

*Sponsored & Operated by
Raw Inspiration, Inc.
23501 Park Sorrento Dr., # 105
Calabasas, CA 91302*

*Phone: 818-591-8161
Fax: 818-591-8216
www.rawinspiration.org
Email: info@ccfm.com*

APPLICATION PROCEDURE

The purpose of this information sheet is to smooth the application process for you and to ensure we receive all of the necessary papers for you to participate in our Farmers Markets. Be advised that you must be pre-approved to participate in any of our Farmers Markets. Herein are the requirements and an outline of the application process. (Please note that all forms are available from our website at www.ccfm.com.)

FARMERS:

- ◆ All items must be produced by you in California and certified by the California Department of Food and Agriculture.
- ◆ You must complete the following forms and send them to our office before approval can be given:
 1. A completed application to the market or markets that you wish to attend. One application per market must be submitted.
 2. A signed copy of the Farmers Market Booth Concession Rental Agreement.
 3. A signed copy of the Market Rules and Policies.
- ◆ Along with the forms, also send the following:
 - a) A copy of your Certified Producer's Certificate.
 - b) A copy of a signed Employment Agreement listing all employees who will be working for you.
 - c) A check or money order for each market you wish to reserve a space in. (Such payment will be returned to you if you are not accepted into a market.)
 - d) A copy of proof of insurance as required under the Farmers Market Booth Concession Rental Agreement. Once accepted you will need to add the following as additional insureds on your policies: the name of each specific Farmers Market location; each City in which the Farmers Market is located; California Certified Farmers Market, Inc.; Raw Inspiration, Inc.; Farm Fresh To You, a California nonprofit corporation; and InterWest Insurance Services, Inc. Please see the Farmers Market Booth Concession Rental Agreement for additional information.

CRAFTERS:

- ◆ All items must be handmade or created by the vendor applying to the market.

- ◆ You must complete the following forms and send them to our office before approval can be given:
 1. A completed application to the market or markets that you wish to attend. One application per market must be submitted.
 2. A signed copy of the Farmers Market Booth Concession Rental Agreement.
 3. A signed copy of the Market Rules and Policies.
- ◆ Along with the forms, also send the following:
 - a. A copy of your Seller's Permit.
 - b. A picture of your products / display.
 - c. A check or money order for each market you wish to reserve a space in. (Such payment will be returned to you if you are not accepted into a market.)
 - d. A copy of proof of insurance as required under the Farmers Market Booth Concession Rental Agreement. Once accepted you will need to add the following as additional insureds on your policies: the name of each specific Farmers Market location; each City in which the Farmers Market is located; California Certified Farmers Market, Inc.; Raw Inspiration, Inc.; Farm Fresh To You, a California nonprofit corporation; and InterWest Insurance Services, Inc. Please see the Farmers Market Booth Concession Rental Agreement for additional information.

PREPARED AND PRE-PACKAGED FOOD VENDORS:

- ◆ You must complete the following forms and send them to our office before approval can be given:
 1. A completed application to the market or markets that you wish to attend. One application per market must be submitted.
 2. A signed copy of the Farmers Market Booth Concession Rental Agreement.
 3. A signed copy of the Market Rules and Policies.
 4. For Prepared Food Vendors, a signed copy of the Requirements for Cooking at Special Events.
- ◆ Along with the forms, also send the following:
 - a. A copy of proof of insurance as required under the Farmers Market Booth Concession Rental Agreement. Once accepted you will need to add the following as additional insureds on your policies: the name of each specific Farmers Market location; each City in which the Farmers Market is located; California Certified Farmers Market, Inc.; Raw Inspiration, Inc.; Farm Fresh To You, a California nonprofit corporation; and InterWest Insurance Services, Inc. Please see the Farmers Market Booth Concession Rental Agreement for additional information.
 - b. A copy of your Seller's Permit.
 - c. A picture or brochure of your display / set-up / products.

d. A check or money order for each market you wish to reserve a space in.
(Such payment will be returned to you if you are not accepted into a market.)

- ♦ For Prepared Food Vendors, you may be required to bring your own three-compartment sink that meets Los Angeles County Health Department requirements. You should note on your applications whether or not you have one.
- ♦ If you are approved, we will fax you the necessary form to present to the Los Angeles County Health Department to get your Temporary Event Permit. You will need to send us a copy of the Temporary Event Permit via fax or mail before participating in our markets.

DO NOT FAX THE APPLICATIONS. ONCE YOU HAVE COMPLETED ALL REQUISITES, MAIL YOUR APPLICATIONS AND ACCOMPANING DOCUMENTS, PHOTOS, ETC., TO:

**Raw Inspiration, Inc.
23501 Park Sorrento, # 105
Calabasas, CA 91302**

YOU WILL BE CONTACTED WHEN WE RECEIVE YOUR PACKAGE TO INFORM YOU OF SUITABILITY / AVAILABILITY IN OUR MARKETS.