



SINCE 1979
NORTH COAST GROWERS ASSOCIATION
FARMERS MARKET

Revised 11-5-2014

NCGA Rules and Regulations for sellers of Non-Agricultural Products

MISSION STATEMENT: The non-agricultural section of the NCGA Farmers' Market was developed to create a space within the market in which products created and processed in Humboldt County may be sold. Our non-agricultural food products compliment and augment what the North Coast Growers of Humboldt County provide to Farmers Market attendees. Humboldt County vendors provide a greater array of locally produced value added goods to meet Market demand. Working together Humboldt's finest agricultural and culinary experts provide fresh food ready for the basket.

A. CERTIFICATES AND PERMITS

1. As a market participant you must be a current NCGA member or supporting member and comply with NCGA rules and regulations.
- 2. You may only sell products that you have produced yourself.**
3. All processed packaged products shall bear labels including: the name of the product, ingredients, weight, the qualified seller's name and address. (See California Uniform Retail Food Facilities Law, articles 6 and 15, Health and Safety Code, sections 27590 et seq., and sections 27831 et seq., respectively).
4. If you are promoting, representing or selling a product as organic you must follow the requirements of the Organic Foods Production Act of 1990

B. HEALTH DEPARTMENT GUIDELINES

1. All participants interested in selling processed goods must obtain the required health certificates and permits from the County Environmental Health Office and see the Market Manager prior to bringing products into the market. The sellers of such products must be the producer whose resulting product contains the producer's own product. Facilities for processing non-certified products, such as dried fruits, honey, or cheese, must be approved by the County Environmental Health Department. (Section 1392.1)
2. All food products must be elevated a minimum of 6 inches above ground level at all times. This includes off-loading prior to setting up your displays. State health laws prohibit the placing of food products on the ground or sidewalk. Off-loading onto empty boxes or pallets is recommended.
3. Sampling of food is permitted at our CFM. Producers must follow the Humboldt County Department of Health and Social Services/Environmental Health regulations for sampling of produce or processed food products at the Market. The county regulations can be accessed at the County Department of Health and Human Services, Division of Environmental Health, 100 H Street, Eureka, CA 95501, 707-445-6215, www.envhealth@co.humboldt.ca.us.
4. Food Vendors are required by the County Health Department to have a restroom and hand washing facility within 300' from their stall.

C. STALL ASSIGNMENTS AND PROCEDURES

1. The Market Manager will determine when any particular commodity is in excess and will assign spaces accordingly. Appeals may be submitted in writing to the NCGA Board of Directors. No vendor may hold more than one stall space at any given time.
2. Stall spaces are assigned by the Market Manager. Assignment at all markets is based on product distribution.

3. If you are unable to be at a market where you have been assigned a space, you must call the Market Manager as far in advance as possible, but no later than 48 hours before that market. This allows the Manager to assign your space to someone else for that date. **You will be charged a full stall fee if you do not show up at the Market without calling 48 hours in advance.** A new deposit must be paid to the Market Manager before re-entry into any market. Stall spaces will be held until 15 minutes prior to the start of each market, at which time the Market Manager may assign another vendor to your space. **Also, if you miss more than two markets in your contract, you will be charged a full stall fee and risk losing your space for the season.**

4. Each stall must be identified with a sign. You may not sell at the market if you do not have a sign with the following information on it:

Business Name (phone # optional)

Location

City of Arcata Business License (for selling at the Arcata CFM)

Organic Registration/certification from the State (CDFA) if you are selling as organic

Health permit(s)

Resale License if applicable

5. All vendors must be cleaned-up and cleared from the market no later than one hour afterwards. You will be charged a \$10 fine for stall areas not thoroughly cleaned.

6. The set up and break down 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. Please do not park in the farmers stall spaces or fire lanes when you are off-loading/loading.

D. MEMBERSHIP AND STALL FEES

1. Market fees are to be paid to the Market Manager ***no later than 30 minutes*** after the closing of each market. The board establishes stall fees each year at the spring meeting. Stall fees for 2015 are as follows:

Weekday Markets: you pay 15% of your gross sales- **\$14 min. and a \$34 max.**

Saturday Arcata Plaza Food Court: **\$37 half stall and \$67 full stall space.**

Winter Market: **you pay 15% of your gross sales- \$16 min. & a \$36 max.**

2. Membership in the NCGA must be obtained by sending annual dues to NCGA. There are two types of membership as defined by our bylaws: 1) Grower members are individuals who raise agricultural crops for sale in Humboldt County. 2) Supporting Members are all other members and are non-voting members. **NCGA Supporting Member Dues \$75**

3. Annual membership dues are due and payable March 1st. Dues become delinquent April 1. Delinquent dues will be assessed a \$10/month late penalty until July 1st, after which date membership will be lost. New members may apply any time, but must apply at least two weeks prior to the first market they wish to attend.

E. MISCELLANEOUS

1. All market concerns are to be presented to the Market Manager.

2. Whenever the Market Manager, or other agent assigned to do so, acting in good faith, believes a seller has violated any of the NCGA CFM rules, a written warning will be issued. A second violation within one growing season will result in a \$60 fine and referral to the NCGA Board of Directors. A third violation within one growing season will result in immediate expulsion from the market. Re-entry into the market may be attempted through written appeal to the NCGA Board of Directors.

3. Pre-packaged, pre-processed goods by anyone other than the vendor are not allowed at the Market; rather, the non-agricultural section is intended to be a venue for locally produced goods.