



Sonora Certified Farmers' Market Rules & Regulations as of January, 2012

SONORA FARMERS' MARKET:

The Sonora Farmers' Market (Market) is a Certified Farmers' Market and is operated by the City of Sonora in accordance with regulations established in the California Code of Regulations, Title 3 on Direct Marketing. The Market has been certified by the Tuolumne County Agricultural Commissioner as a direct marketing outlet for producers of Certified and Non-Certifiable Agricultural Products. These producers may sell their agricultural products directly to consumers without meeting the usual size, standard pack and container requirements for such products except in the case of eggs and prepackaged items.

All produce must meet minimum quality standards, as specified by Federal and State Regulations. The sale of alcohol or alcoholic products and pharmaceutical or medicinal products is not allowed at the Market. Open flame devices are not allowed in the Market area.

The Environmental Health Department requires the name of the facility, city, state, Zip Code, and name of the Operator shall be legible and clearly visible to patrons for all Agricultural Sellers and Food Purveyors. The facility name shall be in letters at least three inches high, and shall be of a color contrasting with the surface on which it is posted. Letters and numbers for the city, state, and Zip Code, may not be less than one inch in height.

The 2012 Farmers' Market will be open to customers at 7:30 a.m. and close at 11:30 a.m. on Saturdays, from May 19th through October 20th. Vendors must not sell to the Public after 11:30 a.m. If a vendor continues to sell after 11:30 a.m., they may not be allowed to sell at the Market on their next scheduled Market Day.

The Market will be held at the parking lot located at Theall and Stewart Streets in Downtown Sonora. The Market area will not be opened to vendors until 5:30 a.m. for set up of any kind.

To sell on the first Market Day, the Market Application must be submitted to the City of Sonora prior to April 19, 2012. Continuing Vendors, which may want to start the Market later in the season must still send in their applications prior to April 19th to hold their stall space, no exceptions. Allow a minimum of two weeks for processing time for the City of Sonora and an additional two weeks for the Environmental Health Department for Food Purveyors.

MANAGEMENT:

The Sonora's Certified Farmers' Market is managed, operated and controlled by the City of Sonora's Community Development Department. A Market Supervisor, reporting to the Department, will work with the vendors, collect fees and oversee each Market Day.

The Community Development Director, Market Supervisor and all other designated agents shall implement and enforce all rules and regulations pertaining to the operation of the Market in a fair and equitable manner.

The Market Supervisor, or other designated agent, has the authority to ask that produce not meeting minimum quality standards be removed on any given Market Day. Producers whose products do not meet minimum quality standards are subject to Market suspension upon re-occurrence. All Market concerns are to be presented to the Market Supervisor.

Any approved seller or applicant aggrieved by the action of the Market Supervisor can appeal to the City's Community Development Director whose decision will be final.

A. AGRICULTURAL SELLERS:

1. CERTIFIED AGRICULTURAL PRODUCTS:

Certified Agricultural Products: A Certified Producer is a producer authorized by their Origin County or Counties to sell Certifiable Raw Agricultural Products, produced upon land which the Certified Producer controls, directly to consumers at the Sonora Certified Farmers' Market. All Certified Producers must provide the Tuolumne County Agricultural Commissioner and the City of Sonora

with a copy of their Valid Certified Producers Certificate signifying that the Origin County has authorized sales in Tuolumne County.

The Certified Producer's Certificate shall be valid through the entire 2012 season. If a Certified Producer's Certificate is updated during the 2012 season, then the Certified Producer must file the amended Certificate with both the Tuolumne County Agricultural Commissioner and the City of Sonora. Selling without a valid Certified Producer's Certificate will result in immediate expulsion from the Sonora Certified Farmers' Market.

All Certified Producers are subject to these Market Rules and Regulations and to all pertinent Local, State and Federal Regulations and Laws. For further information on becoming a Certified Producer call The Tuolumne County Agricultural Commissioner's Office at (209) 533-5691.

Nursery Stock: includes seed packets, bedding plants and cut flowers. These will require a Nursery License from the California Department of Food and Agriculture. A fee-exempt Nursery License is only valid in the County of Origin. To obtain more information about this requirement, including any exemptions, contact the County Agricultural Commissioner in your County.

2. CERTIFIED PROCESSED AGRICULTURAL PRODUCTS:

Certified Processed Agricultural Products: are Certified Agricultural Products, produced by a Certified Producer, that have limited ingredients, flavorings or additives which act as preservatives, and that do not change the integrity of the product.

Under this category, all processing of the products must be done in a Certified Kitchen. Vendors in this category will have to submit their Product Liability Insurance and the Certified Kitchen's:

1. Name and Address
2. The Permit to Operate

3. NON-CERTIFIED AGRICULTURAL PRODUCTS:

Non-Certified Agricultural Products: are products that have been processed, including products from any tree, vine, or plant, any horticulture (including floriculture); vermiculture; apiary products; poultry; and poultry products; livestock (including rabbits) and livestock products; fish and shell fish produced in controlled waters or ponds. Sellers in this category are those who have grown, bred, raised, or cultivated the products in fresh or processed form.

They have also obtained a Certified Producer's Certificate from the County Agricultural Commissioner for the fresh product from which the processed product was derived.

4. ORGANIC AGRICULTURAL PRODUCTS:

All "Organic" producers shall have a valid Organic Registration with the California Department of Food and Agriculture (CDFA), or a valid Organic Certificate from their certifying agency. The term Organic shall only be used by persons who are registered as Organic growers with CDFA, or certified by a recognized certifying agency. The organic produce being sold must be clearly separated from the non-organic products being sold.

Raw Agricultural Products shall be advertised and/or labeled as described by the following section: "United States Department of Agriculture National Organic Program".

For further information on organic packaging and labeling contact the California Department of Food and Agriculture at (916) 445-2180 or email: organicmailing@cdfa.ca.gov

5. PREPACKAGED CONTAINERS:

All prepackaged/closed consumer containers of agricultural products shall be labeled with the name, address, and zip code of the producer and a declaration of identity and net quantity of the commodity in the package. Producers must comply with all applicable Federal and State Laws regarding packaging requirements and reusing fruit and vegetable containers.

6. CERTIFICATION/CERTIFICATES:

- An embossed photocopy of the Certified Producers Certificate must be posted in clear sight during Market business hours.
- Must be current and valid for 2012 Market season. (See Section A1).
- Must be endorsed by the County Agricultural Commissioner in the County of Origin and on file with the Tuolumne County Agricultural Commissioner.
- Must list all products being sold.
- Certified Processed Agricultural Products must submit the Certified Kitchen's Name and Address and the Kitchen's Permit to Operate, along with their Product Liability Insurance.

- Certified Agricultural Producers may sell Organic products as long as their current certificates for Valid Organic Registration with CDFA and Certified Organic (when applicable) are posted.

7. SECOND CERTIFICATE SELLER:

A Certified Producer may sell for one Second Certified Producer. A Second Certificate Seller is defined as an approved Certified Agricultural Producer who sells his/her product at the Market at a primary Certificate Seller's stand in the Market. The Primary Certificate Seller is allowed to sell for only one Second Certificate Seller, subject to the following requirements:

- A Certified Producer shall not represent, nor be represented by more than one Certified Producer in a 12 month period.
- Each Certified Producer's Certified Agricultural Products to be sold or offered for sale shall be separated and identifiable by each Certified Producer's valid certificate at the point of sale.
- The name of the Certified Producer for whom another Certified Producer is selling shall appear on the certificate of the person selling his/her products.
- The name of the Certified Producer who is selling the products of another Certified Producer shall appear on the certificate of the person from whom he/she is selling.
- The Certified Producer selling for another Certified Producer shall be selling or offering for sale Certified Agricultural Products which he/she has produced and which are greater than the amount of volume offered for sale for the other Certified Producer.
- For purposes of this section, the volume shall be measured by the weight or dollar value of the products at the time and point of sale. This volume requirement shall apply only at the beginning of each day of sale.
- Commission sales and buying and selling between Certified Producers is prohibited.
- Any payment made for the service of one Certified Producer selling for another Certified Producer shall not be related to the volume or value of the products sold.
- A Certified Producer who sells Certified Agricultural Products on behalf of another Certified Producer or whose products are sold by another Certified Producer at a Certified Farmers' Market shall keep for a period of not less than three years, the following records relating to such products:
 1. Date and amount of products transferred by variety.
 2. Date and amount of products sold by variety.
 3. Names of both Certified Producers involved.

- Certified Producers shall supply these records required by this section upon demand of a representative of the Department of Agriculture or County Agricultural Commissioner.
- The City of Sonora has received written authorization, at least two weeks prior to the sale, which verifies that the Certified Producer, selling on behalf of the other Certified Producer, has authority to do so.
- Second Certificate Producer must submit a Market Application to Sell and appropriate documentation as designated in items listed above.
- Second Certificate Producers must be a Market Approved Seller.
- Pay a separate stall fee.
- Appear to sell at least one time during the Market year (May to October).
- Second Certificate Producers will be subject to the Market's Rules and Regulations as applicable.

8. CERTIFIED PRODUCERS' SAMPLING REQUIREMENTS:

Distribution of food samples by Certified Producers is allowed provided that the following sanitary conditions exist:

1. Samples shall be kept in approved, clean covered containers.
2. All Food Samples shall be distributed by the Producer in a sanitary manner, such as by toothpicks or disposable utensils.
3. Disposal of pits, peels, food waste, utensils and rubbish in leak proof garbage receptacles with tight-fitting lids.
4. Clean, disposable plastic gloves shall be used when cutting food samples.
5. Food intended for sampling shall be washed or cleaned of any soil or other material by potable water in order that it is wholesome and safe for consumption.
6. Potable water shall be available for Producers' hand washing and sanitizing, as approved by the Environmental Health Division.
7. Potentially hazardous Food Samples shall be maintained at or below 45 degrees Fahrenheit; all other Food Samples shall be disposed of within two hours after cutting.
8. Hand washing water shall be disposed of in a facility connected to the public sewer system or in a manner approved by the Environmental Health Division.
9. Utensils and cutting surfaces shall be smooth, nonabsorbent and easily cleaned or disposed of, as approved by the Environmental Health Division.
10. Samples shall be disposed of within 2 (two) hours after cutting.

For further information regarding sampling, contact the Tuolumne County Environmental Health Department at (209) 533-5990.

9. SCALES:

When any Agricultural Products are sold by weight, the type of scale used shall be approved by the Department of Food and Agriculture and shall be tested and sealed for use by a County Sealer-Director of Weights and Measures. All scales brought to the Market must be sealed and approved for the current calendar year.

10. LOAD LISTS:

At the end of each Market Day the Certified Producer(s) shall provide to the Market Supervisor an itemized list, "Load List", of all products sold at the Certified Farmers' Market for that day. This list shall state the name of the Certified Producer, the identity of each product sold as it appears on the Producer's Certificate and the quantity of each product sold at the Market. These Load Lists will be retained by the City of Sonora for a period not less than eighteen months and must be available for inspection by the Tuolumne County Agricultural Commissioner.

B. NON-AGRICULTURAL SELLERS REQUIREMENT:

Adjacent to the Certified Farmers' Market is a location designated for Non-Agricultural Sellers, specifically Food Purveyors and Artisans. Food Purveyors and Artisans must be located in this designated area and space is limited.

1. FOOD PURVEYORS:

Food Purveyors: are those who have cooked, canned, baked, preserved or otherwise treated the product they sell, subject to:

- Sellers shall prepare the finished product.
- The resale of prepared foods is prohibited.
- Applicants in this category will be selected based on originality, high quality and those that do not duplicate foods already sold at the market.
- Food Purveyors' Products may not compete with products made by Certified Producers from their own Certified Products.
- All applicable permits, including required Health Permits, must be obtained and displayed in Seller's stall at all times during the Market day.

- All packaged products shall be labeled in accordance with the Uniform Packaging and Labeling Regulations adopted by reference of the National Institute of Standards and Technology Handbook.
- Proof of Product Liability Insurance must be provided.
- All Federal, State and Local Permitting requirements shall be met before a Food Purveyor may sell at the Market.

a) FOOD PURVEYORS SAMPLING REQUIREMENTS:

Distribution of Food Samples by Certified Producers is allowed provided that the following sanitary conditions exist:

1. Samples shall be kept in approved, clean covered containers.
2. All Food Samples shall be distributed by the producer in a sanitary manner, such as by toothpicks or disposable utensils.
3. Disposal of pits, peels, food waste, utensils and rubbish in leak proof garbage receptacles with tight-fitting lids.
4. Clean, disposable plastic gloves shall be used when cutting food samples.
5. Food intended for sampling shall be washed or cleaned of any soil or other material by potable water in order that it is wholesome and safe for consumption.
6. Potable water shall be available for producers' hand washing and sanitizing, as approved by the Environmental Health Division.
7. Potentially hazardous Food Samples shall be maintained at or below 45 degrees Fahrenheit; all other Food Samples shall be disposed of within two hours after cutting.
8. Hand washing water shall be disposed of in a facility connected to the public sewer system or in a manner approved by the Environmental Health Division.
9. Utensils and cutting surfaces shall be smooth, nonabsorbent and easily cleaned or disposed of, as approved by the Environmental Health Division.

For further information regarding sampling requirements, contact The Tuolumne County Environmental Health Department at (209) 533-5633.

b) DOCUMENTATION:

Along with the completed Market Application, Applicants Must Include:

- Copies of all current required Health Permits.
- Product Liability Insurance, naming the City of Sonora, its Officer's, Officials, Employees and Volunteers as additionally insured.

- Description of foods they wish to sell at Market.
- The City may require the applicant to submit a sampling of the products they wish to sell at the Market.

2. ARTISANS:

Artisans: are those who have created, sewn, constructed, or otherwise fashioned from component materials the item(s) they sell, subject to:

- Applicants in this category will be selected based on originality, high quality and those that do not duplicate other items already being sold at the Market.
- The component materials must be sufficiently modified from their original state to demonstrate fine craftsmanship.
- Art and craftsmanship which is thematic with the Market is preferred.
- Products will not compete with items made by Certified Producers from their own Certified Products.
- No resale of any item is permitted.
- Artisans must comply with all applicable Rules and Regulations of the Market.
- The City may require the applicant to submit a sampling of the products they wish to sell at the Market.
- Photographs of the items to be sold at the Market are to be included with the Application.

3. INSPECTION:

Vendors selling under this category may have their facilities inspected by the Community Development Department prior to being allowed to sell at the Market.

4. SECOND NON-AGRICULTURAL SELLER:

A Second Seller under the Food Purveyor and Artisans category shall be defined as an approved Seller who sells his/her product at the Market within an approved Seller's Stand. The requirements for a Second Seller for Food Purveyor or Artisans are as follows:

- The Second Seller must be selling items within the same category.
- Second Seller can only sell items at one Seller's stand.
- No more than one Second Seller per stand will be allowed.
- Any required certifications or permits for the Second Seller must be posted in the Sellers Stand.

- The Second Seller must complete and submit the Market Application and required documentation, inspections and be approved to sell at the Market.
- Application must be submitted two weeks prior to the Applicant's first Market Day.
- The Second Seller must pay a separate stall fee.
- The Second Seller is subject to all applicable Market Rules and Regulations.

5. INFORMATIONAL BOOTH/AGRICULTURAL NON-PROFIT ORGANIZATIONS:

Information booths will be provided for Agricultural Non-Profit Organizations only, as space permits, to be determined at the discretion of the City. Space is limited and will be available on a "first come, first serve" basis.

These booths will be located only in the Non-Agricultural Section of the Market. Organizations which qualify and are granted the use of any such booth area are prohibited from the sale of products or services. However, tickets for the organization's fund raising activities may be sold.

C. GENERAL MARKET REQUIREMENTS:

1. MARKET APPROVED SELLER:

To become an Approved Seller at the Market, a prospective Seller must complete the Market Application. All items intended for sale shall be listed on the Market Application and only those items approved for sale will be allowed to be sold, advertised or displayed.

The Market Application must be submitted to the Community Development Department on or before April 19, 2012. As space allows, vendors may be added during the Market Year for those Applications received after April 19th.

Continuing Vendors that may start the Market later in the season must still send in their applications prior to April 19, 2012 to hold their stall space, no exceptions. Allow a minimum of two weeks for processing time and an additional two weeks for the Environmental health Department for Food Purveyors.

Any Applicant placed on the 2012 waiting list will be notified if space becomes available. The waiting list will only be for the 2012 Market, Applicant will have to reapply if they wish to sell in the following Market Year(s).

2. MARKET APPLICATION PACKET:

The Submitted Market Application must include:

- The Completed Market Application to Sell.
- Copies of all appropriate Certificates and Permits.
- Proof of Current Vehicle Liability Insurance.
- Additional items as required in these Rules and Regulations.

3. ADMISSION TO SELL:

Approved Sellers will receive a Notice of Admission to sell at the Market. Only Approved Sellers who have received the **Notice of Admission** to sell will be allowed in the Market. The number of Approved Sellers and allocated stall spaces for each category of products shall be at the sole discretion of the Community Development Department. The following will be considered in this determination:

- Producer's/Seller's history of compliance with State, Local and Federal Laws and the Market's Rules and Regulations.
- Producer's/Seller's history of Market participation.
- Producer's/Seller's proposed period of Market participation.
- The present availability and volume of Producer's/Seller's product within the Market.
- The number of unreserved stalls that are available.
- Tuolumne County's Certified Producers will be encouraged to participate and if a local producer meets all of the Market's Rules and Regulations, they will be given space preference for unreserved stalls.
- Tuolumne County's Non-Agricultural Sellers will be given space preference over those located outside of the County for unreserved stalls.

Included in the Notice of Admission will be the Seller's assigned month(s) of Market participation and what the Seller is allowed to sell. Approved Sellers can only sell items listed on their Notice of Admission. This participation period will be those months designated by the Seller on their submitted Market Application to Sell.

If dates vary, Seller should notify the Community Development Department immediately to make necessary corrections. Be advised, Sellers will be expected to attend every Market Day during their assigned period. *See Stall Fees regarding notifications and penalties.*

A family member or employee may sell for an Approved Seller; however, the Approved Seller must appear to sell at least once during the Market year, (May to October). Family members include spouse, parents, children, grandchildren, grandparents and in addition, any other family member regularly residing in the Approved Seller's household.

Employees include persons employed by an Approved Seller at a regular salary or hourly wage, either full-time or part-time, but not including any persons whose compensation in whole or in part is based on, or consists of, a commission on sales.

4. STALL ASSIGNMENTS AND CONDITIONS:

- All Approved Sellers admitted into the Market will be assigned an area by the Market Supervisor.
- Each stall is 10'x10'.
- Each Seller must be in their stalls by 6:30 a.m. and set up by 7:30 a.m.; cleaned up and out of their stall by 12:30 p.m.
- Stall fees are due during the Market and will be paid to the Market Supervisor. Those Sellers not in their stalls by 6:30 a.m., without prior approval will not be allowed in the Market that day.
- Sellers must remain in their stalls until the close of the Market.
- Sellers must maintain their stall spaces in a clean and sanitary condition.
- All produce and products sold must be displayed in an attractive manner.
- Each Seller shall remove containers, waste and trimmings before leaving the Market. Sellers shall not use the City trash bins.
- The City has reserved the parking spaces next to the Market on Stewart and Shepherd Street. These spaces are designated for Certified Agricultural Vendors **only**.

5. STALL FEES:

a) Certified Producers:

The stall fees are \$30.00 for each 10'x10' stall, or fraction thereof, for each Market Day. The Seller must call or email the Market Supervisor three days prior to the Market Day if they need to cancel their attendance at the Market. Violation will result in a fine of \$30.00 (Fine must be paid prior to reentering the Market).

Those Primary Sellers selling for a Second Certificate Seller will be required to pay an additional stall fee of \$30.00; no additional stall space will be assigned.

b) Non-Agricultural Sellers:

The stall fees are \$30.00 for each 10'x10' stall, or fraction thereof, for each Market Day. The Seller must call or email the Market Supervisor three days prior to the Market Day if they need to cancel their attendance at the Market. Violation will result in a fine of \$30.00 (Fine must be paid prior to reentering the Market).

A Primary Seller selling for a Second Seller will be required to pay an additional stall fee of \$30.00; no additional stall space will be assigned.

Due to the limited number of stalls in this category, if a Seller misses two consecutive assigned Market Days, the Community Development Department may, at his/her discretion, replace the Seller with a Seller on the waiting list for an available space. If this occurs, the Seller can request to be placed on the waiting list.

6. STANDARDS OF CONDUCT:

1. All prices must be clearly posted. Collusion among Sellers to raise prices or any attempt to influence a Seller to increase prices is strictly prohibited.
2. Sellers shall be honest and shall conduct themselves at all times in a courteous and business-like manner.
3. Sellers are responsible for the actions of their representatives, employees or agents.
4. No smoking is allowed within the Market Area and no alcohol is to be consumed while at the Market.
5. Shoes and shirts must be worn; sellers must practice good grooming in order to maintain an acceptable public appearance.
6. Sellers experiencing any difficulty with customers or other Sellers should refer the matter promptly to the Market Supervisor.
7. No bicycles or skateboards are allowed in the Market Area and no pets are allowed at the Market, with the exception of Service Dogs.

7. DISCIPLINE OR REMOVAL OF AN APPROVED SELLER:

All Market Sellers must abide by the Market Rules and Regulations, as well as Local, State and Federal Regulations and Laws. If violations occur, a Seller may be removed or suspended from the Market or have selling privileges at the Market conditioned, modified, limited or terminated by the Market Supervisor and/or the Community Development Director.

If the Market Supervisor determines that an immediate removal of a Seller during the Market is necessary to preserve the health, safety or welfare of the Market customers, other Market Sellers, Market Staff or the public, Seller may be suspended that Market day.

The Market Supervisor and/or Community Development Director will determine if Seller will be allowed back into the Market. If suspension is necessary, it will be effective immediately.

The Tuolumne County Agricultural Commissioner shall be notified by the Community Development Department if a Seller is selling products not listed on their Certified Producers Certificate, using a scale that is not sealed as a commercial device, selling produce that is below standards or using the term organic when they are not registered as such.

The Market Supervisor and/or Community Development Director may issue a Verbal or Written Warning or may issue a Notice of Proposed Suspension or Expulsion. Included within such notice will be a description of the Seller's violation(s). The Seller may respond in writing to the Market Supervisor and/or the Community Development Director regarding the claimed violations within 30 days of the notice's mailing date.

After suspension or expulsion from the Market, re-entry into the Market may be attempted through a written appeal to the Community Development Director whose decision is final.

Applications may be obtained from and submitted to:

City of Sonora

Community Development Department

Attn: Sheala Wilkinson, Special Programs Coordinator

94 N. Washington Street

Sonora, CA 95370

(209)532-7725

Applications are also available on the City's Website at "www.sonoraca.com"

Market Contacts:

General/Application Questions – Sheala Wilkinson, (209)532-7725

swilkinson@sonoraca.com

Approved Vendor's Questions - Erin O'Hare, Market Supervisor, (209)770-7147

ohareerin@yahoo.com

Additional Contacts:

Rachelle Kellogg, Community Development Director, (209)532-3508

rkellogg@sonoraca.com

Tuolumne County Agricultural Commissioner's Office, (209) 533-5691

Tuolumne County Environmental Health Division, (209) 533-5633

California Department of Food and Agriculture, (916) 445-2180



City of Sonora

Community Development Department
94 N. Washington Street
Sonora, CA 95370
(209) 532-3508
(209) 532-3511 *fax*
www.sonoraca.com

MEMORANDUM

To: Farmers Market Applicants

**From: Rachelle Kellogg, Community Development Director
Sheala Wilkinson, Special Programs Coordinator**

Date: January 9, 2012

Re: Sonora Certified Farmers Market

Included is the information packet for the 2012 Sonora Certified Farmers Market. We look forward to another great year and enjoy working with all of the vendors at the Market. Please review the updated Rules and Regulations for the 2012 Market and the Application. There are only a few changes from last year and if you have any questions please feel free to give us a call.

For continuing vendors, it is very important that you return your completed Application by **April 19th** to insure your spot, as each year we have a waiting list of vendors. If you would like to sell additional items you need to make it clear as to what new sale items are being requested. If approved, they will be listed on your Notice of Approval. For new vendors, we will review all applications after April 19th and will notify vendors as to whether or not their application has been approved or if they will be on the waiting list.

CITY OF SONORA WAIVER FOR PARTICIPANTS

I/We the undersigned, being of lawful age do hereby agree to indemnify and to hold harmless the City of Sonora, its officers, employees, elected officials and agents, from and against any and all liability claims, actions, causes of action, demands, rights, damages, cost, loss of service, expenses including but not limited to, Attorney's fees and Court costs, and compensation for all negligence whether active or passive arising out of or in any way connected or related to participation in the

_____ to be held on _____.
(Name of Event) *(Date)*

Name of sponsoring Individual(s) or Organization/Group

Address

Phone No. (include Area Code) Email Address

I understand by affixing my signature to this release that I assume all risks in connection with my participation in the event indicated above and waive the City's negligence.

Furthermore, the undersigned hereby acknowledges receipt of the _____ and willingness to adhere to its provisions.

AUTHORIZED REPRESENTATIVE

(To be completed by individuals representing an Organization or Group)

I, _____, warrant that I am authorized to execute this Waiver on behalf of
(Name of individual)
the _____ and the Organization/Group's individuals participating in this event.
(Organization/Group)

Signature _____
Date

Signature _____
Date

For Minors: *(required for participants under the age of 18 at the time of the event)*

This is to certify that I, as parent or legal guardian, have legal responsibility for this participant. I have read and understand this waiver and release and do consent and agree to join in this waiver, release and assumption of the risk, as provided above.

(Print Name of Parent/Legal Guardian)

Signature _____
Date

This Waiver shall be binding on the heirs, successors and assigns of the participant(s).

Sonora's Certified Farmers' Market Certified Agriculture Application To Sell

For office use only	
Waiver	<input type="checkbox"/>
Auto	<input type="checkbox"/>
Certificate	<input type="checkbox"/>

PRODUCER'S NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

PHONE #: HOME: _____ BUSINESS: _____

LOCATION OF FARM: _____ COUNTY: _____

WILL YOU BE SELLING FOR ANOTHER CERTIFIED PRODUCER? YES ____ NO ____
IF YES, PRODUCERS NAME _____

NAMES OF SELLING EMPLOYEES (IF APPLICABLE)

NAMES AND RELATIONSHIP OF SELLING FAMILY MEMBERS:

HAVE YOU PREVIOUSLY SOLD AT THE SONORA MARKET? YES ____ NO ____
FOR RETURNING PARTICIPANTS. DO YOU HAVE ANY NEW ITEMS? YES ____ NO ____
IF YES, PLEASE

LIST _____

LIST OTHER MARKETS AT WHICH YOU SELL:

CERTIFIED PRODUCER'S #: _____ (Include Copy)

IF APPLICABLE SUBMIT: HEALTH DEPARTMENT #: _____ (Include Copy)

OTHER LICENSES, PERMITS, ETC.: _____ (Include Copy)

LIST CERTIFIED ITEM(S) YOU PLAN TO SELL AND WHEN(Use back if needed)

ITEM(S)	MONTH(S)	ITEM(S)	MONTH(S)	ITEM(S)	MONTH(S)

I request permission to sell at the Sonora's Farmers' Market. I have read the rules of the Market and agree to abide by these rules and all other laws, codes and regulations as amended. I also agree to cooperate with the Market management and to pay the required fees.

Producer's Signature _____ Date _____

Approved by: City of Sonora _____ Date _____

Sonora's Certified Farmers' Market Artisans Application To Sell

For office use only	
Waiver	<input type="checkbox"/>
Auto	<input type="checkbox"/>
Certificate	<input type="checkbox"/>
For office use only	

BUSINESS NAME: _____

CONTACT NAME: _____

MAILING ADDRESS: _____

PHONE #: HOME: _____ BUSINESS: _____

LOCATION OF BUSINESS: _____ COUNTY: _____

NAMES OF SELLING EMPLOYEES (IF APPLICABLE)

NAMES AND RELATIONSHIP OF SELLING FAMILY MEMBERS:

HAVE YOU PREVIOUSLY SOLD AT THE SONORA MARKET? YES _____ NO _____
 FOR RETURNING PARTICIPANTS. DO YOU HAVE ANY NEW ITEMS? YES _____ NO _____

IF YES, PLEASE LIST _____

LIST OTHER FARMERS' MARKETS AT WHICH YOU SELL: _____

LICENSES / PERMITS.: _____ (Include Copy)

(SUBMIT ALL REQUIRED ITEMS AND DOCUMENTATION WITH APPLICATION)

LIST ITEM(S) YOU PLAN TO SELL AND WHEN (Use back if needed)

<u>ITEM(S)</u>	<u>MONTH(S)</u>	<u>ITEM(S)</u>	<u>MONTH(S)</u>

I request permission to sell at the Sonora's Farmers' Market. I have read the rules of the Market and agree to abide by these rules and all other laws, codes and regulations as amended. I also agree to cooperate with the Market management and to pay the required fees.

Seller's Signature _____ Date _____

Approved by: City of Sonora _____ Date _____

Sonora's Certified Farmers' Market Food Purveyors Application To Sell

For office use only	
Waiver	<input type="checkbox"/>
Auto Ins.	<input type="checkbox"/>
Product Liab.	<input type="checkbox"/>
Health Permit	<input type="checkbox"/>

BUSINESS NAME: _____

CONTACT NAME: _____

MAILING ADDRESS: _____

PHONE #: HOME: _____ BUSINESS: _____

LOCATION OF BUSINESS: _____ COUNTY: _____

NAMES OF SELLING EMPLOYEES (IF APPLICABLE)

NAMES AND RELATIONSHIP OF SELLING FAMILY MEMBERS:

HAVE YOU PREVIOUSLY SOLD AT THE SONORA MARKET? YES _____ NO _____
FOR RETURNING PARTICIPANTS. DO YOU HAVE ANY NEW ITEMS? YES _____ NO _____
IF YES, PLEASE LIST _____

LIST OTHER FARMERS' MARKETS AT WHICH YOU SELL:

HEALTH DEPARTMENT #: _____ (Include Copy)

OTHER LICENSES, PERMITS, ETC.: _____ (Include Copy)
(SUBMIT ALL REQUIRED ITEMS AND DOCUMENTATION WITH APPLICATION)

LIST ITEM(S) YOU PLAN TO SELL AND WHEN (Use back if needed)

ITEM(S)	MONTH(S)	ITEM(S)	MONTH(S)	ITEM(S)	MONTH(S)

I request permission to sell at the Sonora's Farmers' Market. I have read the rules of the Market and agree to abide by these rules and all other laws, codes and regulations as amended. I also agree to cooperate with the Market management and to pay the required fees.

Seller's Signature _____ Date _____

Approved by: City of Sonora _____ Date _____

Sonora Fire Department – 201 South Shepherd Street – Sonora, CA 95370 – (209) 532-7432

STANDARD DETAILS & SPECIFICATIONS

Subject: Fire Regulations for Portable Exterior
Festival Cooking Booths

SCOPE:

This standard shall apply to individual tents, temporary structures or membrane structures less than 200 square feet in area and canopies less than 400 feet in area used as outdoor portable Festival Cooking Booths.

DEFINITIONS:

For the purpose of this standard, certain terms & words are defined as follows:

Cooking Booths: Booths where food is prepared by a heating or cooking process such as but not limited to grilling, frying, barbecuing, flambé', deep fat frying, baking, warming and boiling.

Deep Fat Frying: Is any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.

Vender Booths: Include all booths other than cooking booths.

AHJ: Authority Having Jurisdiction,
City of Sonora Fire Department

Cooking Booth Construction & Location

1. Booths shall be located a minimum of 20 feet from any permanent structure. If conditions warrant, distance may be reduced as approved by the City of Sonora Fire Prevention Bureau.
2. Cooking booths must be separated from non-cooking booths by 10 feet.
3. All fabric or pliable canopy covers / sides / back drop materials must be:
 - a. inherently fire resistive and labeled as such; or
 - b. Treated by a State Fire Marshal licensed applicator. If the booth is owner occupied, it may be treated by the owner with a State Fire Marshal approved fire retardant chemical (empty can and dated receipt will be required).
4. Flooring material used within festival cooking booths, and Under all equipment shall be non-combustible or fire-

- Retardant treated, as approved by the Fire Prevention Bureau.
5. Exit openings shall be a minimum of 3 feet wide and 6 feet 8 Inches in height.
 6. Vehicles shall be parked a minimum of 20 feet from any Booth.

Cooking Equipment

1. All cooking equipment shall be an approved type
2. Coleman stoves or equivalent may be used only with approved fuel and the following conditions;
 - a. No gasoline or kerosene is to be used
 - b. No fueling of stoves in booths
 - c. No storage of fuel in booths
3. Butane or propane equipment shall conform to the following
 - a. The maximum size for LPG tanks used inside of booths is 10 gallons.
 - b. A maximum of 10 gallons of LPG fuel for each cooking appliance may be stored outside of the booth.
 - c. Tanks shall have a shut-off valve.
 - d. Stove must have an off/on valve.
 - e. Hoses must be of type approved for use with this equipment.
 - f. Tank must be far enough away from stove to be shut off in case of fire – not under table with stove on top.
 - g. Tank must be protected from damage and secured in upright position.
 - h. No storage of extra butane or propane tanks in booth.
 - i. Turn off tank when not in use.
4. All connections must be tested and may be done with soap & water solution.
5. A minimum of 18 inches shall be provided between the booth back/side drop material and cooking appliances. Clearance may be reduced as approved by the Fire Prevention Bureau.
6. A minimum of 16 inches shall be provided between deep frying appliances/woks and open flame stoves.

Fire Extinguishers:

Each booth shall have a minimum of one 2A10BC rated portable fire extinguisher. Note that deep fat or flambé' type cooking operations will require a 2A40BC portable fire extinguisher. Fire extinguishers shall conform to the following:

- a. The fire extinguisher must be mounted adjacent to the exit way from the booth and secured so it will not fall over.
- b. It must be visible, accessible, and away from cooking area.
- c. It must be serviced within the last year, with a service tag attached.

Charcoal Barbecue cooking:

1. Charcoal barbecue cooking **is prohibited** inside booths.
2. Only commercial sold charcoal fuel may be used.
3. Charcoal cooking shall be performed only in areas away from the public and shall be located a minimum of 10 feet from any booth with a minimum of 15 feet from any permanent structure.
4. Only commercially sold charcoal lighter fluid or electric starters may be used; **NO GASOLINE, KEROSENE, ETC.**
5. No storage of starter fluid in booths.
6. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the Fire Prevention Bureau. Dumping coals in trash containers is **PROHIBITED**.

Wood Barbecue Cooking

1. Wood Barbecue cooking is prohibited inside of booths.
2. Wood barbecue cooking shall be performed only in areas away from public access.
3. Distances from wood barbecues to permanent structures or festival booths shall be approved by the Fire Prevention Bureau.
4. Fuel wood shall not be stored inside of booths.
5. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the Fire Prevention Bureau. Dumping coals in trash containers is **PROHIBITED**.

Deep Fat Frying / Flambé' Cooking:

1. Deep frying shall be defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. Deep fat frying or flambé' cooking operations shall be located outside the booth and no closer than 18 inches from any combustible material.

3. The cooking area may not be accessible to the general public.
4. Deep fryers must be equipped with a temperature regulating device or other method of regulating temperatures approved by the Fire Prevention Bureau.

Miscellaneous:

1. The City of Sonora Fire Prevention Bureau encourages the use of non-combustible materials in the cooking areas.
2. Remove trash accumulation regularly.
3. Clean all cooking surfaces regularly to prevent the build-up of grease.
4. Gasoline powered generators are prohibited unless specifically approved by the City of Sonora Fire Prevention Bureau.
5. Decorative material must be inherently fire resistive or combustible materials (such as butcher paper or palm leaves) must be treated with a fire retardant paint or spray. The empty can & newly dated receipt may serve as proof. A flame test may be required to determine the materials have been treated properly.
6. Compressed gas cylinders shall be secured in an upright position.
7. All costs for the first-time set-up inspections by the City of Sonora Fire Prevention Bureau will be at the booth operator's expense.

Fire Safety Tips:

1. Know where the location of the fire extinguisher is and how to use it.
2. Do not leave food cooking unattended.
3. Do not wear loose fitting clothing when cooking.
4. Keep combustibles away from heat sources.
5. In case of emergency, dial 9-1-1

Tuolumne County
Health Department– Division of Environmental Health

Office
975 A Morning Star Drive
Sonora, CA 95370
(209) 533-6440

Mailing Address
2 South Green Street
Sonora, CA 95370
Fax: (209) 533-6454

APPLICATION FOR A
TEMPORARY FOOD FACILITY PERMIT

Directions: PRINT CLEARLY. The operator of each Temporary Food Facility (TFF) must complete this application. The application includes this cover sheet and the attached questionnaire, sketch sheet, and tables. The completed application must be submitted to this office with the applicable fee at least 14 days before an event.

Date of Submission: _____

Name of Temporary Food Facility Booth: _____

Name of Operator/Owner: _____

Mailing Address: _____ City: _____ State _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Name and Location of Event: _____

Coordinator of Event: _____ Coordinator's Telephone Number: _____

Date(s) and Time(s) of Event: _____

Date and Time TFF will be set up and ready for inspection: _____

Please Select One: (Note: Non-profit and Veteran's fee exemption permit applications require the necessary documentation)

One-Event Permit:

- High Risk/Potentially hazardous foods- \$ _____
- Low Risk /Non-potentially hazardous foods- \$ _____
- Approved fixed permit food facility (1x/year plan check) \$ _____
- Non-profit or Veteran's Exemption _____

I have read and understand the attached "Temporary Food Facility Requirements". I have completed the attached questionnaire.

Applicant's Signature

Date

Print Name

Date

FOR OFFICE USE ONLY

Documentation: 501 C3 Non-Profit Organization Veterans Exemption
 Menu Review Operation Consultation Site Inspection

REHS Approval: _____ Date: _____ Permit Issued: _____

Amount Paid \$: _____ Date: _____ Receipt #: _____