



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

Packaged Food Vendor Information

Packaged Food Purveyors offering food items to take home

Application Due Date:

February 18, 2022

Mail or Deliver
Application & Fee to:

**City of Sonoma
Attn: STNM Market Advisory Committee
No. 1 The Plaza
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 at www.SonomasTuesdayNightMarket.com.

--Enclose your payment! Applications without the **\$45 application fee** will not be considered! Any late applications received after the February 18, 2022 deadline must pay a late application penalty of \$30. **TOTAL LATE APPLICATION FEE is \$75.**

Questions? Contact Jerry Wheeler, Market Manager

Manager@sonomastuesdaynightmarket@.com

707/974-0216

Important Notes!

- ◆ We expect the 2022 Market reach full or nearly full booth capacity and are excited to see new and past participants. The City of Sonoma and Sonoma Valley Chamber of Commerce continue to partner to present STNM for 2022.
- ◆ The Market operate from May through September. The Market will close July 5, 2022.
- ◆ **Please note**, effective March 1, 2019 the use of single use plastics at Plaza events is prohibited. We will be enforcing this program in 2022. 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.
- ◆ Vendor stall rental fees will remain unchanged from 2020 rates. Package Food Vendors will be tiered, based on your business location and space: Within Sonoma city limits \$45 per 10'x10' stall; within Sonoma Valley (south of Dakmont, north of Highway 37) \$55; outside of Sonoma Valley but within Sonoma County \$65; outside of Sonoma County \$75. While rates remain the same, vendor stall/space fees will reflect your exact footprint. If you require a 10'x15' footprint and are within Sonoma Valley, your weekly rate would be \$55.00, plus \$27.50 for an additional 5' = \$82.50.
- ◆ 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 25, 2022 if they have been accepted into the 2022 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 2022 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.
- ◆ The Fire Marshall will inspect all food vendors on Market Opening Day

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



Packaged Food Vendor Application and Required Documents

Required Documents		Additional Information
<input type="checkbox"/>	CA State Processed Food Registration	Processed Food Registration (ca.gov)
<input type="checkbox"/>	County of Sonoma Dept of Health Temporary Food Permit	https://sonomacounty.ca.gov/Health/Environmental-Health/Food-Program/Temporary-Food-Facility-Permit-for-Community-Events/
<input type="checkbox"/>	CA Dept of Tax and Fee Adm. SELLER's Permit	https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm
<input type="checkbox"/>	CA Dept of Tax and Fee Admin CDFTA-410-D indicating Sonoma Plaza sub-location	https://www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf
<input type="checkbox"/>	2022 City of Sonoma Business License	https://www.sonomacity.org/documents/business-license-application/
<input type="checkbox"/>	Complete menu of list of items for sale, WITH PRICING	Prior to any additions/changes please submit in writing (via email is best) manager@sonomastuesdaynightmarket.com
<input type="checkbox"/>	Insurance/Liability	Liability Insurance naming the City of Sonoma <i>and</i> Sonoma Valley Chamber of Commerce as additional insured -Insurance to include \$2M General Liability per occurrence. Specific language needs to read: The City of Sonoma and the Sonoma Valley Chamber of Commerce, its elected or appointed officers, officials, employees and volunteers, #1 The Plaza, Sonoma, CA 95476 The specific location is #1 The Plaza, Sonoma, CA 95476
<input type="checkbox"/>	Class A Cottage Food Operation Registration OR Class B Cottage Food OPS.s Permit (if applicable)	https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/CottageFood/RegistrationPermitRequirements.pdf
<input type="checkbox"/>	List of products with pricing	All applicants must attach a product list with descriptions and prices.

2022 Packaged 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
Business and Product Description Below	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 stalls will you need? (circle one):

One (1) <small>(10'x10')</small>	One and a half (1.5) <small>(10x15)</small>	Two (2) <small>(10x20)</small>	Two and a half (2.5) <small>(10'x25')</small>	Three (3) <small>(10'x30')</small>
--	---	--	---	--

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): **Number of years in business:** _____

Sole Proprietor Partnership/LLC Corporation Family-owned Non-Profit

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

<input type="checkbox"/> Other farmers' markets	<input type="checkbox"/> Direct to stores (#? _____)	<input type="checkbox"/> Wholesale distributors
<input type="checkbox"/> Online	<input type="checkbox"/> Your own store, stand or cart	<input type="checkbox"/> Festivals & fairs

Direct to restaurants (#? ____)

Direct to schools/institutions

Direct to food processors

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): _____

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

Yes

No

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.:

Please provide a brief description of your company and products that can be used on the SonomasTuesdayNightMarket.com website:

Ingredients/Sourcing:

The market management team encourages the Packaged Food Vendors to purchase a season total of at least \$250 worth of produce from STNM farmer vendors.

_____ % 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: _____

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 11, 2022 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 on any parties. If accepted into 2022 STNM market season the City of Sonoma will countersign this agreement making it a binding agreement.*
- ___ *I understand that the STNM Market Advisory Committee will review all applications during the month of February, 2022. All applicants will be notified of acceptance or rejection by March 11, 2022. 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 2022 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 2022 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 posted on the Market website www.SonomasTuesdayNightMarket.com).*
- ___ *I understand that City of Sonoma records, including this application, attachments and emails, are subject to the California Public Records Act.*

Applicant Agreement: I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for department and conduct of those employees representing my business for which the facility is requested. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I, or my representative agrees to be present during the entire 2022 market season. This agreement requires that the City of Sonoma be named as "an additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the city of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, the STNM Rules and Regulations and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises (stall space and or area around the stall space) in clean and re-rentable condition.

Applicant Signature: _____ **Date:** _____

Printed name/Title: _____

Acceptance into the 2022 Sonoma's Tuesday Night Market (for internal purposes)

STNM Signature: _____ **Date of Acceptance:** _____

Printed name/Title: _____

COVID-19 LIABILITY RELEASE

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. **Adults over age 65 and people of any age with serious underlying medical conditions** including, but not limited to, **HIV, asthma and other respiratory conditions,** and **pregnancy**, may be a **higher risk for more serious complications from COVID-19.**

The City of Sonoma (City) has put in place preventative measures in accordance with CDC, State, and local requirements to reduce the spread of COVID-19. Additionally, Sonoma's Tuesday Night Market (Event Holder) have agreed to follow CDC, State and local requirements by abiding by social distancing guidelines. However, even with these preventive measures in place the City and Event Holder **cannot guarantee** that you or others in your party will not become infected with COVID-19.

By signing this agreement, you acknowledge the contagious nature of COVID-19 and voluntarily agree to the following:

I voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending Sonoma Tuesday Night Market (Event), and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the City employees, contractors, agents, and other third parties, as well as other guests and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my dependents, including, but not limited to, illness, personal injury, disability, and death, or any damage, loss, claim, liability, or expense of any kind ("Claims") that I may experience or incur in connection with my or my dependents' attendance. **I hereby release, covenant not to sue, discharge, and hold harmless the City, its employees, agents, and representatives and the Event Holder of and from any and all Claims, including all damages, costs or expenses of any kind. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after attendance at the event.**

SIGNED: _____

Name: _____

Date: _____