



ASCENDKemet Collective Certified Farmers' Markets and Fests Application Form

Name: _____

Business Name: _____

Address: _____

City, State & Zip: _____

Phone: _____ Email: _____

Website: _____

Business Facebook/Instagram Page: _____

California State Sales Tax #: _____ TFF (Temporary Food Facility) or Health Permit: _____

Liability insurance attached: _____

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

- Certified farmer or grower (Attach a copy of Dept. of Agriculture Certificate and Liability Insurance)

- Food vendor (Attach a copy of your County of San Diego Department of 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 the items you will sell:



- Prepackaged food vendor (Attach a copy of your County of San Diego Dept. of Environmental Health Permit or TFF, copy of Packaging Permit, and Liability insurance.)

Please list the items you will sell:

- Crafter/Artisan (Attach a copy of your liability insurance.)

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 approved, you may only sell the items described in your application. You must submit photos of your works or links to social media with your application. All items sold must be original and handcrafted by the exhibitor.

- Other vendor or service (Attach a copy of your liability insurance.)

Please explain what you make or the services you provide:

Your application will be reviewed, and if you are selected the market manager will contact you.

Information about the ASCENDKemet Collective Certified Farmers' Market:

4325 Wightman Street, San Diego, CA 92105 (between 43rd and Fairmount Avenue)

Every Sunday from 10:00 a.m. to 2:00 p.m.

Set up begins at 9:00 a.m. unless more time is needed (please let us know if you need more time).

Market Manager: Mika Marzette (619) 894-6972



Market fees: Please indicate the size of your booth.

Certified Farmer or Grower

\$45 (10x10)____/\$50 (10x20)____/\$60 (10x30)_____

Food Vendor

\$20 (10x10)____/\$25 (10x20)____/\$30 (Food Truck)____ or 10% of sales, whichever is GREATER.

Crafter/Artisan

\$25 (10x10)____/\$35 (10x20)____/\$45 (10x30) _____ or 10% of sales, whichever is GREATER.

Other Vendors _____ \$25 minimum or 10% of sales, whichever is GREATER.

Other Service Vendors_____ \$50 minimum or 10% of sales, whichever is GREATER.

All vendors are required to pay the State of California Department of Agriculture Weekly Vendor Fee of \$2 and Certified Growers must pay \$2 fee per certificate. Shared booth spaces incur a \$2 fee per vendor.

Special Notes:

- 1) Vendors must notify the market manager one week in advance if not be able to attend a scheduled market. If you cannot attend because of an emergency the day of the event, you must TEXT the market manager, Mika Marzette, at least three hours before the market to inform us, and you will need to pay a minimum space fee for that missed day at the next event. Each vendor will be given a ONE (1) TIME GRACE PERIOD for a missed event. But repeat no shows may be removed 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) The market manager assigns spaces. If you arrive BEFORE 8:00 a.m., there should be space to drive up and unload your vehicle. You are allowed to drive in and unload, or some spaces can also accommodate vehicles. A limited number of spaces will be provided for vendors who need to park their vehicles behind or near their vendor booths since these spaces will be limited. It will be at the discretion of the market manager to decide which vendors can use which space. Vendor parking will be available, but please leave spaces near the market for your customers and for those wishing to use the park. 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 ice, water, or other fluids at the venue. Please sweep your area clean before leaving. The manager will have a broom and dustpan available for you to borrow.
- 5) You must provide a customer trash container and take it with you at the day's end. ‘
- 6) It is your responsibility to keep your permits current. You must provide the market manager with a copy of your permits, renewals, and liability insurance for our files.
- 7) Space is limited. You must read the ASCENDKemet Collective Certified Farmers’ Market Rules and Regulations and submit a signed completed application to be considered. If you are approved, you will be notified. You must be approved before selling. Farmers and growers who are geographically local are given preference. We will continuously take applications, especially for products we do not currently have. As our market grows, we will save your information for future markets and events. We will try to avoid adding duplicates (or similar items). The ASCENDKemet Certified Farmers’ Market is not right for every product or vendor. You must apply, be approved by the market manager and any licensing agency before selling, and provide proof of liability insurance.

ASCENDKemet Collective Certified Farmers’ Market (AKCCFM) operates Sundays year-round, from 10:00 a.m. to 2:00 p.m. on Wightman Street between 43rd and Fairmount, San Diego, CA 92105. It is in front of the Village Townhomes.

The AKCCFM is operated in accordance with regulations established in the California Administrative Code pertaining to Direct Marketing and the California Food and Agriculture Code Direct Marketing. The AKCCFM is certified by the County of San Diego Agricultural Weights and Measures (AWM), State of California Agriculture Divisions, California Department of Food and Agriculture (CDFA), as well as the County of San Diego Department of Environmental Health and Quality (DEHQ). AKCCFM conducts business within state and local rules and regulations. AKCCFM is additionally governed by the City of San Diego. To ensure the successful maintenance of the AKCCFM as an efficient outlet for all vendors and producers (Sellers) to sell their products directly to consumers, we have adopted the following set of Rules and Regulations. Please read and initial each rule, then sign and date at the bottom.

- 1) Admission and participation to sell at the AKCCFM, and the location of booth space, will be at the discretion of the AKCCFM management and owners. _____
- 2) Sellers must provide proof of Liability Insurance, naming ASCENDKemet Collective Certified Farmers’ Market as an Additional Insured at the time of application along with required permits.



3) All sellers must provide digital or paper copies of all permits or certifications required to operate the type of business they are conducting to AKCCFM Management. Please do not let these expire before the day of the market. Make sure to renew before the next market date.

4) Sellers must have proper signage at their booth with the name of their company/farm/product and website or contact information. _____

5) There is NO electricity on site, so vendors that need power will need to supply their own generators. _____

6) Sellers must arrive before the published opening time of the market and be ready to sell. The seller will not begin the breakdown of their stall space until after the published closing time of the market. This will be strictly enforced! Sellers breaking down early without the permission of the market manager will risk having their booth space revoked. Please inform the manager if there is an emergency that you need to leave for. _____

7) All display table frontage must be behind the set-up line designated by the market manager. No displays or signage may extend into the middle of the common customer aisle way. _____

8) All shades and shelters must be tied down and completely secured in windy conditions or be subject to removal of shelter because of safety issues. _____

9) Tables and other display fixtures must be sturdy, stable, and not in a state of disrepair. Do not overload tables or equipment. _____

10) All garbage, waste, boxes, or trash of any kind must be taken with the seller at the end of every market. Both the booth and the surrounding area must be free of debris and swept clean. (Failure to follow this rule will result in a \$65 fine. If it becomes a regular issue, booth space may be revoked.) _____

11) Sellers are not to leave trash in any of the trash bins or dumpsters in the parking lot, or in the trash cans in the marketplace for customer use. (Failure to follow this rule will result in a \$65 fine. If it becomes a regular issue, booth space may be revoked.) _____

12) All promotions must occur within the space assigned to the seller and not in the common areas. No disruptive noises or behavior will be allowed. Respect your neighboring booths and vendors. _____



13) Music or radios are not to be amplified during market hours unless cleared by the manager. Any music allowed during market hours will be at the sole discretion of the market manager.

14) Sellers must wear shirts and close-toe shoes while on the market premises. _____

15) All sellers are required to cancel no less than one week prior to market day to avoid booth cancellation fee charges. Failure to notify less than one week of a cancellation will pay the minimum booth fee, and sellers canceling less than 24 hours before market day will need to pay an additional \$30 in addition to the minimum booth fee. Sellers who fail to notify the market manager of a cancellation with less than a one-week notification more than twice in a six (6) month period may be subject to removal from the market. There is a (1) one time grace period for family or personal emergencies. _____

16) If a seller challenges management or the AKCCFM in a court of law and the court finds in favor of the management or the market, said seller agrees to pay all costs associated with the legal action. _____

17) Sellers must provide, in addition to a completed application, a signed copy of these rules and regulations, proof of liability insurance, and any required permits pertaining to their type of booth, including but not limited to Certified Producers Permit, DEHQ TFF Permit, Cottage Food Permit, and State Sellers Permit. Additionally, all sellers agree to comply with all rules and regulations pertaining to their specific permits. _____

18) All Sellers must pay vendor fees according to the current fee schedule set by AKCCFM management, and the State of California Department of Agriculture Weekly Vendor Fee of \$2 within five days of the market date. _____

19) Booth fees are to be paid at the Market Information Booth along with load lists and vouchers for EBT (EBT WIC, SNAP). Vendors will be given any EBT payment due in the form of a check or digital money transfer (Zelle, Venmo, Cashapp, etc.) or they may subtract that amount from their vendor fees owed to the market. Receipts are issued within five days or at the next market date. At the discretion of the market manager, you may be required to produce an accounting of the daily gross sales. _____

20) If you are preparing food, you will need a drop cloth/tarp to cover your booth ground space completely. If your food (or any product) is liable to spill or splatter, you will need sides/walls on your booth. _____



21) Sellers in the food area are not to use any cleaning liquids or liquids of any kind directly on the parking lot surface. If you have an accidental spill, please notify the market manager immediately so it can be addressed properly. No stains, oil spray, or food shall be left in a seller's space. There are no exceptions to this rule. Failure to comply with this rule will result in revocation of seller booth space. Sellers in the food area must also sweep their booth space at the end of the day ensuring no debris is left. _____

22) Sellers need to be ready for business at 9:00 a.m. for each market. The market closes at 2:00 p.m.. _____

23) PARKING – No parking on sidewalks or islands. Only park in designated spaces. If you are unsure, please check with the market manager for a detailed map. _____

24) Change of ownership of a business or farm requires submission of a new application to AKCCFM, which will be processed as a new admission. The transfer or change of ownership does not grant or guarantee the new owner the same admission or current booth space assignment as the previous owner. _____

25) Any statement and/or action that is deemed to be offensive, abusive or otherwise inappropriate to a customer, market manager, market staff person, attending producer, seller, staff person, or any official from a city, county, or state agency conducting business within the market jurisdiction, will be considered in violation of AKCCFM rules and will be subject to any or all disciplinary steps deemed necessary. Negative, abusive, threatening, rude, or any other socially unacceptable behavior toward management, staff, consumers, or other vendors will result in immediate and permanent expulsion from the market. Please respect the constitutional and civil rights of others. _____

26) No pets or animals are allowed at AKCCFM due to federal, state, county, and local health, and safety regulations. Service animals are exempt from this rule according to federal, state, county, and local guidelines. Please contact the market manager if you have any questions. _____

27) Sellers will be notified in writing within seven days of any changes made to the AKCCFM Market Rules and Regulations. Any changes made to AKCCFM Market Rules and Regulations, fees, or AKCCFM application, are at the sole discretion of the market managers. All changes will be provided to sellers in writing by the market manager at the written request of sellers. _____



28) New applications for vendors will be accepted before the 15th of each month, to be included in the following month's markets. The Health Department and local agencies require a 14-day lead time to check permits. _____

I HAVE RECEIVED THE RULES AND REGULATIONS AND AGREE TO FOLLOW THE RULES AND REGULATIONS OF THE ASCENDKEMET COLLECTIVE CERTIFIED FARMERS' MARKET AND I HAVE PROVIDED ALL NECESSARY PERMITS AND A COPY OF LIABILITY INSURANCE POLICY TO MARKET MANAGEMENT.

Printed Name: _____

Business Name: _____

Signature: _____

Date: _____

NAMES AND CONTACT INFORMATION OF REPRESENTATIVES PARTICIPATING AT THE MARKET:

NAME, CONTACT, AND RELATION INFO IN THE EVENT OF A MEDICAL EMERGENCY INVOLVING YOUR REPRESENTATIVE:

Please send signed forms to: ascendkemetcollectivemarkets@ascendtials.org

Or mail to:

ASCENDKemet Collective Certified Farmers' Market

505 W Broadway

San Diego, CA 92101

Please direct questions to:

Mika Marzette, Market Manager

619-894-6972