



Farmer's Market Vendor Rules & Regulations 2016

VENDOR ARRIVAL & SETUP TIME: Noon-2pm (earlier upon request)

MARKET DAYS & HOURS: Fridays, May 13th through September 2nd from 2pm - 7pm

(*NO MARKET ON JUNE 3rd***)**

2016 VENDOR SPACE RENTAL RATES:

1 space = \$30/day farmers, retail, crafts & packaged snacks, or \$50/day hot prepared foods

2 spaces = \$40/day farmers; \$50 retail, crafts & packaged snacks

Non-Profit Fundraising (no product sales) = Free

Non-Profit Fundraising (with product sales) = \$30/day

Power not included; if needed and available there will be an extra \$5/day charge and is not guaranteed.

OTHER IMPORTANT NOTES:

Saturday/Sunday vending by INVITE ONLY and only on certain weekends.

PLEASE SEE THE MARKET SCHEDULE ONLINE – SOME FRIDAY MARKETS ARE CANCELLED DUE TO OTHER EVENTS.

Please apply online at <http://www.thelakearrowheadvillage.com/#!vendor-information/wr5y2>

Checks payable to: Lake Arrowhead Retail, LLC

If you cannot fill out the online application, please drop by or contact us so we can print one out for you. Deliver, fax or email completed Application:

LA Village, 28200 Hwy 189, Suite F-240, PO BOX 640, Lake Arrowhead, CA 92352

Contact: (909)337-2533; Market Manager, Vickie Goodglick (909)337-2533; Email: VGoodglick@pac-cap.com

2016 Lake Arrowhead Village Market Vendor Rules & Regulations

- You will be assigned a specific booth location. There is no guarantee that you will have the same space each week. Movement from your assigned space without prior approval from Lake Arrowhead Village Management is not permissible.
- Vendors are required to pay the Vendor Rental Fee on the day of each event or before. Make checks payable to Lake Arrowhead Retail, LLC. Fees need to be paid prior to the market at the registration table or will be collected at booth each day by Village staff.
- You will be assigned a 10'x10' space for your set-up. Taking up a larger space than this is not permitted. Please STAY within your 10'x10' boundaries. There are some spaces smaller than 10' where a 10'x10' popup would restrict fire lines. Please let us know if you are able to utilize a 10' wide x 5' or 6' wide space (i.e. cart or umbrella rather than a pop-up canopy.)
- You are required to bring your own tent, tables and any other items necessary for your product sale. The Village does not provide these.
- Weights for pop-up tents are REQUIRED (40 lbs. recommended). It can get windy!
- Please be in place, set up and ready to sell by 2:00pm. NO vehicles are allowed within the Village peninsula gates after 10:00am or before 7:00 pm without an escort. Early Arrival set up, prior to 10am, must have prior approval from Village Management. Late break-down is permissible.
- All items for sale must have prior approval from the Village Management office. Any additional merchandise that you choose to sell after the start of the season must have approval from the Management office as well. Changes to items approved to be sold without prior notice will result in The Village refusing consideration for participation in future events.

PARKING

ALL Market Vendors are requested to adhere to and abide by the following parking rules and regulations:

- All vendors must register vehicles on the Application Form. (Please indicate the sticker number if you already have one on your windshield. If you have a different vehicle from prior years, we will give you a new sticker.)
- All vendors must display an authorized parking permit visible in the front window.
- All vendors must park on the 3rd floor of the parking structure or in the employee only parking lot located behind Jeannie's Interior Design, after unloading.
- Vendors may NOT park in stalls marked for RV or BUS parking.
- Vendors are expected to comply with all regulations posted, including, no parking in streets, driveways, alleys or fire lanes.
- No vendors are allowed in the customer parking areas.
- Green zones, located throughout the center, are hereby designated as loading and unloading zones only, with a one (1) hour maximum.
- Vehicles parked in disabled spaces without displaying a valid placard or distinguishing license plate are subject to immediate towing at the owners' sole cost and expense.
- All vendors are required to notify the Management Office when using a new vehicles to receive a new parking permit.
- After unloading, ALL vendor vehicles must be parked in the lower village "Employee Parking" lot behind Jeannine's Interiors or on the third floor of the parking structure (see parking map.) A VENDOR PARKING STICKER MUST BE VISIBLE IN THE FRONT WINDOW OF ALL VENDOR VEHICLES. IF YOU DO NOT RECEIVE A VENDOR PARKING STICKER, PLEASE PICK ONE UP AT THE VILLAGE OFFICE, SUITE F240 LOCATED IN THE EXECUTIVE OFFICE ABOVE PENDLETON.

CERTIFIED PRODUCERS

- No more than two Producers of the same products will be allowed at the market. Best efforts will be made to allow only one vendor of any consumable product.
- All Certified Producers must provide a completed, accurate Load List (blank form attached) every market day.
- The Certified Producers embossed photocopy certificate shall accompany the certified agricultural products during transportation and shall be conspicuously posted at the point of sale. The Certified Producer may only sell those items of their own production and listed on their certificate. They may not purchase produce for the purpose of augmenting their sales.
- Certified Producers may not sell for other producers, certified or otherwise.
- All commodities sold must meet the requirements of the California Department of Agriculture codes. The Village Management reserves the right to have poor quality product pulled from display.
- Certified Producer's scales must be in compliance with the San Bernardino County Department of Agriculture/Weights and Measures. Scales tested and sealed in other counties within California are permitted. Scales are sealed, calibrated, and tagged annually. Only certified scales are permitted. Scales must be in plain sight of the consumer.
- Certified Producers' prices must be clearly posted. Collusion among vendors to raise prices is strictly prohibited.
- Participants selling fresh products must have a protective covering on their table. Produce cannot be sold off of a bare wood table.
- No live animals, birds, or fowl shall be kept or allowed within 20 feet of any area where food is stored or held for sale. This subdivision does not apply to guide, service, or signal dogs when used in the manner specified in section 54.1 of the Civil Code CA Health and Safety 27831.
- Any Certified Producer suspected of or caught buying or reselling product in the Certified Farmer's Market will be reported to the County Agriculture Commissioner for investigation of these activities.
- All Certified Producers that sell nursery stock must also have and display a valid California Nursery Stock.
- Copies of all necessary documents to participate in the Certified Farmer's Market must be current and on file with the Village Management. Such documents include, but are not limited to:
 - Certified Producers Certificate
 - License to sell nursery stock
 - Employment agreement or Authorization letter
 - USDA Quality Control Reports
- The Village and its designated agents shall implement and enforce all rules and regulations pertaining to the operation of a certified farmers' market in a fair and equitable manner. Failure to follow any of the guidelines and regulations herein after being warned, will result in suspension and possible expulsion of the Producer. Violation warnings, notice of suspension or expulsion will be in writing via email or letter. A vendor/producer may appeal their suspension or expulsion by speaking with the Market Manager who may determine whether to overturn such decision.

For questions or information, please contact: Vickie Goodglick, Marketing & Events Manager, Lake Arrowhead Village; Phone: (909)337-2533; Fax: (909)337-9647; Email: VGoodglick@pac-cap.com

PERMITS, DOCUMENTS & INSURANCE

- All vendors must comply with all applicable federal, state and local laws, ordinances and regulations and obtain all necessary licenses, permits and registrations. All vendors must provide a copy of their current Seller's Permit, Business License and/or Certified Producers Certificate to the Village Management prior to their first Farmer's Market date.
- State sales tax is the sole responsibility of the participant selling taxable items.
- If you have insurance, please name the following as additionally insured and provide us with a copy of the policy. IT IS NOT REQUIRED BUT RECOMMENDED.
 - Lake Arrowhead Investors, LLC
 - Lake Arrowhead Village Merchants Association
 - Pacific Capital Management

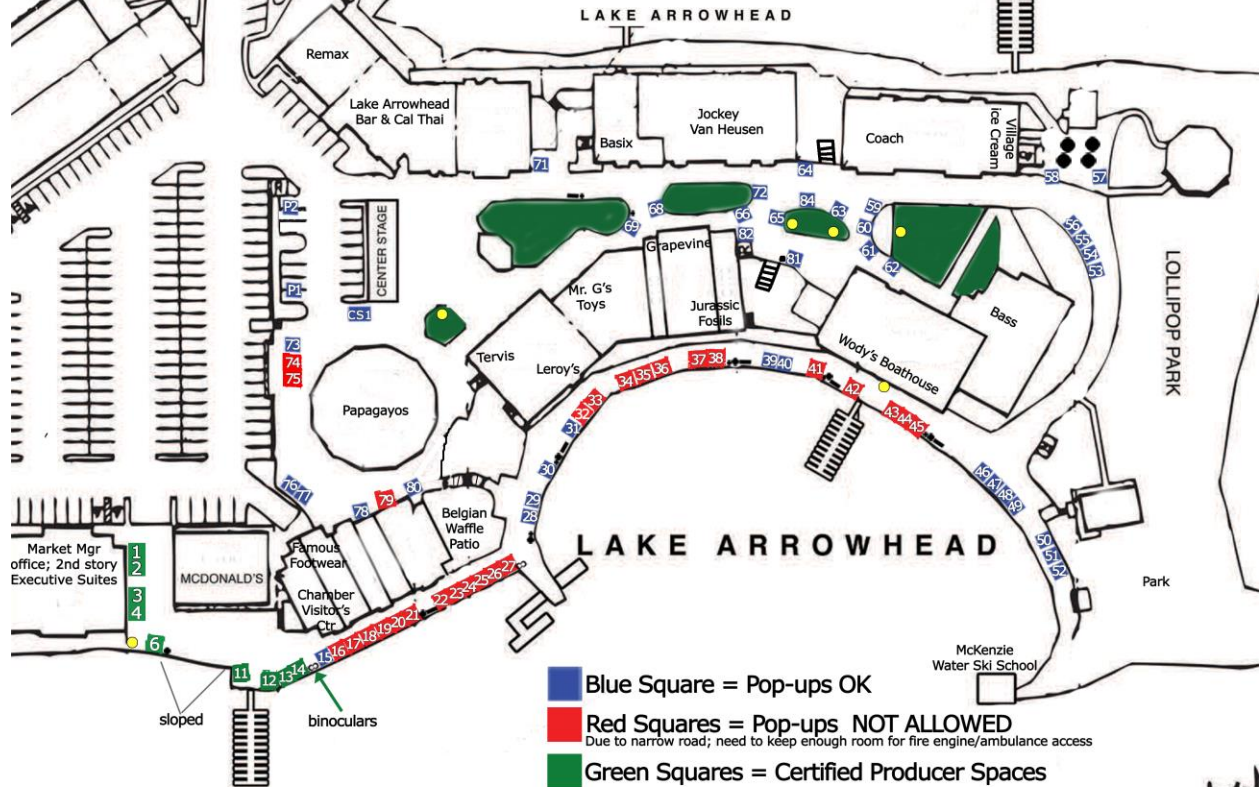
INSURANCE RESOURCES

Below are some places to call for insurance quotes.

If you attend several markets through the year, it's a good thing to have.

- *Farmer's Market Vendor Insurance Available. National Program. Annual Coverage as low as \$150/year. Call (800) 457-2231. Shahinian Insurance Services, Inc. 801 Park Center Drive, Suite 101, Santa Ana, CA 92705 www.shahinianinsurance.com Email: insurance@shahinian.com*
- *<https://www.theeventhelper.com/> (example: For 52 dates, with 50 visitors to your booth, as a "Vendor at Event", with \$1,000,000 coverage per occurrence and \$1000 deductible: COST \$104/year)*

LAKE ARROWHEAD Village



- Blue Square = Pop-ups OK
- Red Squares = Pop-ups NOT ALLOWED
Due to narrow road; need to keep enough room for fire engine/ambulance access
- Green Squares = Certified Producer Spaces

