

Sonoma's Tuesday Night Market

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

Food Vendor Application

Restaurants, Chefs, Bakers & Packaged Food Purveyors offering food items to eat on-site or take home

Application Due Date:

February 10, 2020

Mail or Deliver

Application & Fee to:

Sonoma Valley Chamber of Commerce
Attn: STNM Market Advisory Committee
651-A Broadway
Sonoma, CA 95476

--The main focus of Sonoma's Tuesday Night Market is making fresh, healthy, locally-grown produce from small-scale farmers available to our community. In evaluating food vendor applications to STNM, we consider the following criteria: Fresh, in-season, locally-sourced ingredients, purchased from STNM farmer vendors whenever possible; compostable, polyethylene-free packaging and utensils; small-scale, locally-based businesses; high-quality, affordable options for purchase; compliance with all applicable local, county and state ordinances and permitting.

--All accepted vendors must read and comply with the Sonoma's Tuesday Night Market **Rules and Regulations**, available by February 7, 2020 at www.SonomasTuesdayNightMarket.com.

--Enclose your payment! Applications without the **\$45 application fee** will not be considered! Any late applications received after the February 10, 2020 deadline must pay a late application penalty of \$30. **TOTAL LATE APPLICATION FEE is \$75.**

Questions?: Contact Christopher Welch, Market Manager, at:
Manager@SonomasTuesdayNightMarket.com
707/694-3611

Sonoma's Tuesday Night Market

Important Notes!

- ◆ Our beloved Tuesday Night Market is under new management: The City of Sonoma and Sonoma Valley Chamber of Commerce will partner to present STNM for 2020. Market Manager Chris Welch will return to help with the transition.
- ◆ Due to City of Sonoma requirements and general updating of our procedures, the 2020 vendor applications are different, but we've tried to change as little as possible. Please reach out to your Market Manager with any questions.
- ◆ Vendor stall rental fees have changed and been approved by Sonoma City Council. Vendor stall fees are tiered, based on your business location. **Packaged Food Vendors:** Within Sonoma city limits \$45 per 10'x10' stall; within Sonoma Valley (south of Oakmont, north of Highway 37) \$55; outside of Sonoma Valley but within Sonoma County \$65; outside of Sonoma County \$75. **Prepared Food Vendors:** Within Sonoma city limits \$65 minimum per 10'x10' stall (or 10% of gross sales, if greater); within Sonoma Valley (south of Oakmont, north of Highway 37) \$75 minimum; outside of Sonoma Valley but within Sonoma County \$85 minimum; outside of Sonoma County \$95 minimum. **All Prepared Food Vendors will be required to provide verifiable sales reports from a cash register or point-of-sale system.**
- ◆ 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 13, 2020 if they have been accepted into the 2020 Sonoma's Tuesday Night Market. Any vendor applicant may appeal the Market Advisory Committee's decision.
- ◆ We are excited to welcome former and new vendors to our 2020 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.
- ◆ There will be **NO MARKET ON AUGUST 4th**, due to Sonoma's City Party on Thursday, August 6th. Some STNM Prepared Food vendors may be invited to participate at the City Party.
- ◆ The Fire Marshall will inspect all food vendors on Market Opening Day. If your booth is not in compliance with fire regulations (current fire extinguisher, pavement protection under cooking units, propane tanks secured, cooking area barricaded from the public, etc.), you will be shut down for the night and will still owe your stall fee for the night. **Be sure you are completely in compliance on Opening Day—NO EXCEPTIONS!!**

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

Sonoma's Tuesday Night Market

Food Vendor 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): _____

Fax: _____

Please indicate what you will allow us to post on the STNM website (circle any):

Business Phone Cell Phone

Address Email

Link to your website Nothing

Best Way to Contact You (circle one): Email Business Phone Cell Phone Mail

Other (please specify): _____

STNM runs from the beginning of May through the end of September.

Preference is given to vendors who commit to our entire season.

Will you commit for the entire season? (circle one) Yes No

If NO, what are your beginning and ending dates for attending the Market? _____ - _____
Beginning Ending

How many 10' x 10' stalls will you need? (circle one): One Two Three
(10'x10') (10'x20') (10'x30')

NOTE: Due to Fire Dept. Regulations, most Prepared Food vendors will be required to rent a minimum 1.5 10'x10' stalls.

Do you need a power source? (circle): No Yes Yes
(If requesting 240V, include a photo of your plug and the amperage you will need.) 120 V 240 V

Business Ownership (circle any below):

Sole Proprietor

Partnership/LLC

Corporation

Family-owned

Non-Profit

Number of years in business: _____

Where do you sell your products? (circle all that apply)

Other farmers' markets

Direct to stores (#? _____)

Wholesale distributors

Online

Your own store, stand or cart

Festivals & fairs

Direct to restaurants (#? _____)

Direct to schools/institutions

Direct to food processors

CSA (# of subscribers? _____)

Please list all other farmers' markets that you sell or have sold at: _____

Please list below all individuals that you anticipate will work at your stall (we request this information to comply with California Farmers Market regulations and in case of emergency):

<i>Name</i>	<i>Phone number</i>	<i>Family, Friend, or Employee?</i>

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

I am a (circle one):

Prepared Food Vendor

We sell items that require cooking, combining of previously prepared ingredients and/or any form of on-site preparation of ingredients designed for on-site consumption.

Packaged Food Vendor

We sell items that are prepared off-site. Items that are prepared off-site may be wrapped, bagged or otherwise packaged on-site for purchase (for example, bread loaves or pastries).

Do you use hot oil/deep fat frying in your stall? (circle one)

Yes

No

Do you use propane burners or grills? (circle one)

Yes

No

Do you sample the products you sell? (circle one)

Yes

No

Are you planning to bring a self-contained vehicle/food truck? (circle one)

Yes

No

If YES, please provide the length and width of your vehicle, in feet.

_____ by _____
length width

Describe your business history and business philosophy: _____

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

Describe any specialty items you offer, such as gluten-free, vegetarian, vegan, locally-sourced, etc.:

Ingredients/Sourcing:

All Prepared Food Vendors are required to purchase a season total of at least \$250 worth of produce from STNM farmer vendors. (Be sure to get receipts!)

_____ ***% of ingredients purchased from local farmers***

List those ingredients and sources: _____

_____ ***% of certified organic ingredients***

List those ingredients and sources: _____

Sources for all other ingredients not listed above

List those ingredients and sources: _____

If you were a 2019 Prepared Food vendor, list below the STNM farmer vendor(s) from whom you purchased your \$250 worth of product during the 2019 season (attach receipts from the farmer):

Farmer name: _____ Amount: \$ _____

Farmer name: _____ Amount: \$ _____

Farmer name: _____ Amount: \$ _____

Farmer name: _____ Amount: \$ _____

All applicants must attach a menu/product list with descriptions and prices.

Permits/Registrations/Certifications

***(Attach copies of any permits, registrations or certificates, if available.
Copies will be REQUIRED prior to Market start date.):***

Temporary Retail Food Facility Permit (Sonoma County Dept. of Health Services):

Food ID #: _____ Expiration Date: _____

Class A Cottage Food Operation Registration (Sonoma County Dept. of Health Services):

Facility ID #: _____ Expiration Date: _____

Class B Cottage Food Operation Permit (Sonoma County Dept. of Health Services):

Facility ID #: _____ Expiration Date: _____

Processed Food Registration (California Dept. of Public Health):

Registration #: _____ Expiration Date: _____

Food Handler Safety Certification:

Certificate #: _____ Expiration Date: _____

City of Sonoma Business License:

License #: _____

Organic:

Certifying Agency: _____ Certified since what year? _____

CDFA Organic Registration #: _____

Other Certifications/Registrations/Permits:

Type of Cert/Reg/Permit: _____

Agency: _____ Since what year? _____

Type of Cert/Reg/Permit: _____

Agency: _____ Since what year? _____

Please read and initial each item
and sign and date below:

- ___ *I understand that I must submit a complete application, answering all questions. Incomplete applications 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 February 10, 2020 deadline, I have also included a \$30 late penalty, for a total LATE APPLICATION FEE of \$75. Checks should be made payable to "Sonoma Valley Chamber of Commerce."*
- ___ *I understand that this application is non-binding on any parties. If accepted into STNM, I agree to sign a binding stall rental agreement between myself and the City of Sonoma, within 10 business days after notification of acceptance.*
- ___ *I understand that the STNM Market Advisory Committee will review all applications during the month of February, 2020. All applicants will be notified of acceptance or rejection by March 13, 2020. There will be an appeal process for any denied applicant who would like to be re-considered.*
- ___ *I understand that, if my business is accepted to participate as a vendor in the 2020 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 2020 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 (to be available by February 7, 2020 at www.SonomasTuesdayNightMarket.com).*
- ___ *If my Prepared Food business is accepted to participate as a vendor in the 2020 Market season, I understand that I will be required to provide a verifiable sales report of my gross sales from a cash register or point-of-sale system for each Market that I attend.*
- ___ *I understand that City of Sonoma records, including this application, attachments and emails, are subject to the California Public Records Act.*

Applicant Signature: _____ **Date:** _____

Printed name/Title: _____