



Mendocino County Farmers Market Association

P. O. Box 2176 • Fort Bragg, CA 95437
www.mcfarm.org

Mendocino County Farmers Market

Instructions & Application

(also available online at mcfarm.org)

It's Easy to Get Started:

Usually takes two (2) weeks but allow three (3) weeks for processing, mailing and Market Manager follow-up, longer if application is incomplete.

- Your first step is to contact a Market Manager(s)** (from the list on page 2), to determine if admission to the market is possible.
- Complete page three (3) of your application.** Read and understand McFarm Rules & Regulations (see website) and also the Hold Harmless agreement on page two (2). Initials and signatures are required by both applicant and partner.
- Choose the type of product(s) that you want to vend** from the list on pages four (4) and five (5).
- Obtain the required permits**, licenses, etc. needed for your products(s).
- Make copies** of the application and supporting documents for: (1) Your records; (2) The Market Manager of all the markets you wish to attend and (3) McFarm Office (page 3 only).
- PAGE 3 ONLY** of Vendor Application +\$40 to McFarm Office:

McFarm • P. O. Box 2176 • Fort Bragg, CA 95437

Call for any questions—Angela at 707.964.6718 or mcfarmoffice@mcn.org

- Send complete application, +embossed copy of your CPC (Producer's Certificate) and copies of ALL paperwork to the Market Manager** of each market you wish to attend.
- You will be sent an Informational Vendor Packet** and receipt for your \$40 Membership Fee.

Membership Fee \$40

Stall fees are a percentage of your gross sales with minimum being \$7.00 and maximum \$52.00

(includes \$2.00 AG CDFA fee)

- Market Manager contact** - set-up for vending specifics and space assignments (if available). **Please allow up to two (2) weeks.**

— About MCFARM —

MCFARM is a membership not-for-profit organization originally founded in 1977 as the Redwood Empire Farmers Market Association.

Our purpose is to:

Provide low overhead • Cooperatively run market places for agricultural products grown and produced in Mendocino and nearby counties • Sponsor and coordinate Certified Farmers Markets in accordance with the State of California direct marketing regulations • Provide opportunities for current or potential growers to enhance their productivity and to encourage their participation in the Farmers Markets. *Summarized Articles of Incorporation, April 3, 1993*

Our markets are **Certified Farmers Markets (CFM)**. Each market and its producers follow regulations from the Dept. of Food and Agriculture and the Mendocino County Health Dept. to help **ensure public safety**. We have seven (7) excellent markets with experienced, dedicated and talented Market Managers, who strive for vendor, customer and community satisfaction:

MCFARM Certified Farmers Markets (CFM)—Market Manager Contacts

Mendocino CFM Friday - 12:00 - 2:00, May - Oct. at Howard & Main St.
Sakina Bush, 1184 North Main #38, Ft. Bragg 95437; 707-964-9232/357-1241 or sakina@mcn.org

Redwood Valley CFM Sunday - 9:30 - 12:30, June - Oct., Redwood Valley Lions Club County Park, 8920 East Rd.
Amanda Fairall, 855 E. School Way., Redwood Valley, CA 95470; 391-7416 or alfskitchen@gmail.com

YEAR-ROUND MARKETS

Fort Bragg CFM Wednesday (May - Oct.) 3:00-6:00, 400 Block of North Franklin between Laurel & Pine
Wednesday (Nov. - April) 3:00-5:00, Gym at old Rec Center 213 E. Laurel
Julie Apostolu, 19499 Bensen Lane, Fort Bragg, CA 95437; 707-962-0297 or forestlove@comcast.net

Laytonville CFM Monday (May - Oct.) - 2:30 - 5:30 & (Nov. - April) 2:30 - 4:30 - 'Alberts' on Hwy. 101
Gloria Harrison, 1855 Branscomb Rd., Laytonville, CA 95454; 707-560-4938 or
glorianhy@willitsonline.com

Ukiah CFM Saturday's 9:00 - 12:00, Alex Thomas Plaza, on School & Clay Street
Scott Cratty, 725 Vichy Hills Dr., Ukiah, CA 95482; 707-462-7377 or cratty@comcast.net

Willits CFM Thursday (May - Oct.) - 3:00 - 6:00, 100 Block of S. Main St.
Thursday (Nov. - April) 3:00 - 5:30 - Indoors at Little Lake Grange, 291 School St.
Michael Foley, 2301 East Hill Rd., Willits Ca 95490; 216-5549 or foley.mw@gmail.com

Office Manager

Angela Novak Harney

P.O. Box 2176 Fort Bragg, CA 95437 - 707-964-6718 or mcfarmoffice@mcn.org

Hold Harmless Agreement

I agree to abide by the Mendocino County Farmers Market Association (MCFARM) Rules & Regulations and By-laws pursuant to the interpretation of market management.

I/We hereby agree, as a participant in MCFARM's Certified Farmers Markets, that I/We will indemnify and hold harmless the sponsors of the market site, MCFARM and its officers, their agents and employees, and from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action of any and every kind and nature arising or growing out of or in any way connected with my/our use or occupancy as a Vendor at a MCFARM Certified Farmers Market(s) or any of my/our related activities as Vendor at a MCFARM Certified Farmers Market or market activity.

I also declare that I have the authority to sign this agreement as the producer, crafter, food purveyor, designated representative of the Vendor or the owner of the participating entity in MCFARM markets.

MCFARM Vendor Application

mcfarm.org

Please Print Legibly

• Applicant's Name: _____

• Partner's Name: _____

(Partnership Agreement or both names on AG. Cert. required)

• Farm/Business Name: _____

• Mailing Address: _____

• Farm Address: _____

• Telephone: (Day) _____ (Eve) _____ (Cell) _____

• Email Address: _____

• Employees Attending Market: _____

• Others Attending Market: _____

• I request to vend at the following Market location(s) *(Circle Markets you wish to attend)*:

Fort Bragg • Laytonville • Mendocino • Redwood Valley • Ukiah • Willits

• Dates I wish to attend, *(Circle)*: January • February • March • April • May • June • July • August

September • October • November • December

Initial ____ & ____ I certify that I or my family personally produce or grow what I sell at MCFARM Markets.

Initial ____ & ____ I have read, understand and agree to abide by MCFARM Rules & Regulations (please read at mcfarm.org)

Initial ____ & ____ I have read, understand and agree to abide by MCFARM Hold Harmless Agreement from page 2.

Initial ____ & ____ I accept that I will be responsible for any fine or duty assigned to MCFARM as a result of my violation of any relevant laws, codes, or regulations and that I may also have my MCFARM membership terminated as a result of any such violation.

Upon MCFARM's receipt of a complete application and \$40.00 application fee, I am allowed privileges as a MCFARM member as stated in the MCFARM By-laws and Rules & Regulations. However, membership in MCFARM does not always ensure acceptance to vend at all MCFARM markets. I understand Manager's decisions are based on the space availability at each market and other factors. I understand and agree to abide by MCFARM Rules & Regulations, MCFARM By-laws, Hold Harmless Agreement, related laws, codes and regulations pertaining to the Certified Farmers Markets. I agree to cooperate with the Market Management and will pay the applicable Stall Fee and Cdfa tax (currently \$2.00) at the end of each market day. A \$20.00 fee will be imposed on any returned checks.

Applicant: _____ Partner: _____ Date: _____

Check the following that apply:

I wish to receive electronically e-mailed newsletters and other correspondences at the above email address instead of printed and mailed.

I wish to have my name/farm/business listed on the MCFARM website. If so, please provide a short description of your product or service: _____

I wish to receive beneficial offers and opportunities via email when information comes to MCFARM.

I wish to decline Vendor Packet - I have one from last year.

Non-AG Vendors: Market Managers have seen & accepted my product(s) - Product Description _____

AG Vendors: Certified Producer Certificate #: _____

MCFARM Vendor Application (continued)

All Vendors: (note: Products for Sale of Your Own Production)

\$40.00 Application Fee (check or money order) and **Page 3** of Application to OFFICE MANAGER.

TO MARKET MANAGER(S) OF EACH MARKET YOU WISH TO ATTEND:

- Current proof of automobile insurance for all vehicles that will be used at markets.
- Send copy of application, supporting documents (including embossed CPC) to Market Manager(s) (addresses page 2).
- Partnerships—Partnership Agreement or both names listed on certifications and licenses.

All AGRICULTURAL PRODUCTS:

- Current Certified Producer's Certificate / Mendocino County Agricultural Dept. (707.463.4208) - (www.co.mendocino.ca.us/agriculture/cfm.htm).
- Partnerships—have all names listed on Certified Producer's Certificate.
- WIC (Women Infants & Children Program Vouchers) Acceptance Authorization - to accept WIC at markets (this will help your sales), call for application 916.928.8681 or (www.cdph.ca.gov/programs/wicworks/pages/farmersmarket-farmers-and-marketmanagers.aspx).
- Scale Certified/Sealed by Mendocino County Agricultural Dept. (707.463.4208).

Eggs:

- Current Certified Producer's Certificate / Mendocino County Agricultural Dept. (707.463.4208) - (www.co.mendocino.ca.us/agriculture/cfm.htm).
- Egg Handlers Registration / Mendocino County Agricultural Dept. (707.463.4208).
- Proper labeling of Cartons - *provide copy of label.*

Honey:

- Current Certified Producer's Certificate / Mendocino County Agricultural Dept. (707.463.4208) - (www.co.mendocino.ca.us/agriculture/cfm.htm).
- Proper labeling - *provide copy of label.*

Nursery Plants: (of own production)

- Current Certified Producer's Certificate / Mendocino County Agricultural Dept. (707.463.4208) - (www.co.mendocino.ca.us/agriculture/cfm.htm).
- Nursery Stock License / Mendocino County Agricultural Dept. (707.463.4208).
- State Board of Equalization / Resale Number/Seller's Permit # _____ (www.boe.ca.gov/info/reg.htm) or 800.400.7115.

Cut Flowers:

- Current Certified Producer's Certificate / Mendocino County Agricultural Dept. (707.463.4208) - (www.co.mendocino.ca.us/agriculture/cfm.htm).
- State Board of Equalization / Resale Number/Seller's Permit # _____ (www.boe.ca.gov/info/reg.htm) or 800.400.7115.

Meat - Beef, Pork, Lamb & Goat:

- Slaughterhouse / Processing House address, phone number and license number (letterhead from slaughterhouse).
- USDA Certification Stamp.

Meat - Rabbit & Poultry:

- See Exemption Parameter from USDA - Dept. of Food & Agriculture - 707.964.6718 or office@mcfarm.org
- See rules of production - (www.fsis.usda.gov/wps/wcm/connect/0c410cbe-9f0c-4981-86a3-a0e3e3229959/Poultry_Slaughter_Exemption_0406.pdf?MOD=AJPERES).

Cheese:

- Milk Products Plant License - CDFA Milk & Dairy Food Safety Branch / 510.622.4810.
- Package Labeling - *provide copy of label.*

Organic Products/Produce:

- Current Certified Producer's Certificate / Mendocino County Agricultural Dept. (707.463.4208) - (www.co.mendocino.ca.us/agriculture/cfm.htm).
- California State Registered Organic Certificate / Mendocino County Agricultural Dept. (707.463.4208).
- NOP Organic Certification/USDA 202.720.3252 - *if applicable.*

SECOND CERTIFICATES (selling for another agricultural producer):

- EACH producer must be current MCFARM members.
- Agricultural products and both bames listed on sellers Certified Producer’s Certificate - Mendocino County Agriculture Dept. - (707.463.4208).
- Letter from other producer authorizing you to sell for them - MCFARM Rules & Regulations Sec. 11 I.

FISH & OCEAN PRODUCTS:

- Commercial Fishing License / Calif. Dept. of Fish & Game, 916.928.5805 or (www.dfg.ca.gov/licensing/commfishbus/cfb_fees.html).
- Receivers License / Calif. Dept. of Fish & Game, 916.928.5805 or (www.dfg.ca.gov/licensing/commfishbus/cfb_fees.html).
- Mendocino County Health Certificate / Enviromental Health - (707.234.6625).
- Seaweed Harvesters Permit / Calif. Dept. of Fish & Game, 916.928.5805 or (www.dfg.ca.gov/licensing/commfishbus/cfb_fees.html).
- Scale Certified / Sealed by Mendocino County Agriculture Dept. (707.463.4208).

PROCESSED or PACKAGED FOOD PRODUCTS:

- Mendocino County Health Certificate / Enviromental Health - (707.234.6625).
- Package labeling - *provide copy of label.*
- Describe Product(s): _____

ALCOHOLIC BEVERAGES:

- ABC Permit for *each* Market Location / Alcoholic Beverage Control (707.576.2165).
- Active Wine grower’s License / Mendocino County Agricultural Dept. (707.463.4208).

ON-SITE FOOD BOOTH:

- Mendocino County Environmental Health Permit - (temporary food facility) - (707.234.6625).
- Description of your food and booth setup; form of cooking (e.g. BBQ-propane or charcoal, oven, etc.): _____

SERVICE OR NON-PROFIT GROUP:

Name and Purpose: _____

ARTS & CRAFTS:

For the markets that accept crafts, admission or denial into the market shall be based upon the Market Managers reasoned discretion and on the number of factors included in the product, as well as the factors listed in Section III ‘B’, MCFARM Rules & Regulations.

- MARKET MANAGER MUST SEE** product(s) prior to acceptance (Manager contacts on page 2).
- a. The majority of the work in each craft is created by the vendor - *if not, product is not accepted.*
- b. The person uses local products when possible.
- c. The product is farm related.
- d. The product is unique or original.
- e. The quality is commendable.
- State Board of Equalization Seller’s Permit number _____, (800.400.7115) or (www.boe.ca.gov/info/reg.htm).
- List and describe your product(s): _____