

Lassen Land and Trails Trust's Lassen County Farmers' Market 2017

Lassen Land and Trails Trust (LLTT) invites you to join the certified Lassen County Farmers' Market held every Saturday June 3rd through October 7th at Pancera Plaza (South Gay St.) Susanville CA, from 8:00 am to 12:00pm.

If you are interested in becoming a vendor, please fill-out, sign and return the enclosed pages with appropriate fees and permits. You are also welcome to pay on a weekly basis. Please make checks payable to Lassen Land and Trails Trust. ***Please note: LLTT Members (\$50.00 or more donation) receive a discounted market vendor rate.**

Market Fees

Daily Rates

Lassen Land and Trails Trust Members - \$17/market

Non-members - \$27/market

- **Effective January 1, 2015** The fee paid by the Trust to the CDFA by the market operator will increase from \$.60 to \$2.00 per vendor. Please see enclosed announcement. This includes food, crafts, and other types of wares or services. The daily market rate has been changed to reflect this \$2.00 increase.

Seasonal Rates (Available to LLTT Family Members at \$50.00 Only)

\$306/season (19 total Saturdays with one Saturday no fee) for one 10 ft. x10 ft. space - Rates must be paid by June 3rd, 2017. Seasonal vendors also receive 1 free market per year. *** Please note: If you would like to become a member of LLTT, please enclose a separate check, payable to LLTT, for your donation. Lassen Land and Trails Trust is a member-supported non-profit 501(c) (3) organization. Your donation is tax-deductible to the full extent allowed by law.**

What you need

- **Agriculture products or produce:** Obtain a permit prior to sale through your local Agriculture Commissioner. Lassen County must be listed on all Producers' Certificates. The Lassen County Agriculture Commissioner is located at 175 Russell Ave. Susanville CA. (530) 251-8110.
- **Cottage industry prepared food or baked items:** Obtain a permit prior to sale through the Lassen County Health Department, located at 1443 Paul Bunyan Rd. Susanville, CA. (530) 251-8183. Vendors of prepared foods to be consumed at the market must have soap and hot water for a hand washing station.
- **Hand-made items or crafts:** Obtain a California Seller Permit from the California State Board of Equalization. Applications are available online at <http://www.boe.ca.gov/info/reg.htm>.
- **Food Vendors:** All food vendors must accept EBT or WIC when applicable.
- **Certificate of Insurance:** Obtain an insurance certificate holding Lassen Land and Trails Trust harmless and identifies the Trust from any and all bodily injury, property damage, or loss arising out of activities for which vendor and LLTT contract in this agreement.

NOTE: All vendors must provide their own tables and shade canopies.

Business Name _____

Vendor Name _____

Address _____

Phone _____

Items for sale _____

Return to: Lassen Land and Trails Trust, P.O. Box 1461 Susanville CA. 96130.

PLEASE ATTACH A COPY OF EITHER OR ALL WITH THIS FORM:

- **PRODUCERS CERTIFICATE**
- **COUNTY HEALTH DEPARTMENT PERMIT**
- **CALIFORNIA SELLERS PERMIT**
- **CERTIFICATE OF INSURANCE**

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General Rules and Procedures

- **Location** – Pancera Plaza ó South Gay St., Susanville CA
- **Date & Time** – Every Saturday, June 3rd ó October 7th; 8:00 am to 12:00 pm.
- **LLTT Application**- Obtain an application to become a vendor from Lassen Land & Trails Trust at the Historic Susanville railroad depot (601 Richmond Road) or online at www.lassenlandandtrailstrust.org.
- **Cooperate with market management by paying the required fees before sale, providing and posting the required permits/certifications.**
- **Vendors are asked to submit a legible, completed load-list at the end of each market day for reporting so that we can all assess the market at the end of the season.**
- **Be familiar with California Rules and Regulations for Certified Farmers' Markets.**
- **Market Day – The following procedures must be followed.**
 - a) **Setup may begin after 6:30 am and must be completed by 8:00 am.**
 - b) **For customer safety, no vehicles shall be driven within Market boundaries between the hours of 8:00 am and 12:00 pm. If you need to leave early, please do not bring your vehicle into the market.**
 - c) **Setup may occur in assigned booth space only**
 - d) **Lassen County Producers Certificate must be displayed**
 - e) **Vendors selling items that may be purchased by W.I.C. /E.B.T., must be registered to accept this form of payment**
 - f) **A sign noting accepted forms of payment (W.I.C. and E.B.T. tokens) must be displayed prominently for all to see it.**
 - g) **If you sell prepared or any type of value added food, you must display a Lassen County Health Permit. Any commodity that has been prepackaged shall have a label stating its ingredients and the name and address of the responsible person.**
 - h) **Local handmade craft items are welcome, but they must be made by the individual who sells them. Vendor must obtain a California Sellers Permit from the California State Board of Equalization. This must permit must be displayed prominently for all to see.**
 - i) **No pets or smoking allowed by order of the health department.**
 - j) **Observe all Federal, State, and County regulations for produce transportation, maturity, labeling, and quality.**
 - k) **All products must be elevated a minimum of 9 inches above the ground surface.**
 - l) **NO SELLING UNTIL MARKET MANAGER OPENS THE MARKET at 8:00am.**

The undersigned agrees to the above rules, and to hold the Lassen Land and Trails Trust free and harmless and indemnify the previously stated from any and all liability for bodily injury or property damage or loss arising out of activities for which LLTT contracts in this agreement. I am familiar with California State Regulations for Certified Farmers Markets and agree to abide by those standards. Any violation of the Market Rules and Procedures shall be subject to review by Market management.

Signature _____ Date _____

Printed Name

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Participation Agreement

I/We hereby agree, as a grower/non-ag food purveyor, non-ag food producer, artisan or craftsman, at the LLTT certified farmersømarket, that I/we will indemnify and hold harmless the sponsors of the market site, Lassen Land and Trails Trust, their agents and employees, from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action or any and every kind and nature arising or growing out of or in any way connected with my/our use or occupancy as a vendor at a Lassen Land and Trails Trust certified farmersømarket.

I hereby agree as a grower/non-ag food purveyor, non-ag food producer, artisan or craftsman, in the Lassen Land and Trails Trust certified farmersømarket that I/We will maintain vehicle liability insurance, and where applicable, product liability insurance, in effect while I am participating in any LLTT certified farmersømarkets.

I hereby agree and understand that the participation of my farm/business is on an annual basis and the renewal of my selling privileges is based upon the following factors: consistent attendance, cooperation with the market manager, quality products, submission of completed load lists, and adherence to the State of California direct marketing regulations and where applicable the State of California Uniform Retail Food Laws (CalCode).

I hereby declare that I have the authority to sign this acknowledgement/agreement as the participant or the participantø representative. By signing this acknowledgement/agreement, I acknowledge that a representative(s) of LLTT is hereby given permission to visit the location(s) where my product(s) is/are produced and/or stored to verify compliance with the State of Californiaø regulations. I also agree that I and/or my firm are not a distributorship.

I agree that if a dispute arises between myself and Lassen Land and Trails Trust or between the participating farm/business and Lassen Land and Trails Trust and any other person(s) and/or entity(ies) related to the participation in the LLTT market shall be resolved by the Due Process Policies (included). No dispute shall be referred to a court for resolution.

Signature _____ Date _____

Print Name

Due Process Policies

A producer may be suspended or removed from any market or markets or have selling privileges in the market conditioned, modified, or limited by a Market Manager for any of the following reasons:

- A. Failure to obey and conform to state, local government or market rules and regulations.
- B. Causing or maintaining an unsafe or unsanitary condition at the market.
- C. Unreasonable or outrageous conduct considered detrimental or prejudicial to the purposes and interest of the market or Lassen Land and Trails Trust.
- D. Failure to attend at a previously reserved market space without adequate prior notification.
- E. The occurrence of any condition or limitation, which was placed on the admission of the producer's product to any market.
- F. Behavior that obstructs any other vendor's commerce or ability to transact business at the market.

The severity of any penalty or discipline imposed by the Market Manager shall be directly related to the gravity or repetition of the violation.

Whenever a Market Manager decides that a violation has occurred of such seriousness that it warrants the suspension or removal of a producer from one or more markets, the Market Manager will provide the producer with a written notice of the intention to suspend or remove the producer. The notice of intent to suspend or remove the producer will state the reasons for the proposed action and offer the producer an opportunity to be heard by the Trust's Executive and Board of Directors before the imposition of the suspension or removal from the market. The Market Manager will deliver the notice of intention to the producer in person or mail it by first class or registered mail to the last known address of the producer in the Trust's records.

The notice of intention to suspend or remove a producer shall advise the producer that he or she may ask to be heard, either orally or in writing, by the Trust's Executive prior to the imposition of the suspension or removal. The Trust's Director must receive the request for the hearing no later than fifteen calendar days after the date of the issuance of the notice of intent to suspend or remove the producer.

If the producer does not request a hearing with the Trust's Executive, or if the producer fails to request a hearing within fifteen calendar days of the date of the notice of intent to suspend or remove the producer, the Market Manager may take action to suspend or remove the producer from the market.