

***NON-AGRICULTURE***  
**CAMARILLO HOSPICE CERTIFIED FARMERS MARKET**  
**RULES AND REGULATIONS**

These are the rules and regulations that pertain to the non-agriculture products sold at the Camarillo Hospice Certified Farmers Market (CHCFM).

Non-agriculture products are classified into two categories: **Crafts and Food Products.**

- a) **Crafts** include such products as jewelry, pottery, glassware, leather goods, art, etc. To sell these products, vendors must have a valid California Board of Equalization Seller's Permit. The certificate must be displayed in the place where the crafts are being sold.
- b) **Food Products** include such products as baked goods, tamales, nuts, hot dogs, popcorn, etc. All food vendors must have a valid Ventura County Environmental Health Certificate. The certificate must be displayed in the place where the food products are being sold.

All non-agriculture product vendors (vendors) at the Camarillo Hospice Certified Farmers Market (CHCFM) must show evidence that they are in conformance with all applicable regulations of the State of California, County of Ventura, and City of Camarillo. All vendors must have current permits, licenses and certificates issued by appropriate authorities and proof of liability insurance. A photocopy of all current and up-to-date documentation must be delivered to the Market General Manager or the Craft Coordinator upon acceptance to the Market.

1. Market space location assignments are at the discretion of the Market General Manager or Duty Manager. If the assigned vendor has not occupied his/her space by 7:45 a.m. on a Saturday, that space may be forfeited and the vendor turned away. Please inform the Market General Manager or Craft Coordinator no later than Friday noon if the vendor cannot get to a Market.
2. All vendors should check their stands prior to opening to ensure that:
  - a. The vendor's certificate is displayed in a conspicuous place.
  - b. All merchandise is identified and priced.
  - c. All prepackaged items indicate weight or quantity and identification (See No. 7 on page 3).
  - d. All packaged food products shall be in compliance with Ventura County Environmental Health regulations.
3. Cleanliness of spaces assigned is the responsibility of the person in charge of the space. Spaces shall be kept clean during the Market and cleaned after the Market. Trash receptacles will be available for small trash.
4. Cut food samples are permitted at the CHCFM under certain provisions as follows.

Sampling Kit: There are two parts to the Sampling Kit:

- a. A hand washing sink which includes  
The large tub and lid  
Water jug - Two and one-half (2 ½) gallons

Roll of paper towels  
Liquid soap in dispenser  
Piece of wood (as a support for water jug above tub)

- b. A sample cutting arrangement, which includes:
- Knife
  - Clorox (for sanitizing solution)
  - Cutting board
  - Knife holder with sanitizer
  - Sample container
  - Toothpicks
  - Paper towels
  - Spray bottle (to distribute sanitizer)
- c. There are five areas that the vendor needs to know about to correctly use this sampling process.
- a. Samples shall be kept in approved, clean, covered containers.  
Products can be cleaned two ways, either before coming to market or washed in a regular sink (but not in a restroom sink).
  - b. Hands can be cleaned at three places: In a restroom facility with single service soap and towels, or in a gravity-fed system with single service soap and towels, or in a gravity-fed system with single service soap and towels at your own vehicle.
  - c. Utensils must be cleaned with one of three acceptable sanitizer solutions:
    - i. Knives should be stored in a sanitizer solution when not in use.
    - ii. Cutting boards and other items used in sampling (containers) must be sanitized and air-dried before you use them.
    - iii. All utensils should be stored in food grade, non-absorbent (plastic & metal, not wood) containers, and in good repair.
    - iv. Three acceptable sanitary solutions are:
      - 1. 100 ppm chlorine  
1/2 ounce per gallon water  
(1/2 ounce = 1 tablespoon)  
(2 capfuls from a quart bleach bottle).
      - 2. 200 ppm quaternary ammonium  
1/2 ounce per gallon of water.
      - 3. 25 ppm iodine  
1/2 ounce per 2.5 gallons of water.
  - d. Waste can be handled in the following approved ways:
    - i. Liquid waste, which includes ice, must be dumped into the normal sewer system. Water used to keep flowers fresh can be dumped on landscaping with CHCFM permission.
    - ii. A licensed waste removal company can pick up liquid waste.

- iii. All Market solid waste must be stored in watertight containers (closed trash bags) and disposed of in acceptable garbage bins.
    - e. Samples must be delivered to the customer in an acceptable manner.
      - i. Prepared samples must be protected from droplet contamination, insects, dust, and from customer -contact.
      - ii. Seven methods are approved for use at the CHCFM:
        1. Capped squeeze bottle for items such as honey. Bottle is uncapped and product is squeezed onto a disposable stick for each customer. Bottle is recapped. Stick is discarded.
        2. Modified shaker bottle for items such as nuts or grapes.
        3. Bulk liquid container for items such as juice. Dispensed with a down-facing, self-closing spout into a cup given to the customer by farmer. Cup is used once, then thrown away.
        4. Small sample cup for items such as hummus or jams. Disposable cups are filled in approved facility or manner for individual distribution to customer.
        5. Covered serving dish for items such as hummus, jellies, and jams. Serving dish should have a hinged lid that opens on the vendor's side of the table. The vendor lifts lid using a disposable spoon to scoop out a small sample portion. Spoon is given to customer.
        6. Sneeze guards can be used for products with an open display (like a salad bar).
      - c. Potentially hazardous food samples shall be maintained at or below 45 degrees Fahrenheit. All other food samples shall be disposed of within two hours after cutting.
      - d. Clean, disposable plastic gloves shall be used when cutting food samples.
5. It is expected that vendors will sell products of acceptable quality and display the products in an aesthetic and appetizing manner. Good marketing procedures are encouraged.
6. All products in containers for sale to consumers shall be labeled with: Identity (commodity), Responsibility (name and address, including zip code); and Quantity (i.e., weight) (Ventura County Department of Weights and Measures requirement).
7. All food vendors shall be prepared at all times to answer questions from inspectors/personnel of the Ventura County Department of Environmental Health, Department of Weights and Measures, or other government entities.
8. Safety in the Market is of paramount importance. Any violation of good safety practices should be reported to the Market General Manager or Duty Manager

immediately. Examples of violations would be overloaded tables, boxes on the ground that might be tripped over, water dripping from crates, falling signs, etc.

9. Pets (except service animals), bicycles, skateboards, roller skates, roller blades, autos, or trucks are not allowed in the CHCFM.
10. There shall be no smoking in the entire CHCFM area.
11. Political and religious advertising and political and religious advocating are not allowed in the CHCFM.
12. Political and religious signs are not allowed in the CHCFM.
13. Only signs for Camarillo Hospice and other non-profit organizations shall be allowed in the CHCFM.
14. The Market General Manager or Duty Manager shall have final authority in interpreting and enforcing CHCFM Agriculture Rules and Regulations. The Market General Manager or Duty Manager will also have control over the quality of products sold at the Market.
15. Vendors, who do not observe these regulations, may be asked to leave the CHCFM and may or may not be permitted to return depending upon the decision of the Market General Manager. The Market General Manager or Duty Manager shall implement and enforce all the rules and regulations pertaining to the operation of the Camarillo Hospice Certified Farmers Market in a fair and equitable manner.
16. Any vendor denied the right to sell at the CHCFM may appeal his/her cause, in writing, first to the CHCFM Appeals Committee.
  - a. The CHCFM Appeals Committee shall consist of: Two (2) members of the Camarillo Hospice Board of Directors, one (1) year-round certified farmer from CHCFM, the Market General Manager, and the Duty Managers. The Market General Manager shall chair the Committee and call meeting(s) of the group.
  - b. Following a decision by the CHCFM Appeals Committee, a final appeal, in writing, may be made to the Camarillo Hospice Board of Directors.

If you have any questions, please contact the Camarillo Hospice Office or the Market General Manager as follows:

**Camarillo Hospice** – 400 Rosewood Avenue, Suite 102, Camarillo, California 93010; 805-389-6870; [info@camarillohospice.org](mailto:info@camarillohospice.org).

**Market General Manager** – Ruff Smith; 805-987-3347; [clayruff@verizon.net](mailto:clayruff@verizon.net).

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**GENERAL INFORMATION**

**MARKET SCHEDULE**

Every Saturday morning (rain or shine) \*  
7 a.m. to 8 a.m. – Crafts and Food Products Vendors (vendors)  
set-up in the designated area at the CHCF  
8 a.m. – Vendor set-up completed and vendors ready to sell.  
8 a.m. to 12 noon – Market open. No vehicles allowed to enter  
or leave the CHCFM during this time.  
\*Subject to cancellation by the CHCFM

**LOCATION**

2220 Ventura Boulevard in “Old Town” Camarillo.

**RESERVATIONS**

For space reservations, email Ruff Smith at  
clayruff@verizon.net.  
CRAFTERS - Prospective crafters must complete a CHCFM  
Application and provide a copy of their State Board of  
Equalization Seller’s Permit. Smith will inform proposed  
crafter of scheduling process and most current dates available.  
Crafters are scheduled on a rotating basis, in advance.  
NON-AGRICULTURE FOOD PRODUCTS – Prospective  
food vendors must have an appropriate Ventura County  
Department of Environmental Health (DEH) permit or be  
prepared to obtain one.

**FEES**

CRAFTERS shall pay ten (10) percent or \$20 (whichever is  
higher) of their gross sales to the Market General Manager or  
Duty Manager at the end of each Market day plus all applicable  
State fees as established by law.  
NON-AGRICULTURE FOOD PRODUCT VENDORS shall  
pay ten (10) percent of their gross sales to the Market General  
Manager or Duty Manager at the end of each Market day plus  
all applicable State fees as established by law.

**INFORMATION**

Market Office on site.  
Market General Manager: Ruff Smith; 805-987-3347;  
clayruff@verizon.net  
Fax: 805-389-0296  
Mail: c/o Camarillo Hospice, 400 Rosewood Avenue #102,  
Camarillo, CA 93010; 805-389-6870; info@camarillohospice.org

**PARKING**

After set up, vendors shall park their vehicles on surface streets in a  
non-prime CHCFM location parking space.

**RESTROOMS**

In City of Camarillo-owned building at 2220 Ventura Boulevard

**TELEPHONE**

Market General Manager, Duty Manager, and/or shift  
volunteers shall have a cell phone(s).

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**QUESTIONNAIRE**

The following questionnaire is required for Camarillo Hospice Certified Farmers Market (CHCFM) records. Please complete the form and return it at your earliest convenience. If you have a change of address or phone number, please inform the CHCFM immediately.

Business name of Potential Vendor \_\_\_\_\_

Name of Owner (If other than above) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Main phone number \_\_\_\_\_ Alternate phone number \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Representative at CHCFM (if other than owner) \_\_\_\_\_

Ventura County DEH Certificate Type \_\_\_\_\_ Date \_\_\_\_\_

Sellers Permit Acct. Number (If applicable) \_\_\_\_\_

Products to be sold at CHCFM \_\_\_\_\_  
\_\_\_\_\_

Will you have items to sell 12 months of the year? \_\_\_\_\_

If not, what months will you not have items to sell? \_\_\_\_\_

Which other farmers markets do you attend? \_\_\_\_\_

Other remarks/suggestions \_\_\_\_\_

I understand and have read the CHCFM Non-Agriculture Rules and Regulations defining the conditions for sampling as found in Item No. 5 of these Rules and Regulations.

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

Please Print Name \_\_\_\_\_

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**AGREEMENT**

I have read and fully understand the Camarillo Hospice Certified Farmers Market (CHCFM) Non-Agriculture Rules and Regulations, and I agree to observe these rules and regulations pertaining to the specific items that I intend to sell.

Furthermore, I will abide by all rules and regulations regarding license and certification requirements, the safety of my equipment, and the cleanliness of my assigned space.

It is expressly understood that my business or organization, and employees thereof, shall hold the Pleasant Valley School District, the City of Camarillo, County of Ventura, and Camarillo Hospice Corporation harmless from any and all claims, or causes of death or injury to persons, or damage to property from intentional or negligent acts and errors or omissions of the undersigned while engaged in the use of the Camarillo Hospice Certified Farmers Market spaces.

Name of Your Organization (please type or print) \_\_\_\_\_

Name of Owner or Representative (please type or print) \_\_\_\_\_

Address (with zip) \_\_\_\_\_

Main phone number \_\_\_\_\_ Alternate phone number \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_