



**CONTRA COSTA CERTIFIED FARMERS' MARKET ASSOCIATION, INC.**  
**MEMBERSHIP AGREEMENT and APPLICATION TO SELL**

The undersigned agrees to abide by the Governing Rules and Regulations of the CCCFM, Inc. (as revised 12/2012) as pursuant to the interpretations of the management while participating at the Farmers' Markets. I attest that I do not buy these products and resell them. I have read these rules and agree to pay the required fees, as well as to cooperate fully with the Market Manager in enforcing these rules. I understand that the Market Manager may require safety violations to be rectified or removed immediately. Any failure on my part to abide by these rules and regulations or to cooperate with the Market Manager may result in board disciplinary action including possible cancellation of association membership and all rights to sell at association-sponsored markets.

**MEMBER INFORMATION:** (Please write member information you would like it to appear on the CCCFM website.) Print clearly.

VENDOR BUSINESS NAME: \_\_\_\_\_

Principal Owner: \_\_\_\_\_

Mailing Address (street number, P.O. Box) \_\_\_\_\_ City, \_\_\_\_\_ State, \_\_\_\_\_ Zip Code

Contact Person: \_\_\_\_\_ Telephone (include area code): \_\_\_\_\_

Cellular Telephone (include area code): \_\_\_\_\_ FAX No. (include area code): \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

DATE: \_\_\_\_\_ Members' Signature: \_\_\_\_\_

**IN ORDER FOR A MEMBER TO SELL AT A CCCFM SPONSORED MARKET, THE REQUIRED INFORMATION MUST BE SUBMITTED WITH THIS SIGNED MEMBERSHIP APPLICATION/AGREEMENT THROUGH MANAGE MY MARKET.**

(Upload this form & attach the requested information including GL & Auto Insurance to [ManageMyMarket.com](http://ManageMyMarket.com))

**For Renewals: Enclose a check of \$125.00 payable to CCCFM INC.**

**For New Applicants: Please include your \$25.00 application fee in order for your application to be considered. You will be contacted about your approval status and notified about mailing in the membership fee.**

**Additional information is required for:**

**Temp Events, Taxable Products, Processed Agriculture** (see Governing Rules on website [www.cccfm.org](http://www.cccfm.org) "Join our Team" and checklist below.)

Market/ hours	Address	Season	Start Date	Weekly Attendance Yes/No
<b>Orinda</b> Saturday 9am-1pm	Orinda Way	March-Nov		
<b>Walnut Creek*</b> Sunday 8am-1pm (from 11/6 9am-1pm)	North Locust St.	May-Nov peak Nov.-April winter		
<b>New Markets TBA</b>				



**Membership Agreement and Application to Sell**  
**Contra Costa Certified Farmers' Markets Inc., [www.cccfm.org](http://www.cccfm.org)**  
**P. O. Box 23727 Pleasant Hill, CA 94523-0727 phone 925.431.8361 fax 925.228.5080**

**Forms for Non-Agricultural Vendors:**

Current year application forms and fees (\$25 new applicant, \$100 membership fee, \$125 renewal)

Current year Temporary Event forms completed and \$142 fee (If sampling at the market).

**Additional Temp Event fees will be due every 90 days in the same amount.**

Sellers Permit(If applicable)

Certificate of General Liability Insurance (minimum coverage \$500,000)

Certificate of Auto Insurance (minimum coverage \$500,000)

Inventory of vehicles

County Health Department Permit for point of production

Processing Permit from State Health Department (If applicable)

A detailed sampling procedure and a price list of all the food that will be offered for sale. If you are a new vendor applicant, you will be contacted to bring samples of your product, the packaging, and photos of your booth setup for evaluation by CCCFM.

Signed copy of CCCFM Governing Rules (available on CCCFM website)

Business Spotlight –Bio letter describing your product and business/company

\*Walnut Creek is available for renewals only. New applicants may request to be placed on the waiting list.  
 Note: Applicants must agree to participate in no fewer than two (2) CCCFM markets for the duration of the season.

**Stall fees:**

\$25 - \$50 per stall space depending on location. Fee is \$50 for vendors who only participate in WC. Stall fees are collected in cash or check each market day by the Market Manager.

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Please send this signed completed form and all the requested attachments with required fees as listed above. Renewals are due December 31<sup>st</sup> and a late payment penalty may result if payment is not received by February 1, 2012. Make checks payable to Contra Costa Certified Farmers' Markets Inc.

**Mail to: CCCFM INC. Membership**  
**P.O. Box 23727**  
**Pleasant Hill, CA 94523-0727**

<p><b>CCCFM use only.</b>          Paid: \$ _____          Date: _____ Check # _____</p>
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**CONTRA COSTA CERTIFIED FARMERS MARKETS INC. INSURANCE INFORMATION**

**INSURED OWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_

Owners Drivers' License No. \_\_\_\_\_

Auto Insurance Carrier \_\_\_\_\_ Phone No. \_\_\_\_\_

Policy Number \_\_\_\_\_ Effective Date \_\_\_\_\_

Policy Renewal Date: \_\_\_\_\_.

**THE FOLLOWING INSURED AUTOMOBILES/TRUCKS WILL BE USED AT CCCFM.**

Make of Vehicle \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ License plate \_\_\_\_\_

Make of Vehicle \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ License plate \_\_\_\_\_

**GENERAL LIABILITY INSURANCE CARRIER \_\_\_\_\_**

PHONE NO. \_\_\_\_\_ ADDRESS \_\_\_\_\_

POLICY NO. \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

Renewal Date \_\_\_\_\_

**Temp Event Producers:** \_\_\_\_\_ If you will be cooking on site. (Please enclose the completed HD vendor packet)

**Secondary Products:** \_\_\_\_\_ If you are applying to sell for another Producer please send a copy of the HD certificate and attach a letter from the certificate holder granting the authorization for you to sell. Also, include the membership fee for the secondary product if it has been approved, as well as the membership fee for the returning member for \$125.00.

**New applicants mail in \$25.00 for application review. A check must accompany documents for consideration.**

**Taxable Products:** \_\_\_\_\_ If you are selling a taxable item (Non-food). Please send a copy of your resale permit.

Processed Agriculture: if you are producing any processed agriculture product which requires a manufacture permit please send a copy of the permit.

**Please List Below All the Other Farmers' Markets You Participate In:**

_____	_____
_____	_____
_____	_____
_____	_____

**Thank you for your continued support and cooperation. We look forward to your return and a great Season.  
 Please call us if you have any questions, concerns or suggestions.**



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**GROWER /VENDOR RESPONSIBILITIES:**

**We strongly recommend that you make a copy of this page for your employees to read and sign.**

**ARRIVAL TIMES:**

*Year-round Market*

**Walnut Creek** / Sun.

Peak (May-Nov.) – No later than 7am / Winter (Dec.- April) - No later than 8am

*Seasonal Markets*

**May –Nov. – Arrive 1½ hours before the official opening time, including off-loading.**

1. Please educate all members of your staff who are selling your product- about your product, the proper sampling procedure, the correct set up- your certificates posted, the arrival time, the departure time, the late fees, the cancellation procedure, the no show fees and safety issues.
2. Please post your farm or business banner on your canopy every week at each market site.
3. Post clearly written product names and price lists for all items that are for sale.
4. Product arrangements shall be stable and secure. Display tables shall not be overloaded, please secure the display table legs or table supports, they must be strong and secure.
5. Make sure your canopies, umbrellas, and other shades are anchored to the ground, weighted down, and secured against the wind at all times. Tarps must be securely fastened.
6. All canopy supports must be securely in place at all times. They must be put up and taken down with care so as not to injure others. It is your responsibility to bring what you will need and provide your employees with the proper supplies.
7. Overhead signs perpendicular to the walkway, other than unframed fabric signs, are prohibited. Use only canvas signs please. The manager may allow additional directional signage away from the sellers stall, providing that it is not a safety hazard.
8. All growers/vendors and their employees are not allowed to smoke in the market.
9. Eating will not be allowed at the sales table to insure no contamination of product being sold.
10. Noise producing equipment, e.g., generators, music sound systems, etc., should be placed and/or modulated in such a way so as to take other growers/vendors, their employees, as well as customers into consideration.
11. **ALL GARBAGE GENERATED AT YOUR STALL MUST BE TAKEN BACK WITH YOU.**
12. Members children are welcome to participate at the market, however, they must remain under the DIRECT supervision of their parent or guardian at all times and not be allowed to run free at any time un supervised.
13. Bring a working fire extinguisher with you to the market each week.
14. The person representing you at our markets must be respectful, approachable, and courteous to the customers and the members of the Market Association.

**\* Participation in the Sun. Walnut Creek Market will be based on space available and uniqueness of product:**

15. The invitations to participate in Walnut Creek will be extended only to the farmers and vendors who sign up for a full season in at least one other CCCFM sponsored 'Peak Season' market each year. Renewal for the new season is base on this participation agreement. Dropping out of a seasonal market, mid-season will put the participant's space at risk in Walnut Creek.
16. Vendors only participating in the Walnut Creek market pay \$50 per stall.

All members, their employees, invited artists and crafters who participate in the Contra Costa Certified sponsored Farmers' Markets agree to the terms of the Governing Rules and the Grower/Vendor Responsibilities. They agree that they have read the rules. All principals are responsible for making their employees aware of all these rules. No Exceptions. Visit: [WWW.CCCFM.ORG](http://WWW.CCCFM.ORG) - To download & read the Governing Rules.

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_.