Sedona Community Farmers Market

Winter 2023 Vendor Application

Business Name: _____

Applicant's Name: _____

Employees/Family Members who may sell: _____

Mailing Address: _____

Phone: (Cell) _____ (Home) _____

E-Mail Address: _____

Products you plan to sell: _____

Address: 2201 W State Route 89A West Sedona / **WELLS FARGO BANK PARKING LOT**

Hours: Sundays 11am - 3pm

Dates:

October 16, 23, 30
November 6, 13, 20, 27
December 4, 11, 18, Closed Dec 25 for Holiday
January 1, 8, 15, 22, 29
February 5, 12, 19, 26
March 5, 12, 19, 26
April 2, 9, 16, 23, 30
May ?

Yavapai County Health Department Permit # (Prepared Food Vendors): _____

Please attach copy of health permit. Anyone selling any prepared/processed food must have a health department permit/special event license displayed at their booth.

Transaction Privilege Tax License #_____ and

City of Sedona Business Registration # _____ is required for all value added vendors and to be displayed at booth. (Not required for Agricultural Producers)

County of Residence _____ **County of Production** _____

Percentage of Products Grown/Produced in Arizona _____

Do you use GMO ingredients in your production? Yes ____ No ____ I don't know _____

Do you sell for a neighbor? Yes _____ No_____

If yes, provide the neighbor(s) name(s) here:

_____ _____ _____

Egg Vendors: Certified Organic Feed: Yes ___ No _____
If yes, please provide source and receipts with application. Source of Feed: _____

Non-Profit ID (if applicable) # _____

Liability Insurance: Attached _____ or Choosing Waiver (attached) _____

Participation in Farmers Market Nutrition Program: Yes _____ No _____

I am attending other market markets within a 20 mile radius: Yes _____ No _____

If yes, here are the locations: _____ _____ _____

Registration and Market Fees: (due by April 17, 2022 or subject to $25 late fee)

Grower / Agricultural Producer = $25 per season includes one booth space & $25 for each additional guaranteed booth space/registration _____ Total

Value Added Vendor = $35 per season includes ONE booth space/registration

Pay-As-You-Go Vendor (if space is available) = $10. Pay-as-you-go Vendor must be approved by market manager prior to market day.

All vendors (including Pay-As-You-Go-Vendors) pay 10% of sales to SCFM at end of each market day. Value added vendors pay sales tax to the State of AZ.

City requires all vendors to **weigh down their tents** with minimum of 15 lbs per canopy leg hung from canopy frame, not placed on the ground.

Sedona Fire Department requires that all vendors carry a **Fire Extinguisher** 2A10BC at their booth.

Trash Bins are for customer use only - vendor trash to be removed by vendor from site – please no dumping in host site garbage receptacles.

I have read Sedona Community Farmers' Market's Rules and Regulations 2021-2022 Winter / Spring 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. If I sell for a neighbor, I shall declare source and contact information. I will allow an on-site visit of my growing location or production site by a representative of Sedona Community Farmers Market. Sedona Community Farmers' Market reserves the right to randomly audit products and receipts and has the right to revoke permission to sell at any point.

Signature _____ Date _____

Check List of Items as applicable:

_____ Fire Extinguisher 2A10BC to be displayed at booth (all vendors)
_____ Yavapai County Special Event License (if applicable)
_____ Food Handler's Permit, value added food producers.
_____ Baker: AZDHS registration
_____AZ State Transaction Privilege Tax License (value added vendors)
_____City of Sedona Current Business Registration (value added vendors only)
_____Insurance Certificate (or Waiver or Liability Insurance Certificate)
_____Description of farm practices, production or food philosophy
_____Signed 2022-2023 Market Rules and Regulations
_____Market Vendor/Booth Fee (non-refundable unless application is denied)

Please mail complete application with payment or hand deliver to market manager:
Sedona Community Farmers Market 2675 W State Route 89A, #1164, Sedona AZ 86336

Contact Katrin Themlitz at (928) 821-1133 for questions.

Only a complete application to include application, fees, permits submitted as hard copies count as a valid application. Checks are cashed only when an application is accepted.

Farming Practices, Food, Wellness and Production Philosophy

Please take a moment below to describe your production 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:

_____

_____

_____

_____

_____

_____

_____

_____

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_____, 2022

Name(s):_____

Address:_____ (hereafter,

SELLER/VENDOR/SERVICE PROVIDER)

For valuable consideration, including the right to sell produce or other products or to provide services at Sedona Community Farmers Market LLC, SELLER does hereby agree to indemnify and hold Sedona Community Farmers Market LLC, the City of Sedona, Wells Fargo Bank, Plaza West Property Association 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 LLC, City of Sedona, Wells Fargo Bank, Plaza West Property Association, 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 Sedona Community Farmers Market LLC.

Dated this ____day of _____, 2022

SELLER/VENDOR /SERVICE PROVIDER_____

Sedona Community Farmers Market

2023 Winter Rules and Regulations

I. Mission

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. No jewelry/crafts 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 info 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 LLC 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.

D. There may be a mask requirement during times of virus case loads peaking in AZ. Vendors agree to comply with mask requirements during such times as part of an enhanced safety protocol.

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 is 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. Exceptions may be made with prior market manager’s approval to sell for a neighbor in the community with a separate application identifying the grower/producer/source and their practices.
d. Foraged Mushrooms: written cooking instructions must be handed out to each customer purchasing foraged mushrooms. Signage MUST include “customer consuming at their own risk”, “consume cooked only”, the name of the mushroom, date they have been picked. Foraged lobster mushrooms to be sold only. No other mushrooms allowed.

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 SUBCONTRACTED PROCESSING IS ALLOWED.
b. All value added products must contain a minimum of 80% AZ grown or produced ingredients and it is expected that prepared foods contain products from local growers. The market reserves the right to limit similar value added products sold.
c. Value added food vendors must document a minimum of 80% local ingredients used in their product. Receipts that show quantity, date, product and source must be submitted with application.
d. All food vendors must meet any applicable local, state, and federal regulations. If you sell prepared foods, you MUST have, 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. West Sedona market is located in Yavapai County and Tlaquepaque market is located in Coconino County – different health regulations and fees may apply. See contact info below.

e. All baked goods items must be pre-approved by market manager. While the AZ revision of the Home Baking Law allows baked goods to be sold directly to the consumer, ALL vendors who bring baked goods from their home kitchens to the market MUST be pre-approved by the market manager. All home bakers must be registered with AZ State Health Services and have current food handler's card. SCFM retains the right to inspect all home kitchens on a random basis. Coconino County Health Department requires a sign reading "This product is not regulated by the health department, buyer purchasing at his/her own risk" at the booth clearly visible to customers and all labeling of products must be comprehensive and accurate for each product. The market allows for a limited amount of baked goods to be sold – ALL items and bakers MUST be pre- approved by the market manager. Management reserves the right to inspect home kitchens. "Gluten Free" must pass proper testing to be claimed as such and must have signage that is truthful.

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 – vendor placement shall 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 permitted to be sold at the Tlaquepaque location. No glassware of any kind, recycled or other is permitted. Only crafts that are considered to be farm crafts, directly related to agriculture or farming and are hand-made locally are permitted. ALL items 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. The market has a NON-COMPETE AGREEMENT with the host property that is mutually binding. Any vendors selling items through a merchant on the property shall be excluded from vending at the market and vice versa.

4. Community Vendors

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. They 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 the 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 2 hours 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. All vendors must be set up 15min prior to market opening.

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 in an unsafe manner, it will be removed. The City of Sedona and SCFM have established minimum canopy weight requirement of 10 lbs per leg which must be hung from the canopy structure. Failure to flood these guidelines will result in removal of the canopy.

G. All vendors must have a 2A 10 BC rated fire extinguisher at their booths per City of Sedona permit requirements.

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 "Sedona Community Farmers Market LLC" as additional insured party with their insurance provider.

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.

I hereby confirm that I have read and agree to follow the RULES AND REGULATIONS set forth by SEDONA COMMUNITY FARMERS MARKET for the SUMMER SEASON 2022.

Signed _____

Printed Name _____ Date _____

RESOURCE GUIDE:

Bakers: AZ Cottage Baking Law http://www.azdhs.gov/phs/oeh/fses/goods/
Contact: (602) 364-3118 (602) 364-3146 Fax

Wells Fargo Bank Location: Yavapai County Health Department (prepared foods):
Robert Mumper (Sedona Food Inspector) (928) 634-6891 Robert.Mumper@co.yavapai.az.us
Cecil Newell (928) 442-5492 or main (928) 771-3149 Cecil.Newell@co.yavapai.az.us

Tlaquepaque Location: Coconino County Health Dept (prepared foods): Virginia Whitesides (vwhitesides@coconino.az.gov) (928) 679-8763 (office)

General:

Maricopa County Health Dept: Central Office (602) 506-6984

Arizona Dept. of Health Services (Farmers Market Nutrition Program): (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

AZ State Tax Department: (602) 716-6010