

# RSF Certified Farmers Market Vendor Application

Your Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_ Biz Facebook Page?: \_\_\_\_\_

**California State Sales Tax # :** \_\_\_\_\_ **TFF Permit#** \_\_\_\_\_ **Liability Ins. Attached** \_\_\_\_\_

What type of vendor are you: *Please check any of the following that describe your business*

**Certified Farmer** (Attach a copy of your Department of Agriculture Certificate & Liability Ins.)

**Food Vendor** (Attach a copy of your County of San Diego Department of Environmental Health “Environmental Health Permit”) If you are a hot food vendor you will also need a State Sellers Permit. Will you be cooking on site?  Yes  No Do you have a generator?  Yes  No

Please list all items you plan on serving:

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**Prepackaged Food Vendor** (Attach a copy of your County of San Diego Department of Environmental Health Permit or “TFF”, a copy of Packaging Permit, & Liability Insurance)

Please list all items you plan on selling:

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**Crafter/Artisan** – Has the work been handcrafted by you?  Yes?  No? Please describe your work. List each category (jewelry, clothing furniture wood carvings, soft goods, etc.) If you are approved, it will be for only those items described in your application process. You must submit photos of your work with your application. All items sold must be original and handcrafted by the exhibitor. Decisions will be made on originality, creativity, marketability, general appeal and quality of craft and booth designs. (If you do not meet these requirements, you may still be approved as an “Other Vendor”. Also be sure to attach a copy of your Liability Insurance.)

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\_\_\_\_ **Other Vendor or Services**, please explain and include a copy of your Liability Insurance:

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I hereby agree that if I am approved as a vendor for the Rancho Santa Fe Farmers Market I have read RSF Farmers Market Rules and Regulations and will abide by the Rule and Regulations of the market.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After your application is reviewed you will be contacted by the Market Managers, Diane Haworth or Michael Varbaek, if you have been selected to be a vendor in the Rancho Santa Fe Certified Farmers Market.

**Special Information about Rancho Santa Fe Certified Farmers Market:**

- Location:** 16079 San Dieguito Road – Del Ray Village Shopping Center  
Rancho Santa Fe, CA 92067
- Hours:** Every Sunday  
9:30 am to 2:00 pm (Set up begins at 7:00 am)
- Market Owners:** Diane Haworth and Michael Varbaek  
(619) 743-4263 / (310) 614-9023

**Market Fees:**

- Certified Farmers/Growers** \$20 (10x10)/\$30 (10x20)/\$45 (10x30) or 9% whichever is GREATER
- Food Vendors** \$30 (10x10)/\$50 (10x20)/\$50 Food Truck or 10% whichever is GREATER
- Artisans/Handcrafters** \$35 (10x10)/\$60 (10x20)/\$80 (10x30) or 10% whichever is GREATER
- Non Food Vendors** \$35 or 10% of Sales whichever is GREATER
- Service Vendors** \$50 minimum

All Vendors are required to pay State of California Department of Agriculture Weekly Vendor Fee of \$2 and Certified Growers must pay \$2 fee per Certificate. Shared booth space, \$2 fee per each.

**Special Notes:**

- 1) Vendors must notify one week in advance if not be able to attend a scheduled market. If you cannot attend due to an emergency the day of the event, you must TEXT the Market Manager Diane (619) 743-4263 or Michael (310) 614-9023 at least three hours before the market to inform her/him and you will need to pay minimum space fee for that missed day – No Shows may be permanently banned from the market.
- 2) While we do everything possible to ensure you are happy with your location, you are not guaranteed a specific space in the market. The Market Manager has the right to place vendors wherever she/he deems necessary for the success of the market that day.
- 3) Spaces are assigned by the Manager at the Market. If you arrive BEFORE 8:30 am there is space to drive up and unload your vehicle. If you are allowed to drive in and unload, you should unload only, and set up display AFTER moving your vehicle. VENDOR PARKING IS ON THE STREET BEHIND THE CENTER AS NOW REQUIRED BY DEL RAYO SHOPPING CENTER MANAGEMENT. **ABSOLUTELY NO VENDOR PARKING INSIDE THE SHOPPING CENTER LOT** – leave these spaces for your customers and for those shopping in the center. Failure to comply may result in the vendor being removed from the market.
- 4) You are responsible for keeping your area clean. YOU MUST TAKE ALL TRASH WITH YOU WHEN YOU LEAVE! No dumping of ice or water, or other fluids at the venue. Please sweep your area clean before leaving – Manager will have a broom and dust pan available for you to borrow.
- 5) You must provide a customer trash container & take it with you at days end.
- 6) It is your responsibility to keep your permits current and **you must provide the farmers market manager with a hard copy of your permits and renewals for our files and a copy of your liability insurance.**

Space is limited. You must read the RSF Certified Farmers Market Rules and Regulations, fill out an application and submit a signed application to be considered. If you are approved you will be notified. You must be approved before selling. Farmers and Growers are given preference. We like to receive interesting applications, especially for products we do not currently have. If we cannot find space for you now, we will save your information for future markets and events. We try to avoid adding duplicates (or similar items). The RSF Certified Farmers Market is not right for every product or vendor. You must apply and be approved by the Market and any licensing agency before selling, and provide proof of liability insurance.

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### **Signed Applications can be returned to:**

**RSF Certified Farmers Market  
PO Box 843  
Alpine, CA 91903-843**

Or you can speed up the process by emailing the Market Manager a scanned or photographed copy at:

[diane@ranchosantafarmersmarket.com](mailto:diane@ranchosantafarmersmarket.com)

Or you can return to the Information Booth at the Farmers Market (located in the center of the market.) If you have questions, email [diane@ranchosantafarmersmarket.com](mailto:diane@ranchosantafarmersmarket.com)