



**Old Capistrano Certified Farmers Market**

**Artisan – Crafters – Direct Sales – Business Expo Application**

**Must be completed in FULL to be accepted**

**As of 5/2016**

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

State Board of Equalization Permit Number (Copy Required): \_\_\_\_\_

\*BOE Permit must list the SJC Farmers Market as a main or sub-location

**NEW VENDORS**

Attach at least 3 photos of your work (1 of which of your booth/display). Jury photos can also be emailed to [jennifer@SanJuanChamber.com](mailto:jennifer@SanJuanChamber.com). Please do not send files greater than 120KB each.

**Describe work to be shown:** All work must be handmade by applying artist/crafter.

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**Direct Sales:** All items must be a direct sales vendor (a company that does not have a store front of any kind (e.g. Mary Kay, Tupperware, etc.) Limited to 2 direct sales companies per week/market. Please list items to be sold.

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**Business Expo:** All business expo participants are limited to 2 companies per week. Please describe your business (business expo participants do not sell product at the market, but may have customers come to their place of business, e.g. chiropractors, real estate agents, dentist, etc.).

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## COMPLIANCE AGREEMENT

I have read and understand that the SJC Chamber of Commerce Farmers Market information, policies and guidelines. (Please see Rules & Regulations form on [www.FarmersMarketSJC.com](http://www.FarmersMarketSJC.com)) I agree to abide by the rules stated. My arts and crafts are not mass produced, manufactured and /or imported. My direct sales company does not have a store front to sell my items. My business expo booth will not sell any item or service, but merely inform potential customers of my/our services. I further understand that the San Juan Capistrano Chamber of Commerce, the City of San Juan Capistrano, and their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during or after the weekly SJC Farmers Market as a result of the display of my work, equipment, or materials. I understand that there are no refunds due to inclement weather or space assignment. Decisions to credit the event due to extreme weather or unanticipated issues will be made by the SJC Chamber, under the advisement of the staff on-site.

I understand that the spaces are approximately 100 square feet. Spaces may not be square and some spaces are on the grass. Power is NOT available. EZ Up (canopies) should fit in most spaces.

I further understand that I will be removed from the market and receive no refund if I am selling work of lesser quality or differing from that shown in the entry photos submitted and approved. I also understand that two (2) no call, no shows will permanently remove me from the SJC Farmers Market. I agree to all the rules and regulations of the SJC Farmers Market. *I will sign the last two (2) pages of the Market Rules and Regulations along with this application.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Mail or Drop off COMPLETED application to:

San Juan Capistrano Chamber of Commerce  
Attn: SJC Farmers Market  
31421 La Matanza St.  
San Juan Capistrano, CA 92675

### Please do not forget to include:

- \* Description of Work with Photos of work and booth
- \* Copy of CURRENT CA BOE Sales Permit

## Policies & Procedures as of November 2014

**Location:** Yorba Street between Camino Capistrano & El Camino Real (you may be overflow into Veterans Park)

**Dates:** Every Wednesday from 3pm – 7pm PDT and 3pm – 6pm PST. Excludes third Wednesdays of June, July, August & September every year of operation.

Check-In/Set-Up: 2pm (you MAY NOT set up prior to 2pm)

Market Hours: 3pm – 7pm PDT and 3pm – 6pm PST

Breakdown: 7pm – 8pm PDT and 6pm – 7pm PST

**Application Process:** All items to be sold must be approved by the SJC Chamber of Commerce. Artisan, Crafter and Direct Sales will be reviewed and accepted on the basis of the information contained in the application and its included documents. (Artisan and crafter are defined as those that make and sell their own items (e.g. handmade clothing, handmade jewelry), Direct Sales are defined as businesses that DO NOT have product in any store (e.g. Mary Kay, Tupperware).) Acceptance to the SJC Farmers Market for a particular date does not guarantee admission to future SJC Farmers Market. Artisans/Crafters must be present to show their work and may be asked to authenticate the work they are selling. Anyone declined will be notified by email.

**Eligible Participants & Products:** Work accepted to the SJC Farmers Market must be hand-made and created by the applying artist (Direct sales must be a registered franchisee of the items they are selling). The artisan/crafter must be present to represent in the SJC Farmers Market. Only items listed on the application and approved by the SJC Chamber of Commerce can be displayed and sold. **ALL WORK DISPLAYED MUST BE FAMILY APPROPRIATE.**

The City of San Juan Capistrano specifically requires that all participants' work being displayed be family appropriate. No obscene, illegal or inappropriate items may be displayed. Inappropriate items restricted from the SJC Farmers Market include and are not limited to, nudity, drug paraphernalia, and depictions of sex, violence, or illegal or inappropriate activity in any form. Display of items deemed inappropriate will result in actions up to and including immediate release from the SJC Farmers Market.

### **Permits/License:**

**Board of Equalization:** All vendors must have a valid sales and use tax number issued by the California Board of Equalization. A copy MUST accompany your application. \*\*The SJC Farmers Market also requires that the artisan/crafter or direct sales list the SJC Farmers Market as a sub location with the CA BOE before the first participating SJC Farmers Market date. This process is free to Sales Tax ID holder and can be accomplished online at <http://www.boe.ca.gov/news/pdf/l306.pdf>. You may also call the Board of Equalization if you do not want to do it online at (800) 400-7115. You will have to indicate on your seller's permit what type of business you are. There will be a box stating a NAICS Code, please choose the one that closest represents what you sell. Once you are accepted to the SJC Farmers Market, a copy of your BOE Form with the SJC Farmers Market sub location listed MUST be received by the SJC Chamber of Commerce before you will be permitted to register for your FIRST Market date. To add the SJC Farmers Market location to your Sales Tax Form, use this address: SJC Farmers Market, SJC Chamber of Commerce, 31421 La Matanza St, San Juan Capistrano, CA 92675.

**SJC Business License:** After you are approved by the SJC Chamber of Commerce you will need to purchase a SJC CITY BUSINESS LICENSE. The form location are listed below. Non-Residents will purchase a non-resident license and SJC residents will purchase a resident license. You are responsible for taking the paperwork to the city to obtain your license. The SJC Chamber WILL NOT take care of your paperwork. **IF YOU DO NOT ALREADY HAVE A SJC BUSINESS LICENSE, DO NOT BUY ONE UNTIL YOU HAVE BEEN ACCEPTED INTO THE SJC FARMERS MARKET AND HAVE BEEN ASSIGNED DATES.**

You may obtain an application for a City of San Juan Capistrano Business License either on <http://www.farmersmarketsjc.com/become-a-vendor/> or <http://www.sanjuancapistrano.org/index.aspx?page=175>

**Check In:** You will be advised of your location upon arrival to the SJC Farmers Market. Please check with the operator or on-site manager as to where your space will be. Spaces may change week to week and are at the discretion of the market operator or on-site manager.

**Set Up & Clean Up:** Check in/Set up begins at 2pm and must be completed by 3pm. Clean up begins at the end of the SJC Farmers Market (7pm PDT or 6pm PDT). Vendors must not pack up and leave their space prior to the end of the SJC Farmers Market unless told so by the SJC Farmers Market operator or the on-site Manager. Vendors must be off the premise by 8pm. All trash must be disposed of before you leave. Artisan/crafters/direct sales are requested to be courteous to all vendors and downtown visitors and residents. Please do not block streets, driveways or each other while loading or unloading.

**Parking:** All SJC Downtown parking is limited to 3 hours and some to 5 hours. You may have to move your car at some time during the SJC Farmers Market. The SJC Chamber, SJC Farmers Market and the City of SJC are not responsible if a parking ticket or towing of a vehicle is made. Make sure to read the parking signs where you park to ensure you are within the time allotted.

**Booth Space:** A non-refundable \$12 (this includes a \$2.00 Department of Food & Agriculture Fee for ALL VENDORS) per week is due at the end of each Farmers Market in either cash or check (made out to SJC Chamber of Commerce) to the market operator or on-site manager. **THOSE VENDORS NOT PAID UP WILL NOT BE ABLE TO SET UP UNTIL ALL PAST FEES**

**ARE PAID IN FULL.** Vendors are responsible for providing their display including tables, chairs, umbrellas, easels and other support required for showing their goods. All vendors are encouraged to skirt their tables and hide their boxes out of site. No electricity is available. Displays must stay within designated booth boundaries and are not permitted to encroach sidewalks, walkways or streets. Umbrellas and canopies (canopies must be weighted) are permitted. Any questions during set up should be directed to the onsite manager. You will receive your space location upon arrival.

**Weather:** This is a rain or shine event. There will be no refunds for inclement weather. If the SJC Chamber determines that the market cannot be held due to extreme weather (thunder, lightning, hail, typhoon, etc.) or other hazardous conditions, booth space credit *may* be given for future dates.

**Cancellations:** Vendors must cancel three (3) days prior to the SJC Farmers Market in order to remain active in the Farmers Market.

**No Show:** A vendor that has not checked in by 2:30pm will be considered a no-show. There are no refunds or credits given for no-shows. Vendors who fail to show up without giving proper notice will be excluded from all future SJC Farmers Markets. Two (2) no call, no shows, vendors will be permanently dropped.

**Late Arrivals:** The SJC Chamber reserves the right to exclude late arrivals from future markets. If you have an emergency the day of the market or are going to be late, please call the SJC Chamber office at (949) 493-4700 and leave a message for Jennifer Pointer.

### **How to Apply for the SJC Farmers Market Artisan/Craft/Direct Sales Market**

Send the following to the SJC Chamber of Commerce:

1. **Completed Application**
2. **Copy of your current BOE Sales Tax Permit**
3. **Photos and description of work to be displayed**

**\*\*PLEASE DO NOT SEND ANY MONEY/CHECKS/CASH/MONEY ORDERS/ETC until approved by the market operator**

**\*\*PAYMENT IS NOT REQUIRED UNTIL THE DAY OF THE MARKET**

**Payment due:** *One-time non-refundable set-up fee of \$50 is due PRIOR to set up at first market day. (Regular fees are waived for the first week in lieu of the set-up fee).* All booth fees are due at the end of the market. Please see the onsite manager for paperwork for payment. Cash and checks made out to the SJC Chamber of Commerce are accepted only.

**Communication:** The best way to get a quick accurate answer is by email to [jennifer@sanjuanchamber.com](mailto:jennifer@sanjuanchamber.com) or call Jennifer Pointer at (949) 493-4700.

**Additional Information:** Admission into the SJC Farmers Market does not guarantee sales. Booth space locations are not guaranteed week to week. The SJC Chamber reserves the right to re-assign vendor spaces at any time. Non-compliance with the above policies and procedures will result in forfeiture to participate in this and future SJC Farmers Markets.

**Survey:** The SJC Chamber recognizes that new markets can ALWAYS BE IMPROVED! We welcome and encourage your input. Please put all suggestions in writing and email them to [jennifer@sanjuanchamber.com](mailto:jennifer@sanjuanchamber.com) or mail them to the SJC Chamber of Commerce, 31421 La Matanza St, San Juan Capistrano, CA 92675.

**Publicity:** We strongly encourage all vendors to maintain an email list of their customers and other important contacts; it's a good way to promote your work directly to those who are interested. We will also list your on our website, [www.FarmersMarketSJC.com](http://www.FarmersMarketSJC.com). Please send \*.jpeg photos so we may load those on the site as well. If you are interested in helping with publicity, please contact Jennifer Pointer at [jennifer@sanjuanchamber.com](mailto:jennifer@sanjuanchamber.com) or (949) 493-4700, good ideas are always welcome!

**Please mail application to:**

SJC Chamber of Commerce

Attn: Farmers Market

31421 La Matanza St

San Juan Capistrano, CA 92675

**Questions:** Jennifer Pointer [jennifer@sanjuanchamber.com](mailto:jennifer@sanjuanchamber.com) or (949) 493-4700

The market is a weekly commitment. If you cannot commit to a weekly market, please do not apply for this market.

The SJC Farmers Market is closed the week of Thanksgiving and the last two weeks of every year and the first week of every year. The market will be closed for other holidays if those holidays fall on the market day. Non-food vendors are blacked out on the 3<sup>rd</sup> Wednesday of June, July, August and September of every year.