

CAPAY VALLEY REGIONAL FARMERS' MARKET RULES, REGULATIONS AND APPLICATION

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SECTION A:

Procedure to become an approved seller:

1. Read the Capay Valley Regional Farmers' Market Rules.
2. Completely fill out the application form.
3. Return the completed form along with photocopies of appropriate permits and licenses by mail to:

Capay Valley Regional Farmers' Market
16915 Yolo Avenue, Suite B
Esparto, CA 95627
info@capayvalleyfarmersmarket.com
www.capayvalleyfarmersmarket.com

Phone & Fax: (530) 787-3319

or in person at the Market.

SECTION B:

GENERAL MARKET INFORMATION:

HOURS AND LOCATION:

Market Location: Esparto Community Park

Market Hours:

2nd Saturday of the month, 9:00 a.m. – noon, April through December.

APPROPRIATE LICENSES AND PERMITS:

Agricultural Sellers - issued by County Agricultural Commissioner

Certified Producers Certificate

Avocado Inspection Certification/Avocado Inspection Permit

Nursery Stock License

Apiary Registration

Organic: CDFR Organic Registration

Non-Agricultural Sellers

Ocean Fish: Fish and Game Licenses, Boat Registration, Commercial Permits

Prepared Foods: County Department of Health Permit

Crafts: State Board of Equalization Sellers Permit

LOCAL LICENSING AND PERMITTING:

Capay Valley Regional Farmers' Market
16915 Yolo Avenue, Suite B
Esparto, CA 95627
(530) 787-3319
info@capayvalleyfarmersmarket.com
www.capayvalleyfarmersmarket.com

Yolo Co. Ag Commissioner
70 Cottonwood Street
Woodland, CA 95695
(530) 666-8140

Yolo Co. Dept. of Health
20 Cottonwood Street
Woodland, CA 95695
(530) 666-8646

State Board of Equalization
9823 Old Winery Place
Sacramento, CA 95827
(916) 227-6700

Dept. of Fish & Game
3211 S Street
Sacramento, CA 95816
(916) 227-2233

SECTION C:
STATEMENT OF INTENT

NATURE OF THE MARKET:

The Capay Valley Regional Farmers' Market is a diversified Market offering agricultural (both certifiable and non-certifiable) and non-agricultural goods for sale.

The Market is a Certified Farmers' Market and is operated in accordance with regulations established in the California Code of Regulations, Title 3, section 1992 on Direct Marketing. The Market is certified by the county Agricultural Commissioner as a direct marketing outlet for producers of certified and non-certified agricultural products. These producers, may sell their agricultural products directly to consumers without meeting the usual size, standard pack and container requirements for such products except in the case of eggs and pre-packaged items.

MANAGEMENT:

The Capay Valley Regional Farmers' Market is a 501 c3 non-profit organization dedicated to promoting educational opportunities to improve the health and well-being of the children and families of the Capay Valley Region, and is managed, operated and controlled by the CVRFM Governing Board. The CVRFM Governing Board, Market Manager or Coordinator, and all other designated agents shall implement and enforce all rules and regulations pertaining to the operation of the Market in a fair and equitable manner. Any approved seller or applicant aggrieved by the action of the Market Manager, Coordinator or other CVRFM agent can appeal to the CVRFM Governing Board whose decision shall be final.

SECTION D:
RULES FOR APPROVED SELLERS

In order to ensure the successful maintenance of the Market as an efficient and effective outlet for producers to sell their products directly to consumers, the Capay Valley Regional Farmers' Market has established the following rules for approved sellers:

GENERAL RULES FOR ALL SELLERS

1. Only approved sellers as defined in each category may sell at the Market.
2. Sellers must grant permission to the Market Manager or other CVRFM representatives to enter the sellers' premises for the reasonable inspection of: land, facilities, proof of ownership, partnership agreement, land lease and other applicable agreements in order to determine whether the seller is in compliance with the certificate, license, or permit conditions.
3. All scales must bear current seal from the County Sealer of Weights and Measures (e.g. sellers from Yolo County can obtain a scale permit from the Yolo County Agricultural Commissioners office, 70 Cottonwood, Woodland, CA (530) 666-8140).
4. Pre-packaged items sold by weight must be labeled with the net weight and name and address of the seller.
5. All required permits and licenses shall be displayed prominently during selling hours. This includes, but is not limited to, the Certified Producers Certificate (state law), Nursery Stock License and Nursery Seller's Permit (state law), County Health Permit, and Aquaculture License, Seller's Permit (state law).
6. Stall fees are set by the CVRFM Governing Board. All sellers must pay stall fees according to the current fee schedule set by the CVRFM Governing Board. Stall fees are collected by the Market Manager at the end of each Market Day.
7. Sellers in all categories shall complete a load list on each Market day and submit it to the Market Manager before departing from the Market.

SECTION E:
RULES AND REGULATIONS FOR SELLERS OF
CERTIFIABLE AGRICULTURAL PRODUCTS

(Fresh Fruits and Vegetables, Nuts in the shell, Shelled Eggs, Honey, Cut Flowers,
Nursery Stock etc.)

1. Sellers in this category are those who have grown or produced the products they sell on a facility which the seller controls.
2. All certified agricultural products must be sold in accordance with State Direct Marketing Regulations for Certified Producers (Cal. Code of Regs., Tit. 3, § 1392.)
3. All sellers of certified agricultural products must obtain a Certified Producer's Certificate issued by the Agricultural Commissioner from the county in which the produce is grown. All products for sale must be listed on the certificate and an embossed photocopy certificate shall accompany the certified agricultural products during transportation and be posted at the Market. All certificates shall be displayed in full view of customers during each Market.
4. Second Certificates: A certified producer may sell for another certified producer provided that the seller is also selling his/her own product, he/she displays both growers certificates, and he/she notifies Market staff that he/she is selling for another producer. In addition, each certified producer selling at the Market through another producer must:
 - a. have an approved application-to-sell on file with the Market Manager;
 - b. have been granted permission to sell the second certificate products by the Market Manager;
 - c. appear to sell for the first market day and at least once thereafter for every 6 months of sales;
 - d. agree to pay a separate stall fee.
 - e. have a separate display of product, not to be mixed in any way with the primary producer's product as in bouquets, dried fruits and salad mixes or gift baskets. At least 50% (based on fair Market value) of each primary certificate holder's produce for sale must be of his/her own production
5. Agricultural producers who have stall space priority based on sales in this category may sell crafts and prepared foods category items only as a complement to their agricultural products and under the following conditions:
 - a. producers may only sell complementary crafts and complementary prepared foods at their agricultural products booths.
 - b. crafted items must be submitted for review as stipulated in the craft rules set forth below.
 - c. approved complementary crafts and complementary prepared foods may represent no more than 25% of the total product offered for sale by the agricultural producer at an agricultural products booth.

SECTION F:
RULES AND REGULATIONS FOR SELLERS OF NON-CERTIFIABLE AGRICULTURAL PRODUCTS

(Live Animals, Livestock, Aquaculture, Viticulture, Vermiculture, Dried Fruits and Vegetables, Processed Nuts, Juices, Pickled Fruits & Vegetables, Jams etc.)

1. Sellers in this category are those who have grown, bred, raised, or cultivated, the products in fresh or processed form. These sellers may have their products dried, ground, roasted, juiced, smoked or otherwise altered in one stage process by a second party. All sellers of non-certifiable agricultural products must obtain a certified producer's certificate for the fresh product from which the processed product was derived. The certified producer's certificate must have been issued by the Agricultural Commissioner from the county where the fresh product was grown or produced. These fresh products must be listed on the certificate and an embossed photocopy certificate shall accompany the processed non-certifiable agricultural products during transportation and shall be posted at the Market. All certificates must be displayed in full view of customers during each market.
2. Only those processed agricultural products which a producer can verify are his/her own product will be allowed for sale at the Market. Dry yard and/or processing plant receipts may be requested for verification of producership.
3. All sellers must obtain and display all necessary permits, including health permits and any other applicable permits.
4. Sellers of non-certifiable agricultural produce who have stall space priority based on sales in this category may sell crafts and prepared foods category items only as a complement to their agricultural products and under the following conditions:
 - a. producers may only sell complementary crafts and complementary prepared foods at their agricultural products booths.
 - b. crafted items must be submitted for review as stipulated in the craft rules set forth below.
 - c. approved complementary crafts and prepared foods may represent no more than 25% of the total product offered for sale by the sellers of non-certifiable agricultural produce at an agricultural products booth.

SECTION G:
RULES AND REGULATIONS FOR SELLERS OF NON-AGRICULTURAL PRODUCTS

(Prepared foods and crafts)

1. Rules and Regulations for Sellers of Prepared Foods
 - a. Sellers in this category are those who have cooked, canned, baked, preserved or otherwise treated the product they sell. Sellers shall prepare the finished product.

- b. All sellers must obtain and display all applicable permits, including a permit from the health department of the county from which the products originate.
 - c. All products within this category shall bear labels including: the name of the product, ingredients, weight, the qualified seller's name and address. (see California Uniform Retail Food Facilities Law, Articles 6 and 15, Health and Safety Code, sections 27590 et seq., and 27831 et seq., respectively.)
 - d. Low acid canned foods are prohibited from the Market (including, but not limited to, vegetables, meats, low acid olives).
2. Rules and Regulations for Sellers of Crafts
- a. Sellers in this category are those who have created, sewn, constructed, or otherwise fashioned from component materials the item(s) they sell.
 - b. Crafts are encouraged to be thematic with the farmers market and community of the Capay Valley Region including Madison, Esparto, Brooks, Capay, Rumsey and the corridor of Hwy 16.
 - c. Each craft application must include a photocopy of appropriate permits, i.e. seller's permit from the State Board of Equalization.
 - d. The above rules apply to all sellers of crafts, including Agricultural Producers and Prepared Food Sellers who also want to sell crafts.

SECTION H:
GOVERNING BOARD

1. Number and Composition of the Board of Directors as follows:
The Board of Directors shall consist of not less than five nor more than nine Directors. These Directors shall be recruited from a leader within the Capay Valley's health providers, community service providers, church and community organization members, local farmers and growers, local educators and committed citizens.
2. Quorum
The presence of fifty (50%) percent plus one of the appointed Board member will constitute a quorum for taking official action at any regular or special meeting of the Board of Directors.
3. Regular Meetings
CVRFM Board of Directors will meet monthly.
4. Term of Office
The term of office for each Director of the CVRFM shall be two years. This term shall commence on the day after the last meeting in the calendar year.

APPLICATION TO SELL AT THE CAPAY VALLEY REGIONAL FARMERS' MARKET

PRODUCER'S NAME: _____

BUSINESS NAME: _____ E-MAIL _____

MAILING ADDRESS: _____

PHONE: BUSINESS (_____) _____ HOME(_____) _____ FAX _____

LOCATION OF FARM OR BUSINESS:
(COUNTY ROAD INTERSECTIONS -- FOR MORE LOCATIONS PLEASE USE BACK)

COUNTY OF PRODUCTION: _____

NAMES OF EMPLOYEES WHO MAY SELL FOR THE PRODUCER:

NAMES OF FAMILY MEMBERS WHO MAY SELL:

APPLYING TO SELL ON: _____

OTHER MARKETS AT WHICH YOU SELL:

CERTIFIED PRODUCER'S CERTIFICATE:
(please enclose copy)

HEALTH DEPARTMENT CERTIFICATE:
(please enclose copy)

OTHER LICENSES, PERMITS, ETC.:
(please enclose copy)

I request permission to sell at the Capay Valley Regional Farmers' Market. I have read the rules of the Market. I agree to abide by these rules and all other laws, codes and regulations as amended, to cooperate with the Market management and to pay the required fees.

SIGNATURE _____ DATE _____

APPROVED BY _____ DATE _____