAMAGES FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE WHICH I MAY HAVE, OR WHICH MAY HEREAFTER ACCRUE TO ME, AS A RESULT OF PARTICIPATION IN SAID ACTIVITY. THIS RELEASE IS INTENDED TO DISCHARGE IN ADVANCE THE CITY OF DINUBA, (ITS OFFICERS, AND/OR OFFICIALS, EMPLOYEES, VOLUNTEERS AND AGENTS) FROM ANY AND ALL LIABILITY ARISING OUT OF OR CONNECTED IN ANY WAY WITH MY PARTICIPATION IN SAID ACTIVITY; EVEN THOUGH THAT LIABILITY MAY ARISE OUT OF NEGLIGENCE OR CARELESSNESS ON THE PART OF THE PERSONS OR ENTITIES MENTIONED ABOVE. IT IS UNDERSTOOD THAT THIS ACTIVITY INVOLVES AN ELEMENT OF RISK AND DANGER OF ACCIDENTS AND KNOWING THOSE RISKS I HEREBY ASSUME THOSE RISKS. IT IS FURTHER AGREED, THAT THIS WAIVER, RELEASE AND ASSUMPTION OF RISK IS TO BE BINDING ON MY HEIRS AND ASSIGNS. I AGREE TO INDEMNIFY AND TO HOLD THE ABOVE PERSONS AND ENTITIES FREE AND HARMLESS FROM ANY LOSS, LIABILITY, DAMAGE, COST, OR EXPENSE, WHICH THEY MAY INCUR AS THE RESULT OF MY DEATH OR INJURY OR PROPERTY DAMAGE THAT I MAY SUSTAIN WHILE PARTICIPATING IN SAID ACTIVITY. I FURTHER PERMIT THE USE OF ACTIVITY/EVENT PHOTOGRAPHY AND/OR VIDEO FOR MEDIA PROMOTION. I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY, AND ALL, REPAIR COSTS FOR DAMAGES CAUSED DURING MY EVENT. DENIAL OF FUTURE PARTICIPATION OF ANY CITY OF DINUBA EVENTS FOR A PERIOD OF TWO YEARS AND/OR FORFEITURE OF DEPOSIT (WHEN REQUIRED) SHALL OCCUR IF I DO NOT COMPLY WITH ANY RULE, REGULATION, POLICY OR REQUIREMENT.

COVID-19: WE ARE TAKING ENHANCED HEALTH AND SAFETY MEASURES-FOR YOU AND OUR OTHER PARTICIPANTS. YOU MUST FOLLOW ALL POSTED INSTRUCTIONS. AN INHERIT RISK OF EXPOSURE TO COVID-19 EXISTS IN ANY PUBLIC PLACE WHERE PEOPLE ARE PRESENT. COVID-19 IS AN EXTREMELY CONTAGIOUS DISEASE THAT CAN LEAD TO SEVERE ILLNESS AND DEATH. ACCORDING TO THE CENTERS FOR DISEASE CONTROL PREVENTION, SENIOR CITIZENS AND INDIVIDUALS WITH UNDERLYING MEDICAL CONDITIONS ARE ESPECIALLY VULNERABLE. BY PARTICIPATING, YOU VOLUNTARILY ASSUME ALL RISKS RELATED TO EXPOSURE TO COVID-19.

I REQUEST PERMISSION TO SELL AT MARKET OPERATED BY DINUBA FARMERS MARKET ASSOCIATION AS A VENDOR. I PRODUCE AND/OR GROW FRESH PRODUCTS MYSELF. I DO NOT BUY PRODUCTS AND RESELL THEM. I HAVE RECEIVED AND READ A COPY OF DINUBA FARMERS MARKET RULES AND REGULATIONS- COPY 2023. I AGREE TO ABIDE BY THESE RULES, COOPERATE WITH MARKET MANAGEMENT AND PAY REQUIRED FEES

Organizations Name: _____

Supervisors Signature: _____ **Date:** _____



COMMUNITY EVENT FOOD VENDORS:

Community events that include serving food to the public present challenges to both professional and volunteer food vendors. The goal of providing safe food is shared by everyone involved. While professional food vendors are usually familiar with regulatory requirements, volunteers may not be. Tulare County Environmental Health Department strives to work with the event organizer to help make all food vendors aware of food safety requirements and their responsibilities to make the event a success.

Food vendors participating in community events are required to observe the following:

1. All food must be prepared in an approved food facility such as a health permitted kitchen, or onsite in the temporary food booth. Food that has been stored or prepared in a private home **may not be sold, offered for sale, or given away** in a temporary food facility with the exception of an approved Cottage Food Facility.
2. The Food Vendor must indicate the type of food which will be prepared/served in the booth. The Food Vendor must also indicate any other locations of food preparation/storage.
3. The completed form and fees must be returned to the Event Organizer. The organizer must submit all completed vendor applications and fees at least two (2) weeks prior to the event. (Make checks payable to TCEH).
4. Read and follow the "Temporary Food Facility Guidelines".
5. Vendors sampling or preparing food shall complete the entire application.
6. ALL vendors shall prominently display a completed self-inspection checklist, indicating they are ready for inspection, on or before the ready for inspection time and date indicated on their application.

Temporary Food Vendor Fees Effective July 1, 2020:

- Temporary Food Single Event - Vendor - Low Risk \$30
- Temporary Food Single Event - Vendor - Moderate Risk \$61
- Temporary Food Single Event - Vendor - High Risk \$91
- Temporary Food Multi Event - Annual Vendor - Low Risk \$42
- Temporary Food Multi Event - Annual Vendor - Moderate Risk \$182
- Temporary Food Multi Event - Annual Vendor - High Risk \$342

*A chargeable re-inspection fee of 75% of the current health permit fee may be assessed if all booth requirements are not met at the indicated ready for inspection date and time (see next page).

If you have any questions or need clarification on any item, please feel free to contact the event organizer or this office at (559) 624-7400.

* U.S. military veterans who solely own the business and product being sold from a temporary event facility may be exempt from a health permit fee if they meet permit requirements, and are operating within their permitted conditions per the California Health & Safety Code. Veterans shall submit proof of an honorable discharge form DD214 along with the Affidavit for Veteran's Fee. (Beer, wine, and alcohol services are not allowed).

*Veterans with annual permits remember to attach a copy of your health permit with the temporary event application.

COMMUNITY EVENT FOOD VENDOR APPLICATION FORM

EACH VENDOR IS TO RETURN THIS FULLY COMPLETED APPLICATION
AND THE APPROPRIATE HEALTH PERMIT FEE OR PERMIT COPY TO THE EVENT ORGANIZER

Name of Event: Summer Night Lights / Dinuba's Farmers Market Date(s) of Event: 6/16/23 to: 7/7/23
Food Sales Start Time: 5:00pm Food Sales End Time: 8:00pm
Ready for Inspection Date: 6/16/23 Ready for Inspection Time: 4:00 pm
Event Address/Location: 289 South "L" Street / Entertainment Plaza City: Dinuba
Booth Name: _____
Business Mailing Address: _____ City/State/Zip: _____
Applicant Name: _____ Phone: _____
Email Address: _____ Booth Number: _____

VENDOR PERMIT TYPE: *(Complete Section A to apply for a permit; Existing permit holders complete Section B)*

A. Indicate the Community Event Environmental Health Permit you are applying for:

- ☐ Single Event Vendor: ☐ Low Risk (\$30) ☐ Moderate Risk (\$61) ☐ High Risk (\$91)
☐ Multiple Event Annual Vendor: ☐ Low Risk (\$42) ☐ Moderate Risk (\$182) ☐ High Risk (\$342)
☐ Veteran's Fee Exemption *(complete Veterans exemption affidavit form – see enclosed, & attach DD214 form)*

B. Existing permit holders: Identify your Tulare County Health Permit: *(attach a copy of your health permit)*

Business Name: _____ Facility #: FA _____ Permit Expiration Date : _____
☐ Mobile Food Facility Permit - Indicate Cart/License Plate #: _____
☐ Catering Permit ☐ Multiple Event Annual Vendor: ☐ Low Risk ☐ Moderate Risk ☐ High Risk

C. Food Operation Type: *(Check all that apply)*

- ☐ Pre-packaged food (no sampling) ☐ Pre-packaged (with sampling) ☐ Food Demonstration ☐ Food Preparation
☐ Food booth operator is registered with IRS as a non-profit 501 (c) 1-10, or 19 organization
(non-profit vendors do not require booth screen enclosure, and can use 3 warewash tubs in lieu of a warewash sink)

PREPACKAGED VENDORS ONLY

NOTE: Prepackaged food vendors are only required to complete the first page of this application
Samplers must complete the handwash sink requirements since they are handling open food.

- All temporary food facilities shall provide a sign with the facility name, operator name, city, state, and zip.
- Pre-packaged food booths require overhead protection made of wood, canvas, or other to protect from elements.
- Pre-packaged food/beverages shall be kept 6 inches off the floor at all times.
- At the end of the operating day, all Potentially Hazardous Foods that are held at 45 °F **shall be destroyed**.
- At the end of the operating day, all potentially hazardous foods held at or above 135 °F **shall be destroyed**.
- List the items you will be selling/serving: _____
- I understand that if I process or can prepackaged foods I will need to submit a copy of a California Cottage Food Permit, a Processed Food Registration or Cannery License from the California Department of Public Health with this application.

By signing this form I agree to comply with the above noted requirements, that the fees are nonrefundable and nontransferable, and certify to the best of my knowledge the statements made herein are true and correct.

Applicant Signature: _____ Date: _____
(OFFICE USE ONLY) Payment Type: _____ FA: _____ Receipt #: _____ OA Initials: _____ Paid Amount: _____

POTABLE WATER

Water source is from (check one): ☐ A Permitted Water System (example: City Water), ☐ Bottled Water, ☐ CA State Licensed Water Vending Machine, ☐ CA State licensed Water Hauler, or a ☐ Private Non Ag Well (Must provide Bacteriological, Nitrate, & Nitrite testing results and meet Safe Drinking Water Standards)

MENU

Food preparation shall be done either in an enclosed Temporary Food Booth or at a permitted food kitchen

List food items to be served: (tacos, tamales, shaved ice, nachos, hot dogs, pizza, bbq, popcorn, lemonade, coffee, etc.)	Mark if food item is fully or partially prepared at an offsite permitted kitchen:	Identify types of preparation at offsite permitted kitchen: (baking, cooking, marinating, slicing, preparing)	Identify types of preparation at booth: (example: assembly, slicing, cooking, dispensing)	Describe how food will be transported to the event within 30 minutes (ice chest with ice, refrigerator, chafing dish, insulated warmers)
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

☐ Check here if preparing ALL food inside the food booth on the day of the event and skip to next page.

☐ Check here if storing and/or preparing any food at a commercial kitchen and fill out the Kitchen Authorization below.

**Homemade foods are not allowed, except for prepackaged non perishable foods from a permitted Cottage Food Kitchen.*

COMMERCIAL KITCHEN AUTHORIZATION

Complete this section if you are going to prepare food ahead of time at an Environmental Health permitted kitchen.
No food shall be prepared at home. Permitted Cottage Food is allowed.

The food vendor listed on this form has permission to use the commercial kitchen named below for preparing and storing food on the following dates:

Business Name Of Kitchen:		Address Of Kitchen:	
City:	State:	Zip:	Phone:
Facility ID:		Type of Permit:	Permit Expiration Date:
Owner Signature:		Print Name:	Date:

If the commercial kitchen in which food preparation will take place is located outside of Tulare County, the Local Environmental Health Department must sign below authorizing use of the commercial kitchen, and verifying a current permit.

Signed by:

Environmental Health Specialist

Print Name:

Date:

County of:

Note: Complete the remainder portion of application in lieu of site plan.

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining hot food hot, or cold food cold during the event dates. Check all that apply.

- ☐ I will keep food cold in an ice chest at 45°F for up to 12 hours in a day and then throw away.
- ☐ I will keep food cold in a refrigerator at 41°F and may use the food for next day service.
- ☐ Not Applicable - I will not be working with foods that require cold temperature control.

I will keep cooked food hot at 135°F or hotter at all times by using: (Do not use ice chest to keep foods hot)

- ☐ Steam Table or Chafing Dish with canned fuel (sterno)
- ☐ Hot skillet, griddle, or barbecue
- ☐ Crock pot or roaster
- ☐ Rice cooker
- ☐ Hot dog roller
- ☐ Other (please specify): _____

*At the end of the operating day, all hot foods must be thrown away. Cooling for future re-heating is not allowed at community events.

* Do not use ice chests to keep foods hot, must use a warming device that is able to keep temperatures hot.

THERMOMETERS REQUIRED

- ☐ A health department approved probe thermometer will be provided to monitor potentially hazardous food temperatures.
- ☐ An approved refrigerator style thermometer will be provided for all cold holding equipment (refrigerators, freezers, & ice chests)

FOOD PROTECTION

Identify methods to protect food from contamination. Check all that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Sneeze Guards | <input type="checkbox"/> Hinged Chafing Dishes | <input type="checkbox"/> Serving Tongs |
| <input type="checkbox"/> Serving/ Sampling Plate with Lid | <input type="checkbox"/> Prepared and Stored away from the customers | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Food Compartments | <input type="checkbox"/> Other (Specify): _____ | |

FOOD BOOTH CONSTRUCTION

See Temporary Food Facility Guidelines available online or at our office for a full description of requirements.

- ☐ If working in a fully enclosed building that meets the food booth requirements (skip to next page)
- ☐ If working from a Tulare County permitted mobile unit such as a cart, trailer, or truck (skip to next page)
- ☐ If working inside a food fully enclosed food trailer or truck that meets the food booth requirements (skip to next page)

All food booths that handle non-prepackaged food require:

- Floors constructed of concrete, asphalt, tight wood, or other cleanable material in good repair.
- Overhead protection made of wood, canvas, or other to protect food preparation, food storage, and warewashing areas from rain, dust, bird/insect droppings and other contaminants.
- Full Enclosure of the booth with 16 mesh per square inch screens, and pass-thru windows (216 square inches in size).
 - (Does not apply for non-profit vendors if inclement weather, insects, vermin, and birds are absent. If conditions change, vendor must be prepared to enclose booth).
- Limiting display and handling of nonprepackaged food in food compartments.

Floor Material: _____

Wall Material: _____

Ceiling Material: _____

Size of Pass-Thru Window: _____

*All temporary food booths shall provide a sign with the facility name (in 3 inch size letters), and operator name, city, state, and zip (in 1 inch size letters).

WAREWASH SINK REQUIREMENTS

A 3 Compartment Sink is Required if operating for more than 4 hours.

Please Indicate what warewash sink you will use during the event if operating more than 4 hours. Warewashing sink is (check only one):

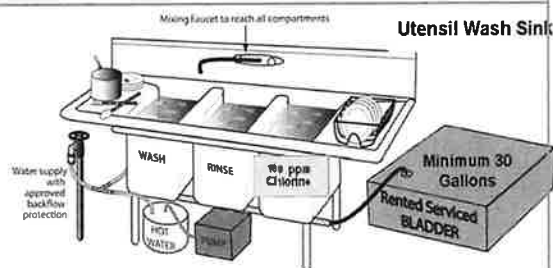
- ☐ I am a Non-Profit vendor and I will provide the minimum required 3 tub warewash setup to wash, rinse, and sanitize utensils.
- ☐ Provided by event organizer
- ☐ Providing my own warewash sink
- ☐ I will be sharing the sink with the 3 following vendors below:
 1. _____ 2. _____ 3. _____

☐ Located inside restaurant and food booth is within 200 feet of restaurant. Restaurant Name: _____

☐ Warewash sink is not Required – booth operates less than 4 hours per day & provides extra utensils that are clean and sanitized.

Warewashing Sink Water Source and Sewage Disposal (Check all that apply):

- ☐ Water is supplied by a food grade hose with back flow protection device
- ☐ Water supplied by self contained tank. Tank Size in Gallons: _____
- ☐ Waste water will drain into a tank. Tank Size in Gallons: _____
- ☐ Waste water will be drained into onsite sewer/septic system



HANDWASH SINK REQUIREMENTS

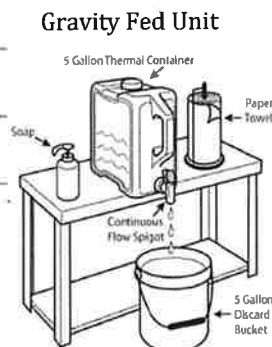
Required if sampling, preparing food, and serving beverages.

Handwashing sink provided inside food booth by (check only one):

- ☐ Event Organizer ☐ Food Booth Operator ☐ Not required (serving prepackaged food only-No sampling)

Type of Handwashing sink (check only one):

- ☐ Gravity Fed 5 Gallon Unit with hands free dispensing, warm water, hand soap, paper towels, and an approved Waste water bucket – **Is only allowed if event is 3 days or less**
- ☐ Permanently Plumbed or Self Contained Portable Sink – **required if event is 4 days or longer**



CLEANING AND REFUSE DISPOSAL

If using multi use utensils (knives, scoops, spatulas, etc.) inside the booth for food preparation mark the appropriate box:

- ☐ I will clean the utensils every 4 hours in a warewash sink if food service is more than 4 hours

-OR-

- ☐ Food service is less than 4 hours. I will bring extra utensils and replace as needed.

☐ I agree to the following:

- I will clean food contact surfaces at least every 4 hours
- I will clean the booth structure as often as needed
- Refuse will be disposed of as often as needed, and at the end of the event at the organizer's designated location.

By signing this form I agree to comply with the above noted requirements, that the fees are nonrefundable and nontransferable, and certify to the best of my knowledge the statements made herein are true and correct.

Applicant Signature: _____ **Date:** _____

This form is available at www.tularecountyeh.org

Dinuba Farmers Market Association Rules and Regulations

MISSION AND INTENT:

Mission

- A. Promote a viable food system.
- B. Maintain the agricultural traditions of the Central Valley.
- C. Operate regular certified farmers' market events in accordance with State, County, and City laws for the benefit of both producers and consumers.
- D. Educate consumers and promote public awareness about food buying alternatives.
- E. Support access to fresh fruits and vegetables for WIC recipient populations.

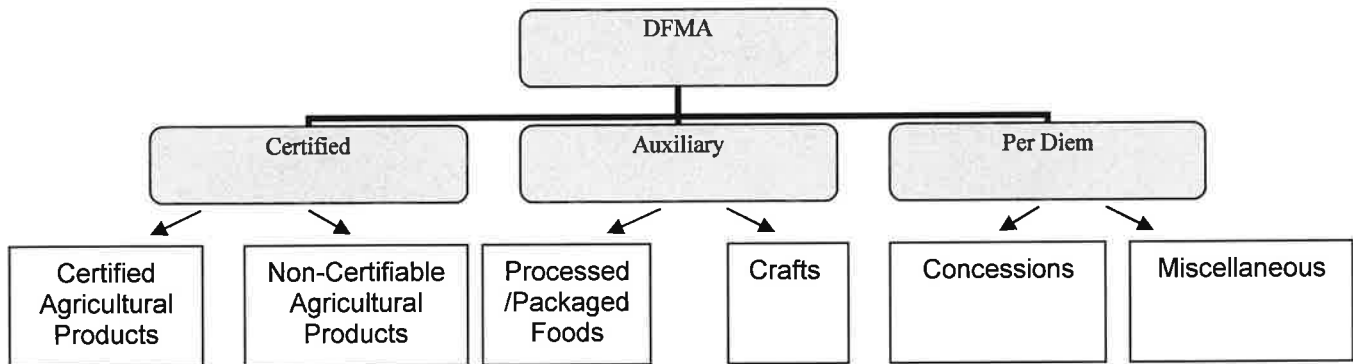
Intent

The California Certified Farmers' Markets are designed to give smaller growers an opportunity to sell their produce directly to the consumer without the usual size, standard pack, and certain container and labeling requirements.

The Dinuba Farmers Market Association (DFMA) selects growers/vendors based on quality, diversity and desirability of the products they offer, amongst other factors (see pg. 3 under Membership). The Dinuba Farmers Market Association may also select participating growers/vendors based upon their ability to supply the market with enough products and their willingness and ability to conform to all market rules and regulations. The Dinuba Farmers Market Association reserves the right to refuse membership to any new applicant when the market is oversupplied with certain products, space is limited, product is of limited demand and the demand is being met, the product does not meet the Dinuba Farmers Market Association guidelines.

Certified farmers' markets are required to operate in accordance with Direct Marketing Regulations contained in the California Code of Regulation and the California Food and Agricultural Code, as well as to applicable regulations of the California Health and Safety Code.

CHART CATEGORIES AND DEFINITIONS:



Definitions:

1. DFMA- Dinuba Farmers Market Association

2. Certified- Officially possessing certain qualifications or meeting certain standards.

A. Certified Agricultural Products- Agricultural products, which are certified under the jurisdiction of the County Agricultural Commissioner relative to inspection and verification of compliance with the provisions of this article, include fresh fruits, nuts, vegetables, shell eggs, honey, flowers, herbs and nursery stock. Nursery products require a nursery license issued through the Agriculture Department. Only certified produce can be sold. Resale of produce or commissioned sell of produce is prohibited.

Second party selling. While selling his/her own certified produce, a merchant may sell produce from one other certified producer, who is also a member of the DFMA. In this case, both certificates must be displayed and produce must be clearly separated. The selling merchant must have a letter from the second party, which authorizes permission to sell. A copy of this authorizing letter must be given to the market manager. Commissioned sales and buying and selling between certified producers is prohibited, however a certified producer who is performing the selling may charge the other certified producer cost sharing expenses related to the transportation and sell of products.

Organic Certification. If you advertise as “organically grown” you must be registered by the state but are not required to be “Certified” (by a private certifying organization) unless the annual gross exceeds \$5,000.

B. Non-Certifiable Agricultural Products-

Non-Certifiable agricultural products include all certified agricultural products that have been processed, those products other than certified agricultural products noted above from any tree, vine or plant and their flowers (including processed products), livestock (including rabbits) and livestock products, and fish and shellfish produced under controlled conditions in waters or ponds located in California.

Although these products are not “certified”, they must have been produced or derived from plants or animals raised or produced by the producer. These non-certifiable processed agricultural products include, or have added to them a limited number of ingredients or additives that act only as preservatives or are essential in the preparation of the product.

1. If applicable, sellers of non-certifiable agricultural products must obtain a certified producer’s certificate for the fresh product from which the processed product was derived.
2. Shelled nuts, raisins, and dried fruit and vegetables must be placed in clean, plastic bags with the appropriate Identity, Responsibility, and Quantity (IRQ) labels attached. Dried fruits must declare if sulfur has been used in the drying process.
3. Labeling of packaged foods must include: name and address of the manufacturer, producer, or distributor; accurate statement of quantity of the contents in terms of weight, measure

City of Dinuba Rules and Regulations

or numerical count; name of product; ingredients, if two or more ingredients are present, list by order of their predominance by weight, e.g. peanuts, salt.

4. Fresh cured olives and fresh extracted juices must be placed in clean and sterile jars or commercial containers. They must also have the appropriate IRQ labels attached, along with the warning: MUST BE REFRIGERATED

3. Auxiliary-supplementary

A. Processed food/packaged food -Processed foods such as baked goods, breads, jams, jellies, relishes, blended juices, pickled products that are not derived from a Certified Producers Certificate.

B. Crafts- An activity involving skill in making things by hand

Crafts may be sold at the DFMA if the following conditions are met:

- a. Articles must be handmade, be of an original or unique design, and be produced or made by the seller.
- b. The component materials must be sufficiently modified from their original state to demonstrate fine artisanship.

Craft vendors selling through a second party, that do not hand craft their items, will be evaluated for approval.

4. Per Diem- Per day

A. Hot Food/Concessions- Hot food and beverage items ready for immediate consumption.

B. Miscellaneous- Additional vendors approved to sell products that meet with DFMA Rules and Regulations.

MEMBERSHIP INFORMATION AND PROCESS:

The Dinuba Farmers Markets are operated as an association in accordance to State, Local and Market Rules and Regulations. It is governed by elected officers and managed by a contracted market manager. The Dinuba Farmers Market is located at the Entertainment Plaza 289 S "L" St. Dinuba CA, 93618 the Markets season is June-July and scheduled on Fridays 6pm – 9pm.

To become an approved seller at the market, a prospective seller must complete an application to sell. Membership applications will only be accepted from the actual certified grower, non-certifiable agriculture producer, and auxiliary merchant or per diem applicant business owner.

All items intended for sale shall be listed on the application and only those items approved for sale will be allowed to be sold. Expansion of products sold at market must be approved by Board of Directors.

The application is then reviewed and voted on by our Board of Directors. Applicants will be notified of the Board's Decision within 10 days of each respective meeting. The application process can take up to 6 weeks.

Approval for membership is determined with the following priority.

1. Locality
2. Size of farm and/or business
3. Preference for growers with no prior violations
4. Desirability of/ demand for product
5. Product mix
6. Length of stay
7. Fresh products

City of Dinuba Rules and Regulations

If approval is granted, All Members must pay a \$ 5.00 membership fee, per market date. The membership fee is due within 10 days of membership approval. Vendors cannot sell, until membership fees are paid in full.

Food/Concession booths are required to pay an additional 15% for food and 30% Shaved Ice/Ice Cream of total earning at the end of each event. Percent's must be paid within 30 minutes after the official close of the market. Payments must be in cash, checks made payable to the City of Dinuba, or credit card information.

Each year all sellers must complete and submit the DFMA Annual Letter of Intent (ALOI) to the Community Services Center.

REQUIRED PAPERWORK PER VENDOR TYPE:

Copies of all required paperwork must be provided to the market manager and kept updated by the DFMA member.

Certified Agricultural Vendors

- ☐ Producers Certificate-The official embossed certificate must be displayed at the Market stall. The certificate, or photocopy, must be carried when transporting produce to the market. The DFMA Market Manager must be provided with a photocopy of the certificate.
- ☐ Signed acknowledgement of DFMA Rules and Regulations
- ☐ Annual Letter of Intent
- ☐ Proof of auto insurance

Non-Certifiable Agricultural Vendors

- ☐ Producers Certificate-The official embossed certificate must be displayed at the Market stall. The certificate, or photocopy, must be carried when transporting produce to the market. The DFMA Market Manager must be provided with a photocopy of the certificate.
- ☐ Signed acknowledgement of DFMA Rules and Regulations
- ☐ Nursery License (if applicable)
- ☐ Applicable health and processing permits, licenses, and seals
- ☐ Proof of traceability and production within CA
- ☐ Annual Letter of Intent
- ☐ Proof of auto insurance

Auxiliary Vendors

- ☐ Sellers permit- Board of Equalization
- ☐ Necessary Health Permits (When applicable)
- ☐ Proof of traceability and production within CA
- ☐ Signed acknowledgement of DFMA Rules and Regulations.
- ☐ Annual letter of Intent
- ☐ Proof of auto insurance

City of Dinuba Rules and Regulations

Per Diem Vendors

- ☐ Sellers permit- Board of Equalization
- ☐ Necessary Health Permits
- ☐ Proof of traceability and production within CA
- ☐ Signed acknowledgement of DFMA Rules and Regulations.
- ☐ Annual Letter of Intent
- ☐ Proof of auto insurance

COMMUNITY GROUPS:

The Dinuba Farmers Market Association will evaluate non-profit organizations and community information groups to have a free space at the Market.

All interested parties requesting such a space must apply and be approved by the DFMA Board of Directors. Approved groups are allowed to participate FREE of charge at the Dinuba Farmers Market.

Participation dates at market are to be coordinated with the market manager and space will be assigned by the market manager.

Resell of items, approved by the board of directors, related to or in support of the participating organization for fund raising purposes, is permitted. Health permits may be required for food related items.

STALL SPACE, FEES AND MARKET ATTENDANCE:

- Market manager assigns spaces.
- Space Fee \$5.00 per night.
- There will not be electricity available. Vendors need to bring their own generator.
- Generators must be in good condition. If generators are in unsafe conditions, at the Market Managers discretion, vendor will be asked to move locations or shut off the generator.
- One space= 10x10' space. If necessary, additional space may be granted contingent on space availability and pre-approval by Membership Committee and Market Manager. Limit is two (2) spaces.
- Inconsistently attending vendors will be assigned spaces subject to availability and managers discretion. **There is no guarantee that seasonal vendors will return to the same space each season.**
- Vendors who fail to notify the market manager of a cancellation twice or cancel a market 2 times may permanently lose their stall assignment for that market and have their membership eligibility reviewed by the board of directors.
- Failure to notify market manager at least 2 days in advance of market absence, except in case of an emergency, shall result in a **fine of \$5.00**, in addition to the \$5.00 membership fee, per market date. Two absences will result in removal from event.

City of Dinuba Rules and Regulations

- Seller will be subject to a **\$5.00 fine**, which must be paid before the next market in order to attend, if stall space is left in a messy condition.
- Moving vehicles are not allowed in the market foot traffic space **30 minutes before** the market begins and until a minimum of **15 minutes after** the market ends AND when manager deems it safe so. **(Vehicles exceptions, Farmers, Craft, and Food Vendors.) Other participating vendors must hand cart their items.**
- If you arrive late, you will be placed at the market manager's discretion or carry in equipment and products. If you leave early you must carry out equipment and products your vehicle.
- Certified Agricultural Products, Non-Certifiable Agricultural Products, Auxiliary, and Per Diem must provide their own electricity, generator, lights, tables, bags, canopies, tarps or umbrellas and change box with sufficient change. All equipment must be set up to meet all safety and health requirements. This includes the presence of canopy weights.

SCALES AND PREPACKAGED ITEMS:

If you sell produce by weight, you must use a certified scale regulated by the Ag. Commissioner Weights and Measures Department for each current year. You may also sell by the bunch, basket, or piece. If you sell in closed packages, the package must contain a label that has your name, address, zip, products name, amount or weight.

SELLING PRACTICES:

Set Up

- Set up time between 3:00pm – 4:30pm. When the market is on the street set up cannot begin until the streets are closed.
- Vendors are encouraged to park at the public parking lot located by the Dinuba Orbit Lanes. This will allow more parking for customers.

Sales-

- Sales start at 5:00pm on Fridays.
- Food Vendors be ready for inspection by 4:00 pm.

Clean-Up-

- All stall spaces must be picked up/swept and left in a sanitary condition.
- All vehicles including entertainment must be loaded and the premises vacated within one hour after the official closing time of the market.
- Sellers may leave the market site prior to the published closing time only upon approval from the market manager.
- Seller will be subject to a **\$5.00 fine**, which must be paid before the next market in order to attend, if stall space is left in a messy condition.

Signage-

- A sign or I.D tag identifying your business/farm name or yourself must be posted at the point of sale.
- Prices of produce and products must be posted and easily seen by the consumer.

City of Dinuba Rules and Regulations

- All required permits and licenses must be displayed prominently during selling hours.

CODE OF ETHICS:

- Vendors shall act professionally and conduct themselves accordingly.
- Vendors shall look presentable to its customers.
- Customers shall be treated fairly and with dignity.
- Profanity or shouting by a vendor can result in a Market citation.
- The market manager shall handle irresolvable disputes.
- No smoking and no alcohol shall occur within the market.
- Individuals will not verbally "run down" fellow vendor's produce in order to increase their own sales.
- No "hawking" is permitted. *(This means you may not carry around and offer goods for sale, no shouting or calling out to customers)*

HOURS OF OPERATION:

- Market season June - July
- Fridays 5:00pm – 8:00pm

HEALTH, SAFETY AND STANDARDIZATION LAWS:

Health-

It is the responsibility of each individual vendor to remain up to date and in compliance with County and State Health Regulations that are subject to change.

The following are specifications of the DFMA:

- Any samples given of dried or shelled produce must be offered from a closed or covered container that no one can reach into, and must be handled with the aid of plastic gloves, tongs, or toothpicks.
- Samples must be kept in covered container providing tooth pick or forks to handle the samples.
- Freshly cut samples must be accompanied by sanitary facilities: fresh water to wash and clean utensils, washing facilities for the growers' hands, soap dispenser, paper towels, and a system for catching the used water.
- Trash receptacles must be provided for the toothpicks, forks, and leavings.
- A grower, except when using clean plastic gloves or tongs, may not handle samples.
- Whole samples may be given without these requirements as long as the sample is clean and free of toxic sprays. The grower cannot handle these samples.
- Never handle money and then produce that is not normally washed.

Safety-

- No produce may be placed directly on the ground.
- Displayed produce must be at least 18" off the ground.
- Tables and displays must be arranged to prevent tripping.
- Any cords or tripping hazards must be properly taped down.
- Tarps and Umbrellas must be fastened or anchored to prevent falling down or tipping over in wind.
- No canopies or umbrellas can be set up in strong wind.
- Empty boxes and containers must be stacked by merchant's vehicle to prevent tripping.
- All trimmings and leaving must be swept up from where customer walk.
- If creating trash, each vendor must provide a trash receptacle.
- No water may be dumped or drained where customers walk.

City of Dinuba Rules and Regulations

- No vehicles are allowed in the market foot traffic space **30 minutes before** the market begins and until a minimum of **15 minutes after** the market ends AND when manager deems it safe so. **(Vehicles exceptions, Farmers, Craft, and food vendors.) Other participating vendors must hand cart their items.**
- Absolutely NO vehicle may enter, move or leave the market during hours of operation-or until the market manager deems it safe so.

Standardization-

- No straight culls, even from a grower's own packing shed may be sold.
- All produce must contain at least 70% #1 quality or straight field run.
- Some scarred fruit from hail or wind damage, under-size or over-size fruit considered good and wholesome may be sold with the consumer's knowledge of such defects.
- Any produce infested or damaged by insects, has open wounds, or in a stage of deterioration may not be sold or displayed.
- Sub-standard produce, as determined by the County Ag. Inspector, the County Health Dept., or the market manager, can be ordered off the sellers table and cannot be sold at the market. Non-compliance can result in DFMA expulsion and possible certificate suspension.
- Produce may be sold to a customer for re-sale if it is of # 1 quality and packed in the correct standardized container for that product and properly labeled.

FOOD STAMPS AND WIC:

To participate in WIC Program, the individual farmers must maintain active membership according to WIC specifications and follow WIC requirements according to WIC Annual Rules.

Vendors participating in WIC may accept WIC coupons for fresh fruits and vegetables as long as the product being sold meets their requirements. The vendor must redeem coupons.

Market members are expected to treat all WIC participants in a fair and equitable manner.

VIOLATION:

Any violation of rules and regulations, state or local, may result in a citation being issued to the offender by the market manager. After 1 verbal warning and one written citation the offender will be banned, with the approval of the DFMA Board of Directors, from participating in DFMA farmers' markets and have their membership to the DFMA be reviewed with the potential of expulsion. State violations will be reported to the County Agriculture Commissioner's office and Health Department and may result in the grower's certificate or business' licenses being cancelled or fined.

A member that is cited by the Department of Agriculture or the Environmental Health Department and/or causes a re-inspection will be responsible for the re-inspection fees. A producer or member whose violation results in a penalty or fine against DFMA will be responsible for reimbursement of that penalty or fine.

APPEALS:

All rules and regulations must be enforced by the market manager and governing board in a fair and equitable manner. If any grower feels he or she has been unjustly treated, they may request a meeting with the governing board and market manager to air their grievances. Upon review of the situation, the decision of the governing board and market manager are final.

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH GUIDELINES:

- Stay home if you are sick
- Train helpers on COVID-19 precautions and have them stay home if they are sick
- Maintain six feet at all times
- Wear a face mask
- Provide hand sanitizer for your costumers (if applicable)
- Set-up a handwashing station within your booth for yourself and helpers
- Do not let the costumers handle the produce, allow them to pick the one they want and bag it for them
- Wear food grade gloves when handling cash and wash hands when changing gloves
- No sampling
- Serve meals to go
- Conduct cashless transaction (if applicable)
- Encourage require exact change from costumers and use a cash bucket for the cash
- Separate staff handling money and produce/food

