

# Murrieta Farmer's Market

## GENERAL INFORMATION

### Please Read The Entire Application

The Murrieta Farmer's **Market** is a certified farmer's market owned and operated by the Pacific Coast Marketplace, LLC. This organization was created to promote the welfare of the residents of Murrieta and surrounding Cities by providing fresh, affordable, and healthy produce, farm products and by products, a variety of fresh flowers, and ample opportunity for entrepreneurs to directly sell their healthy fare as well as crafts, merchandise and arts. In addition, entertainment and or music will be provided as well as the opportunity for local businesses to advertise and non-profit organization's to fundraise and bring awareness to our community.

**When:** Every Saturday from 8:00AM - 1:00PM

**Market Location:** 41717 Juniper Street, Murrieta, CA 92562, located on Adams Ave. between Juniper and B Street in the Senior Center Parking lot, next to the Murrieta Library

**Market Manager:** Tami Elan - (951) 402-8819 or e-mail: [info@murrietafarmersmarket.com](mailto:info@murrietafarmersmarket.com)

**Mailing address:** 23811 Washington Ave., C110-239, Murrieta, CA 92562

## VENDOR APPLICATION

**DIRECTIONS:** Please print in ink, sign (indicating you have read and agree to the terms of the application) and return the completed application by U.S. Mail to: Murrieta Farmers Market 23811 Washington Ave., C110-239, Murrieta CA 92562

The application process fee is \$20. **Make checks payable to: Pacific Coast Marketplace, LLC**

If you are not selected as a vendor, the fee will be returned to you, if you are selected, the fee is non-refundable. Upon approval, a welcome packet with an invoice for your vendor space will be sent to you along with the Market's Rules and Regulations to be signed and returned. The invoice will be for the minimum space fee plus any other applicable charges (check fee chart for appropriate calculations). All fees will be due 30 days prior to the Grand Opening. Food vendors will be required to pay in advance on a quarterly basis for their temporary food facility permit.

At the end of the market day, if you intend to return the following week, you will be required to fill out a reservation slip and pay for the space at that time along with any additional fees due for the present day. A **"No show/ No call" will result in a forfeiture of the minimum space fee.**

Name of Business or Certified Producer:

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Business Website (if applicable):

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Name of Responsible contact person:

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Business Phone: \_\_\_\_\_ Cel Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Type of Business** (please circle all that apply):    Producer    Farm by product    Flowers  
Packaged Food    On Site Prepared Foods    Mobile Food Cart    Non-Handcrafted Merchandise  
Handmade Craft    Musician    Artist    Business Advertising    Non-profit

Other (please explain): \_\_\_\_\_

**Please tell us how you heard about the Murrieta Farmer's Market?**

Friend \_\_\_\_\_ Web Site \_\_\_\_\_ Newspaper (please list which paper) \_\_\_\_\_

Poster \_\_\_\_\_ Postcard \_\_\_\_\_ Radio (please list which station) \_\_\_\_\_

Other (please explain): \_\_\_\_\_



## PERMITS/LICENCES/GUIDES

A copy of required permit(s) MUST be submitted 2 weeks prior to the first day of participation. (all permits and licenses must be valid at the time of submission and kept current throughout the selling period). Each vendor will be responsible to obtain a Murrieta business license and insurance may be required for some or all vendors.

✳ CERTIFIED PRODUCER APPLICATION:

[www.cdfa.ca.gov/egov/farmersmarket/producers\\_app\\_step1.asp](http://www.cdfa.ca.gov/egov/farmersmarket/producers_app_step1.asp)

✳ CERTIFIED ORGANIC APPLICATION:

[www.ccof.org/downloado.php](http://www.ccof.org/downloado.php)

✳ SALES AND USE TAX REGISTRATION:

[www.boe.ca.gov/info/reg.htm#sales](http://www.boe.ca.gov/info/reg.htm#sales)

✳ ENVIRONMENTAL HEALTH OFFICE LOCATIONS:

[www.rivcoeh.org/opencms/rivcoeh/Office\\_Locations.html](http://www.rivcoeh.org/opencms/rivcoeh/Office_Locations.html)

✳ TEMPORARY FOOD FACILITY OPERATOR'S GUIDE

[www.rivcoeh.org/export/download/Environmental-Health/DEH/TempEventsFinal.pdf](http://www.rivcoeh.org/export/download/Environmental-Health/DEH/TempEventsFinal.pdf)

(The Environmental Health Permit will be obtained by the Market to cover all applicable food vendors and a separate fee will be charged to the food vendor to cover the fee).

✳TEMPORARY FOOD FACILITY REGULATIONS: [www.rivcoeh.org/opencms/index.html](http://www.rivcoeh.org/opencms/index.html)

✳FOOD WORKERS CERTIFICATION MANUAL

[www.rivcoeh.org/export/download/Environmental-Health/DEH/foodworkbook.pdf](http://www.rivcoeh.org/export/download/Environmental-Health/DEH/foodworkbook.pdf)

✳NON PRE-PACKAGED MOBILE FOOD FACILITY GUIDE:

[www.rivcoeh.org/export/download/Environmental-Health/DEH/MFF\\_Guide.pdf](http://www.rivcoeh.org/export/download/Environmental-Health/DEH/MFF_Guide.pdf)

✳PRE-PACKAGED MOBILE FOOD FACILITY GUIDE:

[www.rivcoeh.org/export/download/Environmental-Health/DEH/Pre-pack\\_MFF\\_Guide.pdf](http://www.rivcoeh.org/export/download/Environmental-Health/DEH/Pre-pack_MFF_Guide.pdf)

✳ INSURANCE (An insurance policy is required for food vendors,

Ask about policy requirements). [www.info@murrietafarmersmarket.com](mailto:www.info@murrietafarmersmarket.com)

## SELLING EXPERIENCE

Please List your **selling experience(s)** beginning from the most current:

Market/Festival Name	Location/ Venue	From	To	Items Sold

List three **(3) references** (other growers or businesses who you have worked with who is knowledgeable about your growing/selling activities):

Contact Name	Phone Number	Address

## FEE SCHEDULE

Vendor	Space Fee	Space
Certified producer/ Producer flowers/Plants	8% of Gross or \$20 Min. Fee, whichever is greater + .60	<b>Included:</b> 10x17 ft. Space Common area maintenance, Entertainment or music. Vendor listing on website  <b>Optional:</b> \$5.00 per month to Maintain a link from the market's Website to your website.
Food Prepared On-Site/ Pre-packaged Food	10% of Gross or \$35 Min. Fee +  2 <sup>nd</sup> quarter fee covers March 21 – June 30	
Separate fee for quarterly Health permit/fee varies depending on participation		
Handicraft/Merchandise Resale/ Exhibitor	10% of Gross or \$35 Min. Fee	
Art/Demonstrations/Classes	10% of Gross or \$20 Min. Fee	
Business Advertising	See Separate Fee Schedule	

Not for Profit /  
Community Service

No Fee

Space provided on a rotating basis

## PAYMENT

YES, I would like a text link added to the Murrieta Farmers Market Web Site for an additional \$5.00 per month. (Your business name will be listed on the web site free of charge) Please list your Web site address link here:  NO Thank You

10x17ft Lot (See Fee Schedule for pricing.)	\$
Number of Booths	X
<i>Lot Subtotal</i>	\$
Number of Weeks	X
<i>Subtotal</i>	
Health permit fee Web site link (\$5)	X \$
Processing Fee	+ \$ 20.00
<b>TOTAL</b>	<b>\$</b>

## AGREEMENT

I am applying for a space in the **Murrieta Farmer’s Market** “Market”. I agree to follow all of the rules put forth by the **Market** in the PCM Vendor Rules and Regulations. By signing this application, I state that I have read the terms of this application. I understand the terms and agree to abide by them. This application does not constitute a contract until the **application** has been processed, approved, payment received and the PCM Rules and regulations signed and returned.

If accepted, a welcome packet will be sent to you with the Vendor’s Rules and Regulations, which must be read and signed and returned before participation at the market.

Company Name: \_\_\_\_\_

Business Owner’s Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the foregoing, and I agree to conform to the application rules contained herein.

Please use the following checklist to ensure that your **application** is completed properly.

- Completed **Vendor** Information
- Signature under Agreement
- Copy of State Board of Equalization Sellers Permit
- Copy of City of Murrieta Business License
- Copy of Certified Producer Certificate (for farmers)
- Copy of Certified Organic Farmer Certificate (if applicable)
- Food Worker's Certification
- Payment payable to: Pacific Coast Marketplace, LLC
- Mail **Application and payment** to the above address

**Make Checks Payable to:**

Pacific Coast Marketplace, LLC

**Mail Application to:**

Murrieta Farmer's Market 23811 Washington Ave.  
C110-239 Murrieta, CA 92562 Tel: (951) 402-8819