



**Downtown Divas &
DNATL Community Food Council**

Downtown Crescent City
Farmers & Artisans Market

www.downtowndivas.org

www.dnatlfood.com



Updated May 7, 2024

These rules and regulations are written to govern the operation, administration, and management of the Downtown Crescent City Farmers & Artisans Market.

**CRESCENT CITY DOWNTOWN DIVAS CERTIFIED FARMERS' & ARTISANS MARKET
RULES & REGULATIONS**

ALL MARKET VENDORS

A. INTRODUCTION

1. The Downtown Divas are committed to building a positive force by promoting Crescent City's Downtown as a vibrant destination for residents and visitors to gather, shop, work and enjoy. The Downtown Divas have taken on the task of re-energizing and revitalizing Downtown Crescent City through beautification projects, long-term improvements and Community Family events, such as First Friday and the Downtown Crescent City Farmers & Artisans Market since 2016. The Downtown Divas and DNATL Community Food Council are working together to manage the Wednesday Farmers' Market in the 2024 season. DNATL CFC was formed in 2010 and aims to strengthen the local food system to cultivate a resilient and nourished Del Norte and North Coast Community.
2. This Rules and Regulations document is a living document that details the day-to-day operations of our associations, and must be quick to respond to ever-changing circumstances. The Downtown Divas and DNATL CFC's Bylaws by contrast are the operating manual. They define the size of the board and how it will function; roles and duties of directors and officers; rules and procedures for holding meetings, electing directors, and appointing officers. Changes to the bylaws require approval of the membership, whereas changes to the Rules and Regulations will be reviewed by a member working group as needed and approved by the Downtown Divas Board of Directors.

B. VENDOR AND STALL FEES

1. All applicable Del Norte County Department of Agriculture, CA Department of Agriculture Direct Marketing Certified Farmers Market Program, Health Department guidelines, and USDA regulations must be strictly adhered to.
2. Vendors must apply to sell at the Farmers' Market by paying fees and completing a vendor application (found online).

There are three types of vendors:

- a. **Agricultural Members** are members who raise agricultural crops for sale in Del Norte County, and whose products are defined as "agricultural products" by the California Department of Food and Agriculture (CDFA).
 - b. **Non-Agricultural Members** are members whose products are defined as "non-agricultural" by CDFA, including but not limited to prepared foods and other value-added processed products.
 - c. **Craft & Artisan Members** are members whose products are defined as crafted/produced by the vendor, and do not include prepared foods.
3. Market Stall Fees are as follows:
 - \$12 fee per market for a regular space
 - If paid in full on the first Wednesday of the month, the fee is reduced to \$36 per month (4 Wednesdays in a month) or \$48 per month (5 Wednesdays in a month).
 - \$16 fee per market for a Pull-Through space
 - If paid in full on the first Wednesday of the month, the fee is reduced to \$42 per month (4 Wednesdays in a month) or \$54 per month (5 Wednesdays in a month).
 - \$5 fee per market for CO-OP stall space for small backyard farm vendors only.
 - \$5 fee per market for vendors who require power.
 - There is limited power, so please check with Market Management in advance if you require power.
 4. Stall fees are to be paid to the Market Manager before the market opens at 9:00 AM, no exceptions
 5. Licenses & Permits: All necessary paperwork, including the online Farmers' Market Vendor Application, business license, and other required licensing or paperwork required by the County/State, must be turned in to the Market Manager.

C. STALL ASSIGNMENTS AND PROCEDURES

1. **All Farmers' Market vendors** must follow these procedures.
2. **Stall spaces** are assigned by the Market Manager (DNATL CFC). The vendor's location, space size, and other factors of assignment of selling space within the market shall be at the reasonable discretion of the Market Manager. The standard selling space is one parking space, but the Market Manager may adjust that space as necessary. Vendors must accept the space assigned to them. In making any determination of the assigned space, Market Manager shall consider the following:
 - The maintenance of present and past consumer-vendor relationships.
 - The maintenance of safe and sanitary conditions at the market.
 - The overall traffic flow within the market.
 - The overall product presentation within the market.
 - Power requirements (see details in Section B.3.c).
3. **Unable to Attend Market:** If you are unable to attend a market where you have been assigned a space, please notify the Market Manager as far in advance as possible, This allows the Manager to assign your space to someone else for that date if needed.
4. **Tents:** All vendors must operate their booth with a tent/canopy. All shades and shelters must be tied down and completely secure in windy conditions or be subject to immediate removal. If vendors do not have their own tent, the Vendor may rent a tent if available.
5. **Farmer Identification Signs:** Each stall must be identified with a sign. Signs are subject to approval of the Market Manager. You may not sell at the market if you do not have the following information posted:
 - a. Farm/Business Name
 - b. Business/Farm location
 - c. Producers certificate from the County Dept. of Agriculture (if applicable)
 - d. State organic registration if marketing product as 'organic' (if applicable)
 - e. Statement that you grow (or make) what you sell
6. **Wind:** Tables, tents, and other display fixtures must be sturdy, stable, and not overloaded. All shades and shelters must be secured well in case of windy conditions.

Winds exceeding 24 MPH will result in the market being closed early and allowing vendors to leave early if needed. Tents may be taken down during this time and vendors allowed to continue operating their business if able.
7. **Bags and Trash:** All FOOD vendors are required to bring trash receptacles for vendor use and customer use. Vendors using plastic bags for the convenience of their customers shall insure that such bags do not litter the market. Trash may not be

disposed of in city receptacles or other public/private downtown spaces. Any misuse of this will be grounds from operating at the Downtown Farmers Market.

8. **Setup & Break Down:** The setup and breakdown procedures for vendor stalls at any market location will be established by the board, conveyed and enforced by the Market Manager for the purpose of courteous, efficient, and safe set up and break down. Vendors must set up their stalls within the defined markers determined by the Market Manager.
9. **Leave Early:** Vendors are required to stay until the end of market, even if they sell out early. See Section C.6 for more details regarding our Wind Policy.
10. **Driving:** No vehicles are allowed to drive through the market while the market is open. Please see the Market Manager if you have questions or concerns.
11. **Noise:** No hawking or shouting, music, radios, or false advertising is allowed.
12. **No Smoking and No Animals:** No smoking or vaping is allowed in our market by vendors or customers. No animals are allowed within the market boundaries per the state of California.
13. **Sampling:** Sampling of products is allowed, so long as the sampling procedures are in compliance with state and local regulations concerning the safe distribution of food products. California sampling regulations are:
 - a. Sampling can only take place under tents or canopies.
 - b. Samples must be distributed individually to the customers.
 - c. If samples include peels, seeds, or pits, have a waste container available for customers to help keep the market stall clean.
 - d. A handwashing station must be available for customers.
 - i. Potable water is required.
 - ii. Wastewater must be discarded in a facility that connects to the sewer.
 - iii. Use warm water (110 degrees is preferable) in an insulating container with a hands-free spigot, a catch basin, and liquid soap.
 - iv. Provide disposable towels for hand drying.

14. **Conduct:** Any statement or action by a vendor within the market that is deemed to be offensive, abusive, or otherwise inappropriate will be considered a violation of these Rules & Regulations. All vendors must sell/market their products in a manner satisfactory to the Market Manager and in an honest, conscientious, and business-like manner. Vendors must wear shirts and shoes at all times within the market.

D. MARKET ARRIVAL & DEPARTURE

1. **The market operates from 9:00 AM - 2:00 PM.** All vendors must arrive no later than 30 minutes prior to the opening of the market. All vendors must remain at the market until 2 PM, regardless of whether or not they sell out of their products. Stall spaces will be held until 30 minutes prior to the start of each market, at which time the Market Manager may assign another vendor to your space. Please be sure to arrive no later than 30 minutes prior to the opening of the market to ensure you are set up and ready to sell by the time the market opens. Vendors must set up their stalls within the defined markers determined by the Market Manager.
2. **Parking:** All vendors must move their vehicles 15 minutes before the start of the market. Parking will be monitored and any violation will be cause for vendors to be excluded from the market for the remainder of the season.

All vendors must register their vehicle(s) with the Market Manager .

See map for approved vendor parking.

3. **Departure:** Vendors must depart the market no later than one hour after the closing of the market. Vendors may leave the market prior to the closing of the market only upon the approval of the Market Manager, who shall assess the risks to public safety.
4. **Debris Removal:** Vendors are responsible for making sure the selling space and surrounding area is free of any produce or other debris before they leave. Vendors are responsible for removing and properly disposing of their own trash. Trash may not be disposed of in city receptacles or other public/private downtown spaces. Any misuse of this will be grounds from operating at the Downtown Farmers Market. Stalls that are left with debris may be subject to a \$10 charge.
5. The Market Manager retains the right to regulate the time, place, and manner of activities relating to displays, signs, posters, placards, and other expressions of the interests represented. The use of 'fighting words,' obscenities, grisly or gruesome displays or highly inflammatory slogans likely to provoke a disturbance may be prohibited by Market Manager.

E. ADMISSION OF PRODUCTS TO THE MARKET

- 1. Certifiable Agriculture:** Admission of any certifiable agricultural, non-certifiable agricultural, or non-agricultural product to the market will be at the reasonable discretion of the Market Manager. All products must have been produced/crafted by the vendor.
- 2. Non-Certifiable Agriculture:** All non-certifiable agricultural products must have and be accompanied by a verifiable listing of the fresh product on the producer's certificate of the producer selling.
- 3. Organic Products:** The only products that may be promoted, represented or sold as organic are those that meet the requirements of the ORganic Foods Production Act of 1990. The promotion, representation or description of products as organic that do not meet the requirements of the Organic Food Production Act of 1990 is a violation of the law and these Rules & Regulations.
- 4. Processed Products:** Vendors must be able to show location and capability of processing or, if processing done by a second party, the method used to ensure that the processed pre-cut returned is the original source product submitted by the vendor for processing. Receipts, volume data, and letters verifying methodology may be requested or required. Vendors must be able to show that all processing was accomplished under safe and sanitary conditions and, if applicable, obtain, furnish, and display any and all necessary health permits.
- 5. Business License:** The City of Crescent City requires a valid 'Class O' business license to operate in the Downtown Crescent City Farmers' & Artisans Market. There is a special license for market vendors that allows you to sell in the City of Crescent City limits at a minimal fee annually. [Click here](#) for more information.

VIOLATIONS

Vendors who violate any of the rules and regulations contained herein are subject to consequential action by the Market Manager.

The following violations will not be tolerated during the market season and be cause for termination of participating at the Wednesday Downtown Crescent City Farmers' & Artisans Market:

- Parking violations
- Trash violations
- Stall set-up violations
- Non-compliant paperwork (business license, market application & other required documentation)
- Non payment prior to market opening

- Operating booth without a tent
- Smoking or vaping at the market
- Vendors bringing dogs and other animals. Please read about [CA law here.](#)
- Burning sage, incense, or any other fragrance is only permitted before 9 AM.
- Verbal attacks, raised voices, and aggressive words, body language, or behaviors towards any person during any time related to the market will not be tolerated.

The following consequential actions will be taken by the Market Manager for any and all vendors who violate the market rules & regulations:

1. First offenses will result in a documented verbal warning.
2. Second offenses will result in the vendor being asked to leave for the remainder of the current market day.
3. Third offenses will result in the vendor being required leave for the remainder of the current market day and not allowed to attend the next market.
4. Fourth offenses will result in the vendor not allowed to attend the rest of the market season.

The Downtown Divas Board of Directors has authorized DNATL CF to manage the Wednesday Downtown Crescent City Farmers & Artisans Market as Market Manager to enforce all of the rules and regulations stated above.

The Market cannot endorse the opinions or positions of any group or individual.

If you have any questions, contact the board via email at downtowndivascc@gmail.com

Thank you for being a part of the Downtown Crescent City Farmers' & Artisans Market. We are happy you are here.