

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

## Prepared Food Vendor Information

Restaurants & Chefs offering food items prepared onsite to eat on-site or 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** 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 February 18, 2022 deadline must pay a late application penalty fee of \$30. **Total Late Application Fee is \$75**

Questions? Contact Jerry Wheeler, Market Manager

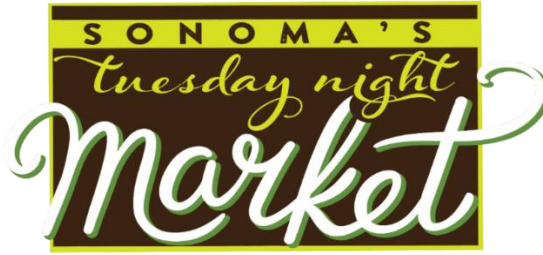
[Manager@sonomastuesdaynightmarket.com](mailto:Manager@sonomastuesdaynightmarket.com)

707/974-0216

## Important Notes for 2022

- ◆ We expect the 2022 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 2022.
- ◆ The Market operates from May through September. The Market will close July 5, 2022.
- ◆ Stall Fees: Due to Fire Department Regulations, most prepared food vendors will be required to rent 10'x15' stalls. Vendor stall rental fees will remain unchanged from 2020 rate; however, you will be charged for your exact footprint. Prepared Food Vendors will be tiered, based on your required space, business location, or 10% of nightly gross income: Within Sonoma city limits \$65 per 10'x10' stall; within Sonoma Valley (south of Oakmont, north of Highway 37) \$75; outside of Sonoma Valley but within Sonoma County \$85; outside of Sonoma County \$95. While rates remain the same, vendor stall/space fees will reflect your exact footprint or 10% of gross income. If you require a 10'x15' footprint and are within Sonoma Valley, your weekly rate would be \$112.50. \$75, plus \$37.50 for an additional 5'. **All Prepared Food Vendors will be required to provide verifiable sales reports from a cash register or point-of-sale system.**
- ◆ ***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 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 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. 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!***



## Prepared Food Vendor Application and Required Documents

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

- Additional documents may be required

Required Documents		Additional Information
<input type="checkbox"/>	County of Sonoma Dept of Health Temporary Food Permit	<a href="https://sonomacounty.ca.gov/Health/Environmental-Health/Food-Program/Temporary-Food-Facility-Permit-for-Community-Events/">https://sonomacounty.ca.gov/Health/Environmental-Health/Food-Program/Temporary-Food-Facility-Permit-for-Community-Events/</a>
<input type="checkbox"/>	CA Dept of Tax and Fee Adm. 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"/>	CA Dept of Tax and Fee Admin CDFTA-410-D indicating Sonoma Plaza sub-location	<a href="https://www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf">https://www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf</a>
<input type="checkbox"/>	2022 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"/>	Complete menu of list of items for sale, WITH PRICING	Prior to any additions/changes please submit in writing (via email is best) <a href="mailto:manager@sonomastuesdaynightmarket.com">manager@sonomastuesdaynightmarket.com</a>
<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"/>	Insurance/Vehicle	Copy of current market vehicle insurance coverage card
<input type="checkbox"/>	List of products with pricing	All applicants must attach a menu/product list with descriptions and prices.
<input type="checkbox"/>	Sonoma's Tuesday Night Certified Farmers Market Complete Prepared 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. NOTE: Market will close Tuesday, July 5, 2022.**

**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 much space/stalls will you need? (Circle one):**

NOTE: Due to Fire Dept. Regulations, most Prepared Food vendors will be required to rent a minimum 10'x15' stalls.

<b>One (1)</b> (10'x10')	<b>One and a half (1.5)</b> (10x15)	<b>Two (2)</b> (10x20)	<b>Two and a half (2.5)</b> (10'x25')	<b>Three (3)</b> (10'x30')
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**Food Trucks: Please indicate the width and length of your vehicle**    **W** \_\_\_\_\_    **L** \_\_\_\_\_

**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
<input type="checkbox"/> Direct to restaurants (#? _____ )	<input type="checkbox"/> Direct to schools/institutions	<input type="checkbox"/> Direct to food processors

**Please list all other farmers' markets that you sell or have sold at:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

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

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***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: \_\_\_\_\_

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\_\_\_\_\_ *% of certified organic ingredients*

List those ingredients and sources: \_\_\_\_\_

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***Sources for all other ingredients not listed above***

List those ingredients and sources: \_\_\_\_\_

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***If you were a 2021 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: \$ \_\_\_\_\_

***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: \_\_\_\_\_

***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, 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 2021 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 [www.SonomasTuesdayNightMarket.com](http://www.SonomasTuesdayNightMarket.com).*
- If my Prepared Food business is accepted to participate as a vendor in the 2022 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 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.

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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: \_\_\_\_\_