

ORANGE HOME GROWN FARMERS & ARTISANS MARKET

ARTISAN VENDOR APPLICATION

Thank you for your interest in joining the Orange Home Grown Farmers & Artisans Market (OHGFAM), run and managed by Orange Home Grown Foundation Inc. (OHG), a community based 501c3 nonprofit. Market is held Saturdays 9 am to 1 pm year round, **rain or shine** at the:

Chapman University's Becket Building & Palm Avenue

303 W. Palm Avenue, Orange, CA 92866
(Corner of Cypress St. & Palm Ave.)



ORANGE
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Consideration for artisan vendors will be based on the following criteria:

- Local/family owned/small business based in Orange, Orange County, and Southern CA
- Organic/fair trade/earth friendly ingredients and packaging
- Sourcing ingredients from OHG Farmers & Artisans Market farmers

Business Name _____ Website Address: _____

Address _____ City, State, Zip _____

Owner _____

Phone _____ Email Address _____

Market Rep (onsite seller) _____

Phone _____ Email Address _____

How long have you been in business? _____

List other farmers markets where you currently sell _____

How long at these markets? _____ Average daily sales _____

List social media sites: _____

Please describe in detail what items you wish to sell at OHG Farmers & Artisans Market (include how and where the items are made, and pricing).

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Why do you feel your product(s) are a good fit for OHG Farmers & Artisans Market?

Would you like to sell year round or seasonally? _____ If seasonal, which months? _____

Fees: 8% of gross daily sales + \$2 CA Agriculture Fee + \$0.50 for City of Orange Fee

\$25 No Show Fees – I agree to notify the market manager at least **5 days prior via email** to the market if I will not be able to attend. I am responsible for paying a \$25 no show fee payable the next market day.

_____ **I have read and understand the OHGFAM Rules & Regulations and I agree to adhere to them and share them with my staff. (OHGFAM Rules & Regs can be found at www.orangehomegrown.org in the Farmers and Artisan section under “Applications.”)**

Please initial all of the following:

SAFETY MEASURES

_____ **Market Setup/Open** – **NO MOVING VEHICLES AFTER 7:45 AM – NO EXCEPTIONS.** Vendors may arrive as early as 7 am to set up in designated stall. Arrivals after 7:45 AM may use carts/dollies to load from outside market area.

_____ **Market Close/Breakdown** – **NO MOVING VEHICLES UNTIL ALL PATRONS ARE OUTSIDE MARKET FOOTPRINT.** At 1:00 pm, staff will politely ask patrons to finalize their purchase and head off site. Vendors should, as quickly as possible, temporarily move everything off of the street, without obstructing sidewalks, before vendor vehicles can be brought on to the street for loading. Vendors must be cleaned up and off the street by 2pm. Vendor site must be completely clean or vendor will be subject to fine of \$150 payable before the next market day.

_____ **Backup Buddy System** – Vendors must ask neighbors or market staff to guide any vehicles while backing up. Backing up is discouraged for safety reasons.

_____ **Weights** - I understand it is mandatory to have four (4) 20 pound sand bag weights and ties per tent and four (4) bungee cords **every market day** for safety. VENDORS WITHOUT WEIGHTS WILL NOT BE ALLOWED TO SELL THAT DAY.

_____ **Tent Regulations** – OHG requires every vendor to have MANDATORY 10' x 10' FIRE RETARDANT CANOPY WITH THE FLAME CERTIFICATE OR TAG SEWN INSIDE.

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ATTENDANCE

___ **\$25 No Show Fees** – I agree to notify the market manager at least **5 days prior to market day via email** if I will not be able to attend. *I am responsible for paying a \$25 no show fee payable the next market day before commencement of the market at 9 am.*

___ On market days, if I am unable to make it to the market, I will text or call the market manager so that she can fill in the gap.

___ I am committed to OHGFAM. If I commit to another event, I will ensure back up staff for the OHG market.

___ I understand that my participation is on a MONTH TO MONTH/WEEK TO WEEK basis. Continued participation is subject to Market Manager's approval.

TFF, INSURANCE AND SELLER'S PERMIT

___ I agree to provide proof of current Temporary Food Facility and other applicable sellers permits to the market manager on time.

___ I am responsible for providing current proof of insurance to OHGFAM manager.

___ I agree to carry the following insurance and agree to list OHG as Additional Insured as required by OHG insurance requirements. (*Orange Home Grown Foundation Inc.: P.O. Box 871 Orange, CA 92856*)

- General Liability
- Comprehensive Bodily Injury
- Property Damage
- Fire
- Product Liability
- Workers Compensation

OUR COMMITMENT TO COMMUNITY, ENVIRONMENT, AND TRANSPARENCY

___ **Shopping Bags.** Biodegradable bags are permitted to be provided by vendors at this market, however, fossil fuel based plastic bags are not allowed at the market beginning January 2018. Vendors may charge customers \$0.10 for bag(s) to encourage use of biodegradable and reusable bags.

___ **Sampling** items such as spoons or cups will be biodegradable, bamboo, paper, or wood instead of fossil fuel based plastic.

___ **Labeling** is required and will list ingredients, packing and/or expiration date on perishable items.

___ **Displays** will be interesting, informative and attractive every week. *Include photos of market setup and products with this application.*

___ **Social Media** - I agree to promote my products and OHGFAM on social media on a regular basis, preferable weekly, but monthly at very least. Social media guidelines are available upon request from the market manager.

___ **Pricing** will be clearly displayed on a chalkboard/dry erase board or other legible formats. Banners must include business name, city, state and any other information required by regulators.

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____ **Parking** - Consideration for market patrons is priority. I agree to park in the parking structure across from the Dodge Film School on Cypress Street.

____ **Audit** – All vendors are subject to an audit of their daily gross sales by a market manager to verify the reporting sales at any given time. OHG reserves the right to fine, suspend, or dismiss any vendor from the market for under-reporting gross sales.

____ **Visits** - OHG reserves the right to conduct an on-site visit to certified home kitchen or facility prior to and/or during market participation.

____ **Conduct** – Any action and/or statement which is deemed to be offensive, abusive, or inappropriate to customer(s), market staff, vendor(s), or agency official(s) will be considered a violation of market rules according to OHG Rules & Regs Section J.

I/WE PLEDGE TO:

- Operate a community driven market that provides high-quality, nutritious, and safe products.
- Foster transparency in our market by requiring truth in labeling and by offering opportunities for shoppers to learn about the foods sold at the market.
- Provide exceptional services and education programs to our market patrons and vendors.
- Incubate small food businesses and support farmers and food entrepreneurs in making their operations more sustainable.
- Expand public access to fresh fruits and vegetables and teach skills for growing and preparing them.
- Work toward a healthy, just, and sustainable food system through education, advocacy, and action.
- Encourage cross pollination through vendors supporting one another by purchasing produce from market farmers for use in artisan products.

Submittal of this application does not guarantee you a place in the OHGFAM

**Submit application and a photo of your stall set up to:
Orange Home Grown Farmers & Artisans Market via email to Lisaohg@gmail.com
or mail to P.O. Box 871, Orange, CA 92856**

**Questions? Contact Lisa David, OHGFAM Market Manager at
Lisaohg@gmail.com or (714) 473-4125**

Signature

Date

