



Dear Local Food Producers,

**The Truckee Community Farmers Market** would like to invite you to participate in our NEW Certified Farmers Market in collaboration with Sierra Valley Farms and Slow Food Lake Tahoe! We will be hosting the Market at the Factory Outlet Stores (home to the new CoffeeBar Bakery) at 12047 Donner Pass Road in Truckee, California; **Sundays, from 10am to 2:00 pm, June 14<sup>th</sup> – Sept 27<sup>th</sup> 2015.**

#### **MISSION STATEMENT**

The Mission of the Truckee Community Farmers Market is to support local farms and producers within 125 miles of the Town of Truckee and to promote access, education and appreciation for local, fresh, sustainably produced goods, while also creating a vibrant gathering place for community.

#### **VISION STATEMENT**

Our vision is to strengthen the health of our citizens and visitors, increase sales of our regional food producers and local businesses, improve the environment and build community.

**The Truckee Community Farmers Market** will highlight Organic and non-sprayed fruits and vegetables, herbs, grass fed livestock, and small-batch goods (i.e. horseradish, jams, sauces, salad dressings, cheeses etc) within 125 miles of the Town of Truckee. We will be selecting vendors in a way that will provide the widest diversity of local goods. Our goal is to offer the customers a “one-stop food market.” We look forward to a wonderful 2015 season for all!

Please read all the rules and regulations about our market, and fill out your application.

**Applications are due no later than May 29, 2015.** All applications must be accompanied with copies of your certified producers certificates. All Organic producers must submit copies of their Organic certifications as well.

All checks are payable to:

#### **Slow Food Lake Tahoe**

Attn: Jessica Phillips  
PO Box 1351  
Truckee, CA 96160

### **Truckee Community Farmers Market**

PO Box 1351, Truckee CA 96160

[www.truckeefarmersmarket.org](http://www.truckeefarmersmarket.org)

(530) 415-3925

## Operating Guidelines & Rules Summer 2015

The Truckee Community Farmers Markets is a California Certified Farmers Market Format in accordance with the regulations of the California Administrative Code, Title 3, Group 4, Article 4.5. The following rules clarify and supplement the California Direct Marketing Regulations. The market is a privately run, non-profit under Slow Food Lake Tahoe and in collaboration with Gary Romano, dba Sierra Valley Farms.

**Please review the information and return a signed copy to the Market Manager along with your application, all appropriate certificates, permits and application fee.**

1. Market Location, Dates, Times
  - a. **Location:** 12047 Donner Pass Road, Truckee, CA 96160
  - b. **Dates:** June 14<sup>th</sup> – September 27<sup>th</sup>
  - c. **Times:** Sundays, 10am-2pm
  - d. **Set-Up:** 8:30-9:45 am
    - i. All vendors must be set-up and ready for business by 9:45am.  
NO EXCEPTIONS.
  - e. **Take Down:** 2:00-2:30pm
    - i. All vendors must stay set-up until 2pm. NO EXCEPTIONS
2. Fees
  - a. Applications must be submitted with a \$25 administrative fee paid to Slow Food Lake Tahoe
  - b. Weekly booth space, 10x10 feet + 1 vehicle → \$40.00 / per week
  - c. Vendors may pay weekly, in cash or check before the close of market
  - d. **A pre-pay discount will be extended to those who pay for the full 16 weeks before June 1, 2015**
3. Vendor Information
  - a. Vendor participation is by selection only; criteria will be based on locality and sustainability practices and how each vendor will enhance the overall market. Truckee Community Farmers Market reserves the right to refuse participation to any applicant.
  - b. Vendors are responsible for complying with all state and local laws, regulations and requirements. Every vendor is responsible for the appropriate certificates and licenses required to operate and must be able to provide them if requested.
  - c. Evaluation over the season will determine the value of each vendor, depending on: quality of products, presentation of products, customer service, and attendance.
  - d. All vendor merchandise must be approved through the application process. Additional items and certificates late in the season, must be pre-approved by the Market Manager before being brought to market.

#### 4. Permits & Licenses

- a. All vendors are required to carry their own liability insurance and to add Slow Food Lake Tahoe as an additional insured (this should be at no additional cost).
- b. All produce vendors must submit a current Department of Agriculture Producer Certificate from their County along with permission from the Nevada County Ag. Commissioner. All additional certificates must be accompanied by proper back-up information and submitted with the application. This same certificate must be clearly displayed at the farmers' booth.
- c. All prepared food vendors/restaurants must have a California State Resellers License and a Temporary Food Facility Permit from the Nevada County Environmental Health Department

#### 5. Market Rules

- a. All items sold at the Farmers Market must be locally grown or produced by YOU. Locally produced items are defined as being produced within 125 of the Town of Truckee. No commercial produce is allowed.
- b. Sellable items include fruit, vegetables, eggs, meat, plants, flowers, baked goods, jams/jellies, etc.
- c. If a weekly vendor cannot attend, they must notify the Market Manager at (530) 415-3925 or [info@truckeefarmersmarket.org](mailto:info@truckeefarmersmarket.org) **at least 48 hours in advance**.
  - i. Less than 48 hour cancellation is considered late and subject to fees
  - ii. Repeated absences without notice may result in termination
- d. There is enough parking for each vendor to bring one vehicle. The rest of the parking lot is reserved for customer use only.
  - i. Vendor vehicles must be in place by the time the market opens and should stay until the market closes

#### 6. Etiquette

- a. All booths must have farm signs, visible and legible pricing, table clothes, awnings/umbrellas, tables, certifications, tidy booth spaces
- b. Vendors are expected to be friendly and helpful and serve as an extension of the Truckee Community Farmers Market's mission.
- c. All vendors must comply with the Town of Truckee Ordinance Title 6 of the Truckee Municipal Code Section 6.18.030, also known as the plastic bag ban.
- d. Vendors may give out samples to customers. Vendors must have water, disposable gloves, wash stations, etc. It is the vendor's responsibility to know and follow the requirements of the Nevada County Environmental Health Department regarding sampling.
- e. Vendors are responsible for clean up and removal of their own waste

#### 7. Other Information

- a. Public restrooms will be available on-site
- b. No electrical outlets are available for vendor use.
- c. No dogs are allowed in the market area at any time.
- d. Food items must be kept 6 inches above ground (H.C. #27831)
- e. No smoking in the Market area.
- f. Truckee Community Farmers Market has the right to make changes to the market operations at any time during the year.

# Truckee Community Farmers Market 2015 Vendor Application

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## **Check One Category:**

Grower                                       Prepared Food                                       NonProfit  
 Packaged Food                                       Crafter                                       Other

Please list and provide a brief description of the product(s) you wish to sell:

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**Booth Description: Booth size is 10 ' x 10 ' and includes parking for one vehicle.**

## **Booth Fees:**

Weekly                                      → \$40 / per week  
Prepay Discount                                      → \$35 / per week **paid in full by May 29<sup>th</sup>, 2015**

## **Send all that apply:**

\$25 Application fee                                       Liability insurance (required by all vendors)  
 Completed Application                                       Booth Prepayment  
 Certification Papers (for produce only)                                       Signed Rules & Regulations  
 Temporary Food Facility Permit                                       Signed Release & Indemnity Agreement

Send to: Slow Food Lake Tahoe  
Attn: Jessie Phillips  
PO Box 1351  
Truckee, CA 96160



I have read and understand the Truckee Community Farmers Market Operating Rules and Guidelines for the 2015 Summer Season and I agree to abide by them.

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Name of Business or Organization

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Applicant Name

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Applicant Signature

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Date

# Truckee Community Farmers Market

## RELEASE AND INDEMNITY AGREEMENT

WHEREAS, \_\_\_\_\_, a vendor, charitable organization or other type of entity desires to participate in the Truckee Community Farmers Market, which will be held in Tri Counties Bank Plaza at 12047 Donner Pass Road, Truckee CA, on Sundays from 8:30am to 2:30 pm, from June 14<sup>th</sup> – September 27<sup>th</sup>, 2015, and

WHEREAS, such organization meets the criteria for participation in the Truckee Community Farmers Market and agrees to obey the rules of the market and understands the nature of operating within the Truckee Community Farmers Market and their responsibilities as a Market Vendor or Participant in the market, including assuming responsibility for safe operation and conduct of their business within the market; the User agrees to indemnify, hold harmless and defend the Truckee Community Farmers Market, its officers, agents and employees from and against all liability for and all claims, suits, demands, and/or actions for damages, injuries to person (including death), property damage (including loss of use) and expenses including court costs and attorney's fees and other reasonable costs occasioned by or arising out of User's presence within the market area permitted by the Town of Truckee conducted in connection with or incidental to participation and arising out of or resulting from the intentional acts or negligence of User, its officers, agents, employees, or person participating in the event sponsored by the User.

User further agrees that it shall, at all times, exercise reasonable precautions on behalf of, and be solely responsible for the safety of its officers, agents, employees, participants, visitors, and other persons as well as their property, while in or on the market and surrounding areas. It is expressly understood and agreed that the Truckee Community Farmers Market shall not be liable or responsible for the negligence of User, its agents, servants, employees, customers, visitors, and participants.

It is further agreed with respect to the above indemnity, that the Truckee Community Farmers Market and User will provide the other with prompt and timely notice of any event covered in any way directly or indirectly, contingently or otherwise affected or which might affect the User of Truckee Community Farmers Market.

User further agrees that this indemnity provision shall be considered as an additional remedy for the Truckee Community Farmers Market and not as an exclusive remedy.

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Name of Business or Organization

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Applicant Name

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Applicant Signature

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Date