

Sedona Community Farmers Market

Please return by May 15th

Vendor Application Summer 2011

Business Name: _____

Applicant's Name: _____

Employees/Family Members who may sell: _____

Mailing Address: _____

Phone: (Cell) _____ (Home) _____

(Home) _____

E-Mail Address: _____

Products you plan to sell: _____

Circle weeks you expect to attend or **ALL**

West Sedona, Thursday Market

Relics Restaurant Parking Lot
3235 W Highway 89A, Sedona, 86336
3.30pm – 7.00pm

Tlaquepaque, Sunday Market

by Oak Creek Bridge
336 Highway 179, Sedona, 86339
8.00am – 11.30am

| May | June | July | Aug | Sept |
|----------------------------------|------|------|-----|------|
| | 2 | 7 | 4 | 1 |
| | 9 | 14 | 11 | 8 |
| | 16 | 21 | 18 | 15 |
| | 23 | 28 | 25 | 22 |
| 26 Summer Grand Opening | 30 | | | 29 |

| July | Aug | Sept |
|-----------------------------------|-----|------|
| 3 Location Grand Opening | 7 | 4 |
| 10 | 14 | 11 |
| 17 | 21 | 18 |
| 24 | 28 | 25 |
| 31 | | |

HEALTH DEPARTMENT PERMIT/SPECIAL EVENT LICENSE: Please attach copy of permit. Anyone selling any prepared/processed food must have a health department permit/special event license and display it at their booth. Yavapai: _____ Coconino: _____

The West Sedona market is located in Yavapai County and the Tlaquepaque market in Coconino County, so please submit your health applications accordingly. Yavapai County Special Event Licenses must be renewed every 6 months.

TRANSACTION PRIVILEGE TAX LICENSE # _____ **and CITY OF SEDONA BUSINESS REGISTRATION #** _____ is required now for **ALL** value added vendors and to be displayed at booth. As of January 2011, city is a self-collecting tax entity and appropriate tax must be submitted monthly to city and then to state separately.

NON-PROFIT TAX ID (if applicable) **MUST be on file with manager #** _____

PERSONAL LIABILITY INSURANCE (please circle one)

Attached Choosing Waiver (attached)

PARTICIPATION IN FARMERS MARKET NUTRITION PROGRAM (WIC): YES / NO (please circle one)

Registration & Market Fees (due May 15th or subject to \$20 late fee)

The city permits allow for a maximum of 36 booth spaces at the West Sedona location and 25 booth spaces at the Tlaquepaque location.

Grower/Primary Producer **Total** _____

\$25 ONE booth space & seasonal registration
\$30 ONE booth both locations
\$25 each additional booth space/both locations
if available

Value Added **Total** _____

\$35 ONE booth space & seasonal registration
\$45 ONE booth both locations
\$35 each additional booth space/both locations
If available

Artisan **Total** _____

\$10 per day registration
Artisans must be approved and scheduled by
market manager and may not reserve space

Pay-as-you-go if space is available. Vendor must be approved by market manager prior to market day.

\$10 per day per booth

All vendors pay 10% of gross sales to SCFM at end of each market day. Value added vendors pay tax on gross sales and 10% to market on net sales

County of Residence _____
County of Production _____
% of Products Grown/Produced in Arizona _____

Please note that all registration fees are refundable only if application is denied by Sedona Community Farmers Market.

City requires all vendors to weigh down their tents with **10 lbs per leg hung** from canopy frame, not placed on the ground. Sedona Fire Dept requires that all vendors display a **fire extinguisher 2A10BC** at their booth. Trash receptacles are for customer use only - vendor trash to be taken home by vendor.

I have read the Sedona Community Farmers' Market Rules and Regulations 2011 Summer Season and agree to adhere to said Rules and Regulations. I acknowledge that I am growing or producing the products being sold at the Sedona Community Farmers' Market or I am an employee directly employed by producer. I will allow an on-site visit of my growing location or production site by a representative of the Sedona Community Farmers Market. The Sedona Community Farmers' Market has the right to audit products and receipts and has the right to revoke permission to sell at any point.

Signature _____ Date _____

Check List of Items as applicable:

- _____ Crop Plan (mandatory for all growers)
- _____ Fire Extinguisher 2A10BC to be displayed at booth (all vendors)
- _____ Yavapai County Special Event License (value added food vendors)
- _____ Food Handler's Permit (all value added food vendors)
- _____ City Business Registration/Transaction Privilege Tax License
- _____ City of Sedona Business Registration (all value added vendors)
- _____ Insurance Certificate (Waiver or Personal Liability Insurance Certificate)
- _____ Description of Farm Practices
- _____ Signed 2011 Market Rules and Regulations
- _____ Market Fee

Please mail application to:

Sedona Community Farmers Market 2675 W State Route 89A, #1164, Sedona AZ 86336. Contact **Katrin Themnitz** at (928) 821-1133 or e-mail sedonamarket@gmail.com for more information.

Please take a moment to describe your **Farming Practices and Philosophy**. The information may be used for marketing purposes and may be displayed in our Market Brochure as well as our Market Website.

Business Name: _____

Our Farming Practices and Philosophy are as follows:

I guarantee that the information above is truthful and up-to-date.

Signature _____ Date _____

Office Use Only

Date Received _____ Check # _____ Amount _____

Insurance Certificate/Waiver _____ Special Event License _____

Food Handler's Permit _____ TPT License _____

City Business Registration _____ Non-Profit Tax ID _____

Approved _____ Notified _____

INDEMNITY AGREEMENT

This Agreement is entered into this ____ day of _____, 20

BETWEEN:

Name(s): _____

Address: _____ AND
(hereinafter, SELLER)

Sedona Community Farmers Market.

For valuable consideration, including the right to sell produce or other products or to provide services at the Sedona Community Farmers' Market, SELLER does hereby agree to indemnify and hold Sedona Community Farmers Market, the City of Sedona, Cornucopia Community Advocates, Relics Restaurant, Tlaq. Partners LLC, CMR Ragland LLC, Horn/Sedona LLC, Ragland/Sedona LLC harmless from any loss, damage, expense, judgment or liability of any nature including attorney's fees arising out of any claim made against Sedona Community Farmers' Market, City of Sedona, Cornucopia Community Advocates, Relics Restaurant, Tlaq. Partners LLC, CMR Ragland LLC, Horn/Sedona LLC, Ragland/Sedona LLC by any person or entity which claim arises out of or results from Buyer's purchase of SELLER's product for consumption or from Buyer receiving any type of services at the Sedona Community Farmers Market.

Dated this ____ day of _____, 20

Seller _____

Seller _____

Sedona Community Farmers Market LLC

2675 W Hwy 89A, #1164, Sedona AZ 86336

Sedona Community Farmers Market 2011

I. Mission

The Sedona Community Farmers' Market (SCFM) is a regional producers market that operates for growers and producers of agricultural and related products. The main purpose of the Market is to support local small and medium sized independent growers, farmers and producers and providing citizens with a local alternative to corporate and globalized food production. The market connects growers and consumers and encourages people both urban and rural to grow more of their own food. A secondary purpose is to provide an outlet for small-scale producers of value added food products, local artisans, and community and sustainable agricultural groups. Last but not least the market provides a community gathering space for residents and visitors alike in a relaxed, educational and fun environment.

II. Market Guidelines

- A. Sedona Community Farmers Markets (SCFM) will determine market location, dates, and hours.
- B. Membership and vending fees are set by SCFM. Market participants pay 10% of gross sales at the close of each market plus a flat registration fee. Each vendor will report sales to manager at the close of each market day. Refer to Vendor Registration for registration fees. All booth locations are determined by market manager. SCFM will allow 2-3 spaces for local artisans. Artisans may not reserve a space at the market. No jewelry to be sold at the Tlaquepaque location.
- C. SCFM reserves the right to randomly audit vendor sales and SCFM and/or its Manager have the right to suspend or revoke a vendor's ability to sell at any point.
- D. No resale of any pre-packaged items such as bottled water, soda, or other items is permitted at any booth, however; SCFM reserves the right to permit sales of these or other items at SCFM booth.

III. Vendor Guidelines

- A. The following **MUST** be received and approved prior to vending:
 - 1. Completed and signed vendor registration and proof of all relevant licenses and health department certifications.
 - 2. Copy of liability insurance listing SEDONA COMMUNITY FARMERS MARKET as additional insured or a signed indemnity agreement.
 - 3. Payment of all seasonal membership.
 - 4. Signed copy of the SCFM Rules and Regulations.
- B. Vendors must allow a representative of the SCFM to inspect farms and facilities to ensure vendors adhere to Rules and Regulations.
- C. **Vendors will not be allowed to set up if they do not provide all insurance, licensing, tax ID numbers, required fees, and signed documents.**

IV. Vendor Selection

- A. All vendor applications will be reviewed and accepted or rejected by SCFM.
- B. Appeals to vendor selection decisions should be addressed to the market manager in writing.
- C. Applicants must include registration fees with their application. If applications are rejected, fees will be refunded. The Manager has the right to accept or reject any applicant at any time.
- D. Some of the criteria for acceptance are based on the following guidelines:
 - 1. Agricultural

a. Farmers who grow, cultivate, and harvest their produce, herbs, flowers, and nursery crops for sale at the market. Included in this category are also beekeepers, eggs, dairy, and meat producers and farmers who process their own raw product into "value-added" items.

b. Agricultural producers from northern Arizona are given priority. Regional producers may be admitted as space becomes available and vendors fit into market mix, as designated by the manager.

c. NO RESELLING OF ANY PRODUCE IS PERMITTED AND FAILURE TO COMPLY WITH THIS PROVISION IS GROUNDS FOR IMMEDIATE REMOVAL FROM THE MARKET.

2. Value Added/Processed Food

a. Vendors offering fresh food products they have processed themselves into ready-to-eat or prepackaged items for sale. NO SUB-CONTRACTED PROCESSING IS ALLOWED.

b. The market encourages use of Arizona-grown ingredients in all value added products and it is expected that prepared foods contain products from local growers.

The market reserves the right to limit similar value added products which are sold.

c. Priority will be given to vendors using and documenting local and regional ingredients.

d. All food vendors must meet any applicable local, state, and federal regulations. **If you sell prepared foods, you MUST have and display a Health Department License and City of Sedona Business License and Transaction Privilege Sales Tax number. If you do not have these displayed, you will NOT be permitted to sell. As of 2011 City of Sedona is a self collecting tax entity which means city sales tax are paid directly to the city.**

West Sedona market is located in Yavapai County and Tlaquepaque market is located in Coconino County – different regulations and fees apply. See contact info below.

3. Local Artisans

a. Local artisans are persons who craft with their own hands the products they offer for sale at the market. Artisans who sell at SCFM must reside in Northern Arizona. Preference is given to artists from the Verde Valley.

b. Artisans are not permitted to reserve a space. Their placement will be determined by market manager.

c. If you sell any handmade product, you **MUST have a City of Sedona Business License/ Transaction Sales Tax License displayed at your booth.**

d. **Tlaquepaque Location Only:** NO JEWELRY of any kind is permitted to be sold at the Tlaquepaque location. No glassware of any kind, recycled or other is permitted. Only crafts that are considered farm crafts, directly related to agriculture or farming and are hand-made locally are permitted. ALL items sold MUST be approved by market manager prior to vending. A vendor who already offers products for sale with Tlaquepaque merchants may not sell these products at the market.

4. Community

a. Community vendors are not permitted to sell any products, unless it is for fundraising purposes and is approved by the market manager.

b. Non-profits will be required to submit an application and proof of insurance or a signed indemnity agreement and will not be required to pay a booth fee.

V. Stall Guidelines

A. Products being sold are grown or produced by the grower/producer or his/ her employees and/or agents and these employees must be listed on the registration form.

B. A grower or his/her employees can sell other growers'/producers' products provided all of the following criteria are met:

1. The other grower/producer is a current member of the market and adheres to vendor guidelines and fee structures.

2. Products are grown or produced locally or regionally.

3. Products being sold were not purchased at wholesale markets for resale.

4. All vendors selling another market member's produce must be authorized and receive permission by market manager.

C. Necessary documents, i.e. health permits, proof of insurance, tax license, crop plans etc., must be available and displayed at all times and copies provided to the market manager. These must be submitted with the application and no selling will be permitted without displaying Tax, License and Health Department certificates.

- D. All scales must bear a current seal from the Department of Weights and Measures.
- E. Vendors will sell at designated stall space and maintain their stall space in clean, sanitary and safe condition. No dogs are permitted in a vendor's booth.
- F. Signs will be accurate and truthful.
- G. Vendors who market their products as "Organic" must have proof of certification on display or must show that they meet the National Organic Program requirements for exempt producers.
- H. Selling will not start before market manager announces start of the market.
- I. Pre-market sales, post-market sales, and early breakdown are only allowed with permission of the market manager. Wholesale or bulk sales of products to restaurants that occur at the market are to be counted into gross sales figures and included in the 10% of sales figures.
- J. Vendors must pay their sales percentage due to the market on market day.
- K. Vendors and management are expected to maintain high standards of honesty and respect towards one another and customers and are expected to conduct themselves in a courteous manner. Rudeness, prejudice, intolerance towards others, and dishonesty are grounds for immediate removal from the market.
- L. Market stalls must have a neat and tidy presentation. Crates and storage boxes must be stored underneath long tablecloths out of sight of the customer. Tables must be clean and sanitary. No trash to be left behind.
- M. Market trash receptacles are for customer use only.
- N. **Tlaquepaque Location:** WHITE canopies are preferred at this location. Camping tents are not permitted. Parking: Not all vendors will be allowed to park vehicles by their booth but will be asked to park in the employee parking lot. Please ask for directions. **Vendors may not park in visitor parking spaces.**

VI. Market Safety

- A. Vendors should begin set-up no earlier than an hour and a half before the market starts. Vendors without a reserved space must check in with the market manager. Vendors selling for a single day must pay daily registration fee prior to setting up.
- B. The manager may allow vehicles to park at stalls provided adequate overall market space is available and vendor arrives at least 30 minutes prior to market opening time.
- C. Late arrival participation will be contingent on space availability and vendors will park outside designated market boundaries and carry products to stall space.
- D. Vendors with vehicles at their space may not leave the market before end of market hours.
- E. Vendors have responsibility for the safety and behavior of their children and animals. All pets must be leashed and kept out of vending booths. Market pets like goats must be 20ft away from produce.
- F. ***ALL CANOPIES MUST BE SECURED WITH CONCRETE OR SIMILAR MATERIAL WEIGHTS. IF A CANOPY IS SET UP IN AN UNSAFE MANNER, IT WILL BE REMOVED. THE CITY OF SEDONA AND SCFM HAVE ESTABLISHED MINIMUM CANOPY WEIGHT REQUIREMENTS OF 10LBS PER LEG WHICH MUST BE HUNG FROM THE CANOPY STRUCTURE (not placed on ground over leg). FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN REMOVAL OF CANOPY. TYING OFF CANOPIES TO ANOTHER VENDOR'S CANOPY IS NOT ACCEPTABLE. CANOPIES MAY NOT HAVE STAKES IN THE GROUND (AT TLAQUEPAQUE LOCATION - paved).***
- G. ***ALL VENDORS MUST HAVE A 2A10BC RATED FIRE EXTINGUISHER AT THEIR BOOTHS. THE SEDONA FIRE MARSHALL WILL CONDUCT FIRE INSPECTIONS AND THE CITY OF SEDONA WILL CONDUCT CANOPY INSPECTIONS.***

VII. Insurance

- A. SCFM provides general liability coverage for the market.
- B. All vendors must sign the Indemnity Agreement or provide additional insured certificates naming the City of Sedona and property owners of market location, i.e. Relics Restaurant and/or Tlaq. Partners LLC, CMR Ragland LLC, Horn/Sedona LLC, Ragland/Sedona LLC as additional insured.

VIII. Market Violations

A. Any vendor violating the above stated rules and regulations of the Sedona Community Farmers Markets or the county health regulations or other local, state, or federal agencies may be suspended and/or expelled from the market.

B. The market manager/owner has discretion to make any on-site decisions regarding violations.

D. Any serious violation will be reported to the proper authorities.

E. Vendor has the right to appeal the violation to the SCFM. Vendors will submit any conflicts, suspected conflicts, and/or concerns regarding the overall market or individual vendors in writing to SCFM.

Agreed to the ____ day of _____, 2011

By _____

Business Name _____

Printed Name _____

Resources and Contacts

Yavapai County Health Dept (prepared foods): Cecil Newell (928) 442-5492 or main (928) 771-3149 or **Robert Mumper (Sedona Food Inspector) (928) 649-5078**

Coconino County Health Dept (prepared foods):

Marlene Gaither, mgaither@coconino.az.gov (928) 679-8761

Maricopa County Health Dept: Central Office (602)506-6984 or Plan Review-Donna (602)506-6980

Arizona Dept. of Health Services (Farmers Market Nutrition Program): Alison Giles (602)542-0389

Department of Weights and Measures (scales): (623) 463-9946 or 1-800-277-6675 ext 9946

Arizona Department of Agriculture (meat and dairy): (602) 542-4373

Tax Department – State of AZ: (602) 716-6010 Tax Department – City of Sedona: (928) 204-7185