



Presented by the City of Sonoma in partnership with Sonoma Valley Chamber of Commerce

## Artisan Vendor Information

Local Handcrafted Artisan Vendors

<b>Application Due Date:</b>	<b>January 31, 2023</b>
<b>Mail or Deliver Application &amp; Fee to:</b>	<b>City of Sonoma Attn: STNM Market Advisory Committee No. 1 The Plaza Sonoma Ca 95476</b>

<b>Fee per Vendor &amp; Location</b>	<b>Artisan Vendor 10'x10' Stall Fee</b>
Within City Limits	\$35
Sonoma Valley (South of Oakmont North of 37 along Hwy 12)	\$40
Sonoma County	\$45
Outside Sonoma County	\$50

\*The fees quoted above are for 10'x10' stall.

- ❖ The main focus of Sonoma's Tuesday Night Market (STNM) is making fresh, healthy, locally grown produce from small-scale farmers available to our community. And provide a community gathering place for our residents of Sonoma Valley. A limited number of local artisan vendors may be selected to enhance the Market and complement the food and farmer vendors.
- ❖ In evaluating artisan vendor applications to STNM, we consider the following criteria: Hand-crafted by a local artist or a personal service provided directly to consumers at the Market; recycled or otherwise sustainable materials and product components; no unnecessary packaging, and absolutely no plastic packaging/bags; small-scale, locally-based businesses; high-quality, affordable options for purchase; compliance with all applicable local, county and state ordinances.
- ❖ All accepted vendors must read and comply with the Sonoma's Tuesday Night Market Rules and Regulations found on the vendor page, at [www.SonomasTuesdayNightMarket.com](http://www.SonomasTuesdayNightMarket.com).
- ❖ Enclose your payment! Applications without the \$45 application fee will not be considered! Any late applications received after the January 31, 2023; deadline must pay a late application penalty fee of \$30. Total Late Application Fee is \$75.

**Questions? Contact Jerry Wheeler, Market Manager**  
[sonomatuesdaynightmarket@gmail.com](mailto:sonomatuesdaynightmarket@gmail.com) or Call 707/974-0216



## Important Notes for 2023

- ❖ We expect the 2023 Market reach full or nearly full booth capacities. The City of Sonoma and Sonoma Valley Chamber of Commerce continue to partner to present STNM for 2023. The Market operates from May through end of September, a total of 20 market nights. There will be **no market the weeks of July 4 and August 1, 2023** due to other community events scheduled those weeks.
- ❖ Stall Fees:
  - Artisans within Sonoma City Limits 10'x10' stall fee \$35
  - Artisans within Sonoma Valley South of Oakmont North of Hwy 37 along Hwy 12 10'x10' stall fee \$40
  - Artisans within Sonoma County 10'x10' stall fee \$45
  - Artisans outside Sonoma County 10'x10' stall fee \$50
  - Vendor stall fee will reflect your actual footprint.
- ❖ Please note: effective March 1, 2019 the use of single use plastics at Plaza events is prohibited. This includes all plastic beverage containers (bottled water), plastic bags, utensils, plastic plates and cups. There are a variety of plant-based paper products that can be used. Please be sure to choose a brand that does not contain a high wax/plastic polymer coating. Local retailers will be posted on our website.
- ❖ A volunteer Market Advisory Committee made up of local citizens will review all vendor applications during the month of February, using objective criteria determined by the City of Sonoma and Sonoma Valley Chamber of Commerce. Vendor applicants will be notified by March 1, 2023, if they have been accepted into the 2023 Sonoma's Tuesday Night Market. Any vendor applicant may appeal the Market Advisory Committee's decision.
- ❖ We are excited to welcome former vendors to our 2023 season. Any new changes and procedures are designed to ensure a fair, unbiased selection process, a safe and well-run market for patrons and vendors, and a welcoming event for our community, including our Plaza merchants and restaurants.
- ❖ **New to 2023 market season by applying to participate in the market you are committing to participate in all 20 of the nightly markets. All vendors will be required to pay for their stall fee regardless of attendance.**

Please retain this page for your records—DO NOT return it with your completed application!



## Artisan Vendor Application and Required Documents

Local Handcrafted Artisan products

\*\*Additional documents may be required

Required Documents		
<input type="checkbox"/>	CA Dept of Tax and Fee Admin. SELLER'S PERMIT	<a href="https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm">https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm</a>
<input type="checkbox"/>	SELLER's PERMIT indicating the City of Sonoma as a sub-location	<a href="https://www.cdtfa.ca.gov/">https://www.cdtfa.ca.gov/</a> Log on to your CA Dept of Tax and Fee Admin account and add the City of Sonoma, #1 The Plaza, Sonoma CA 95476 as a Sub-location.
<input type="checkbox"/>	2023 City of Sonoma Business License	<a href="https://www.sonomacity.org/documents/business-license-application/">https://www.sonomacity.org/documents/business-license-application/</a>
<input type="checkbox"/>	Insurance Liability	Liability Insurance naming the City of Sonoma #1 The Plaza, Sonoma CA 95476 and Sonoma Valley Chamber of Commerce 651 Broadway, Sonoma CA 95475 as additional insured- Insurance to include \$2M General Liability per occurrence
<input type="checkbox"/>	Home Occupation Permit (City of Sonoma or Sonoma County)	<a href="https://www.sonomacity.org/documents/home-occupation-permit-2/">https://www.sonomacity.org/documents/home-occupation-permit-2/</a> Please visit <a href="#">PRMD</a> for a list of requirements.
<input type="checkbox"/>	Insurance/Vehicle	Copy of current market vehicle insurance coverage card
<input type="checkbox"/>	Photos of products	Email or mail photos of products. Please use high resolution if sending the photos digitally.
<input type="checkbox"/>	Sonoma's Tuesday Night Certified Farmers Market Complete Artisan Application	

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

**Name and Title of Person Applying:** \_\_\_\_\_

**Business Location:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Website URL:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Cell Phone(s):** \_\_\_\_\_





Please list below all individuals that you anticipate will work at your stall \* This information allows the market to comply with the California Farmers Market regulations and in case of emergency.

Name	Cell Phone Number	Family, Friend or Employee

Space for additional information, including any requests for a specific location within the market (specific placement requests cannot be guaranteed):

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Describe your business history and business philosophy:

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Describe your product and any interesting facts about how it is made:

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Describe any specialty items you offer, such as repurposing recycled elements, etc.

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Initial Here	Please read and initial each item and sign and date below:
	I understand that I must submit a complete application, answering all questions and I acknowledge that an incomplete application may be rejected.
	I understand that a \$45 non-refundable application fee must be submitted with my application. If I am submitting my application after the January 31, 2023, deadline, I have also included a \$30 late penalty, for a total LATE APPLICATION FEE of \$75. Checks should be made payable to "City of Sonoma"
	I understand that this application is non-binding up and until both parties have signed the agreement.
	I understand that, if my business is accepted to participate as a vendor in the 2023 Market season, all required paperwork or agreements must be provided/completed prior to my business being allowed to set up and participate at the Market.
	If my business is accepted to participate as a vendor in the 2023 Market season, I agree that I and any employees or family members who will work at the Market will read and comply with the Rules and Regulations of Sonoma's Tuesday Night Market at <a href="http://www.SonomasTuesdayNightMarket.com">www.SonomasTuesdayNightMarket.com</a> .
	I understand that City of Sonoma records, including this application, attachments and emails, are subject to the California Public Records Act.
	I understand that if I no show for a market I am responsible for paying my nightly stall fees. And I will make every attempt to notify the market manager via email <a href="mailto:manager@sonomastuesdaynightmarket.com">manager@sonomastuesdaynightmarket.com</a> of my absence.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the City of Sonoma Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Vendor organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the vendor to the City of Sonoma. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Sonoma.



If the permit is granted, this application and supporting documents form a contract between the City of Sonoma and the Applicant relating to the described event. Applicant then becomes contractually obligated to the City of Sonoma regarding all requirements of the issued permit and agrees to protect, defend, indemnify and hold harmless the City of Sonoma and its officers, agents and employees from and against any loss, injury, damage, claims, actions or lawsuits arising out of or in connection with Sonoma's Tuesday Night Farmers Market or the intentional or negligent acts, errors or omissions of the Applicant, volunteers, agents and event participants, including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name /Title: \_\_\_\_\_

**For Internal Purposes Only:**

Required Documents Received	
<input type="checkbox"/>	CA Dept of Tax and Fee Adm. SELLER's permit
<input type="checkbox"/>	CA Dept of Tax and Fee Adm. SELLER's Permit indication the City of Sonoma as a sub-location
<input type="checkbox"/>	2023 City of Sonoma Business License
<input type="checkbox"/>	Insurance Liability (City of Sonoma and Sonoma Valley Chamber of Commerce)
<input type="checkbox"/>	Insurance/Vehicle (Vehicles used at the market)
<input type="checkbox"/>	Home Occupation Permit (City of Sonoma)
<input type="checkbox"/>	Home Occupation Permit (County of Sonoma)
<input type="checkbox"/>	Submitted marketing information for the website (includes photos and description)
<input type="checkbox"/>	Application fee is paid in full

**City of Sonoma Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name/Title:** \_\_\_\_\_