



Updates:

Second Seller rules

No Call No Show Policy

Prepared food vendor policy

The Humboldt Docksides Market is a project of the North Coast Growers' Association (NCGA), a membership based non-profit organization whose mission is to *support Humboldt County's farmers and artisan producers in building a robust and resilient local food system.*

The following Rules and Regulations outline all of the requirements and expectations for fishers who participate in the Docksides Market. By participating in the Docksides Market, all vendors agree to the following rules and regulations.

#### REQUIREMENTS FOR PARTICIPATION

1. The Humboldt Fishermen's Docksides Market is open to any Humboldt commercial fishers and aquaculturalists. This includes ports of Shelter Cove, Eureka, and Trinidad, Orick net fishers, and Tribal fishers. No fishers from outside of Humboldt and adjacent tribal lands will be allowed to participate.
2. All vendors who wish to participate must become a member of the North Coast Growers' Association for \$75 annually. Membership dues will be submitted along with an application to participate.
3. Vendors are required to pay a stall fee to the Market Manager no later than 30 minutes after the close of the market each day. Stall fees are agreed upon by participating fishers before the start of the market season, and are as follows:
  - a. 10% of sales, stall fee cap is \$50
4. Vendors are required to have a Fisherman's Retail License, Receiver's License, Processor's License (if selling pre-processed fish), Health Department License (if selling pre-fileted fish), Commercial Fisherman's License, copies of all Fisheries Permits (for each species sold).
  - a. Applicable aquaculture permits

#### MARKET ATTENDANCE

1. You must inform the Market Manager that you plan to attend the market no less than 24 hours before the start of the market. When announcing your attendance, please also share the type of seafood you will be bringing so the Market Manager can share with customers on social media.
2. Vendors shouldn't arrive more than 2 hours before the start of the market. Stall spaces are chosen on a first come first choice basis.
3. Vendors are only allowed to sell during market hours, which are 9am-1pm.
4. All vendors must have all necessary permits and licenses on them during the market; this includes Dock Ticket, and Fisherman's Retail License, Receiver's License, Processor's License (if selling pre-processed fish), Health Department License (if selling pre-fileted fish), Commercial Fisherman's License, copies of all Fisheries Permits (for each species sold).

5. Vendors' booths must be self-contained, all vendors are responsible for providing their own canopy, canopy weights, tables, scales, coolers, ice, and ice tarp.
- a. Vendors are required to have an ice tarp under their coolers to catch any water or ice. Do not allow that water to drain onto the bricks when packing up your booth. Vendors will be charged a clean up fee of \$50 if booth space is not properly cleaned before leaving.
6. Vendors are responsible for bringing their own weights or tie downs for their canopies and umbrellas to every market they attend, to ensure the safety of other vendors and customers. NCGA is not responsible for any damage caused by vendor equipment.
7. All scales must have a current seal from the Humboldt County Agriculture Department.
8. Each booth should have signage that includes:
  - a. Fishing Vessel
  - b. Home port
  - c. List of available products and pricing

#### HEALTH AND SAFETY REQUIREMENTS

1. Vendors are allowed to sell previously frozen catch as long as:
  - a. The temperature has been maintained at or below 0° F until the first defrost. You may not sell fish that has been defrosted and refrozen.
  - b. You must indicate which products have been previously frozen.
2. If a vendor sells processed (filet, canned, smoked) fish, it must have been processed in a food facility that adheres to California state processing standards for seafood.
  - a. Vacuum sealing can only be done at an approved food facility who has the necessary HACCP and FDA permits.
3. Vendors are only allowed to filet fish at their booth if they obtain the necessary permits from Environmental Health and follow all necessary health requirements for their booth, such as having a canopy and 4 walls, a handwashing station, utensil cleaning and sanitation station, and will be responsible for proper disposal of all water and fish waste.
4. All food must be kept at least 6" off the ground at all times; this includes coolers and other closed containers.

#### FISH PROCESSING STATION

1. Customers will have the option to take the whole fish to a fish processing station where they will have various options for how they want the fish to be broken down. A fee will be charged for this, which will be used to support filet and market staff time.
2. Fish waste will be available at the end of the market day on a first come first served basis. You are responsible for returning the receptacle to the Market Info Booth the following market after it is cleaned and sanitized.

#### GRIEVANCE POLICY

1. A spirit of respect, consideration and cooperation must exist between members, board members, market patrons, market managers and assistants. It is not acceptable to verbally abuse, yell at or intimidate fellow vendors, customers, board members or market managers.
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 Dockside Market rules;
  - a. A written warning will be issued and a copy of that warning and a report from the manager will be turned in to the Executive Director and kept on file.
  - b. A second violation within one market season will be referred to the board and Executive Director, and may result in a 1-week suspension from markets.
  - c. A third violation within one market season will result in immediate expulsion from the market with NCGA Board approval and a detailed report to be kept on file.
  - d. Re-entry into the market may be attempted through a written appeal to the NCGA Board of Directors.
3. If any other type of misconduct clearly occurs, please report it to the market manager immediately. The market manager will approach both parties and try to resolve the issue at the time of the incident. If resolved, a report of that resolution will be given to the Executive Director documenting the incident.

- a. If no resolution is reached in the matter, both parties will need to file a written complaint at that time to the Executive Director for further consideration. The ED will attend a mediation between the 2 parties with support from the board. To confirm resolution, both parties must agree to a resolution of the problem and sign a written agreement of cooperation. The ED will provide a written report to the Board upon resolution of the issue.
  - b. If the Executive Director fails to achieve resolution, the matter will be referred to the NCGA Board of Directors. Both parties may be required to attend a meeting with the NCGA Board for discussion of the situation. The Board will review the situation and a final decision will be made. Both parties will be notified as to the final judgment.
4. Simple apologies between parties may be enough but in extreme cases, penalties may be accessed including market suspension and/or membership suspension from NCGA. The NCGA Board has the discretion to suspend, revoke, and permanently disallow membership when resolution to grievances cannot be achieved through the process outlined above.