

RULES AND REGULATIONS (ARTISAN VENDORS)



TOPANGA
FARMERS
MARKET

Set-Up and Late Arrival Policy

Market Hours:

- The Farmers Market operates on Fridays from 9:00 AM to 1:00 PM.

Set-Up Time:

- Vendor set-up begins at 7:00 AM. We encourage vendors to arrive early to ensure a smooth setup process.

OUTDOOR LOCATION ONLY

Tent Weights: All tents must be secured with a min. of 20 lbs of weight on each pole.

- **If you forget tent weights, you must rent them from the market for \$15.**
- **If you forget a tent, you must rent one from the market for \$20.**
- Rental charges are due the same day of the market that items are used.
- TFM does not rent or provide tables.

INDOOR LOCATION ONLY

- Tents and tent weights are not required inside the Community House building
- TFM does not rent or provide tables.

Vendor Arrival Time:

- Vendors must arrive between 7:00 AM and 8:45 AM.
- If you arrive after **8:00 AM**, you will not be permitted to pull up to the building to unload.

Late Arrival:

- **Arriving after 8:30 AM is considered late.** Late arrivals compromise the safety of customers who arrive promptly at 9:00 AM and detract from the market's professional appearance. Unloading and setting up after the market opens is both unsafe and disruptive.

First Late Arrival (after 8:30 AM): You will receive a verbal and written warning.

- **Subsequent Late Arrivals (after 8:30 AM):**
 - Each additional late arrival will result in a \$25 fine paid the day of the market.
- **Multiple Late Arrivals:**
 - If you are late more than three times, your continued participation in the market may be jeopardized at the discretion of the Market Manager and Founders.

Communication:

- If you anticipate being late, please contact the Market Manager and Market Founder as soon as possible: Sarah: 646-373-7678 or Kate: 818-480-1118

Vendor Parking:

- **Artisan Vendors:** Park in the small gravel lot below the artisan level that can be accessed by taking the first left up a small driveway when you first turn up the Community Center driveway.

Take-Down:



TOPANGA
FARMERS
MARKET

- Vendors begin take down their booth no earlier than 1pm and finish no later than 2pm.
- As the Farmers Market area is closed to vehicles from 8:30-1, vendors can not bring their vehicles for loading until 1pm
- Your booth area must be swept clean of all trash and debris with nothing left behind at the conclusion of the market.

Zero-Waste and Plastic-Free Policy:

- The TFM aims to be a zero-waste market.
- All vendors are required to not sell, use, or package items involving single-use plastic. This includes plastic bags, plastic utensils, plastic or styrofoam to-go containers. Items such as plates, cups and utensils must be made from recycled/post-consumer paper or other biodegradable materials. Vendors are required to use non-plastic sustainable packaging that can be recycled or composted. We will provide bins for recyclables.
- Vendors must only use paper bags for customers. Customers will be encouraged to bring their own reusable bags. Vendors should charge customers for paper bags if there is a financial concern.

Insurance Requirement:

- In order to confirm your participation in the Topanga Farmers Market, vendors must provide a Certificate of Insurance. This document must be uploaded to each vendor's Market Spread account before your application is formally accepted.
- **Insurance:** All vendors must submit a \$1,000,000 insurance policy **naming the Topanga Community Center as additionally insured.**
- When any of your documents expire, it is your responsibility to email the TFM with your updated documents as soon as you have renewed.

Internet:

- Anyone accessing the TCC network for WiFi accepts full responsibility and risk for using the network.
- The TCC does not guarantee network security. Furthermore, the TCC does not guarantee a stable network experience, users may experience slow processing or outages. Vendors need to ensure they have a "back-up plan" that doesn't require the internet in order to ensure sales.

Artisan Vendor Fees and Payment:

- Upon acceptance to participate in the Topanga Farmers Market, each vendor must log in to their MarketSpread account using the email address you originally applied with. Your account is already created and you will need to reset your password.
- Payment is made upfront through the MarketSpread online portal. Invoices are sent approximately two days before the market.

5 x 10 booth	10 x 10 booth
\$60 flat fee	\$85 flat fee
\$2 cleaning fee	\$2 cleaning fee
\$2 state legislative fee	\$2 state legislative fee



TOPANGA
FARMERS
MARKET

Absences and Cancellations:

- Vendors or their employees are expected to be present in the market every week that they are scheduled. A schedule of vendor participation will be agreed upon in advance by the Market Managers and the vendors.
- Absences from the market are limited to no more than 2 absences every 16 scheduled markets. Vendors are required to give management at least 48 hours notice of an absence - before Tuesday night. **If a vendor gives management less than 48 hours notice of an absence (anytime after Tuesday night), they will still be responsible for their base booth fee and will be invoiced.** There are no refunds for unexcused absences. Absences due to unforeseen circumstances, such as road closures, traffic delays and vehicle breakdowns will be refunded at the discretion of the market managers.
- If the Farmers Market is canceled due to weather or other unforeseen circumstances, vendors will be credited. Topanga Farmers Market (TFM) has the right to cancel the market with as little notice as Friday morning.

Product Criteria:

- TFM reserves the right to prohibit the exhibit and/or sale of items that are not in keeping with the community nature of the event.
- All booth spaces are designed to be informational and sales only. Vendors may not have activities, demonstrations, music or amplified sound in booth spaces without making arrangements with TFM staff prior to the market.

Signs:

- All signs must be professionally created and produced to ensure that a professional appearance is maintained. No signage may be left at the location.

Smoking:

- Smoking is prohibited at TFM and the TCC

Dogs:

- Dogs are not allowed on the Topanga Community Center property. If you bring your dog to work at the market, they are not allowed to stay in your car during the market - this is unsafe and inhumane. Please leave all dogs at home.

Flyers and Handouts:

- TFM strongly discourages flyers and handouts as they increase trash considerably at the end of the event. However, if you do hand out flyers or other materials, all distribution may only be done from your booth. We encourage the use of QR codes displayed at your booth so customers can access your website and social media accounts without needing to print paper materials.

Electricity:

- Electricity is only provided to prepared food vendors. Prepared food vendors will be stationed in the area closest to power outlets. If you need electricity and you are not a prepared food vendor, please discuss with the Market Manager in advance.

Discrimination and Harassment:

- The TFM does not allow discrimination or harassment toward any person while at the TFM.
- Discrimination consists of directing negative, derogatory or demeaning comments or behavior toward any person on the basis of race, religion, age, gender, sexual orientation, national origin or disability.

- Harassment is any word or action meant to embarrass, offend, intimidate or impede another person's ability to engage in lawful activities while at the TFM. Harassment includes any conduct which could be unwelcome or unwanted even if the individual has no intention to harass. Even well-intentioned conduct can constitute harassment if the individual would find it offensive (e.g. gifts, over-attention, endearing nicknames, hugs.) Simply because no one has complained about a joke, gesture, picture, physical contact or comment does not mean that the conduct is welcome.



TOPANGA
FARMERS
MARKET

RULES AND REGULATIONS - Signature Page



TOPANGA
FARMERS
MARKET

Disclaimer: All persons, companies or organizations reserving booth space at the Topanga Farmers Market (TFM), do so as independent contractors and not as employees or agents of the Topanga Farmers Market, the State of California, the event hosts or its agents.

I request permission to sell products at the Topanga Farmers Market. I will adhere to the requirements of the market's rules and regulations. I agree to the market's booth fee payment policies and requirements. I understand that I will be expected to be in the market when I am scheduled to attend. I have signed the attached Participation Agreement. I understand that I will be required to cooperate with market management, to pay the required booth fees on each market day, and to provide a copy of my permits to the market management.

Business Name of Vendor _____

Vendor's Name _____

Signature of Vendor _____ Date _____

Participation Agreement

I, the undersigned, in consideration for participating in the Topanga Farmers Market (TFM), agree to the following terms and conditions:

I shall indemnify, defend and hold harmless the Topanga Farmers Market, its officers, agents, employees and volunteers from and against any and all loss, damages, liability, claims, suits, costs and expenses, whatsoever, including reasonable attorneys' fees, regardless of the merit or outcome of any such claim or suit, arising from or in any manner connected to the willful misconduct or negligent acts, errors or omissions by me, my agents and employees, in connection with my participation in the Topanga Farmers Market, and in the performance of services, work or activities under this Agreement.

I agree that I will maintain vehicle liability insurance, and where applicable, product liability insurance, in effect while I am participating in this certified farmers' market.

I agree and understand that the participation of my farm/business is allowed at the discretion of the market managers and the continuation of my selling privileges is based upon the following factors: consistent reserved attendance, cooperation with the market manager, quality of products, submission of completed load lists, adherence to the market rules and regulations, and adherence to the State of California's direct marketing regulations and where applicable the State of California's Uniform Retail Food Laws.

I agree that any dispute that arises between myself and the Topanga Farmers Market shall be resolved by arbitration according to the rules of the American Arbitration Association.

I hereby declare that I have the authority to sign this acknowledgment/agreement as the participant or the participant's representative. By signing this acknowledgment/agreement, I acknowledge that a representative of Topanga Farmers Market may visit and conduct an onsite inspection of the location(s) where my product(s) is/are produced and/or stored to verify compliance with the Market Rules and Regulations and the State of California's regulations.

I acknowledge receipt of and agree to abide by Topanga Farmers Market Rules and Regulations.

Signature _____ Date _____

Email your signed agreement to [Hello@TopangaFarmersMarket.com](mailto>Hello@TopangaFarmersMarket.com).