

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

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

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

- a) **Crafts** include such products as jewelry, pottery, glassware, leather goods, art, etc. All craft products must be handmade by the seller. 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, fish, hummus, etc. All food vendors must have a valid Ventura County Environmental Health Certificate. The certificate must be displayed where the food products are being sold.

All non-agriculture products vendors (vendors) at the Camarillo Certified Farmers Market (CCFM) 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 am 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 Thursday noon if the vendor cannot get to the 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 pre-packaged 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 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 CCFM under certain provisions as follows.  
Sampling Kit: There are two parts to the Sampling Kit:
  - a. A handwashing sink which includes:
    - i. A large tub and lid
    - ii. Water jug—two-and-one-half (2 ½) gallons
    - iii. Roll of paper towels
    - iv. Liquid soap in dispenser

- v. Piece of wood (as a support for water jug above tub)
- b. A sample cutting arrangement, which includes:
  - i. Knife
  - ii. Clorox (for sanitizing solution)
  - iii. Cutting board
  - iv. Knife holder with sanitizer
  - v. Sample container
  - vi. Toothpicks
  - vii. Paper towels
  - viii. Spray bottle (to distribute sanitizer)
- c. There are five areas that the vendor needs to know about to correctly use this sampling process.
  - i. Samples shall be kept in approved, clean, covered containers.  
Products can be cleaned two ways, either before coming to the market or washed in a regular sink (but not in a restroom sink).
  - ii. 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 in your own vehicle.
  - iii. Utensils must be cleaned with one of three acceptable sanitizer solutions:
    - 1. Knives should be stored in a sanitizer solution when not in use.
    - 2. Cutting boards and other items uses in sampling (containers) must be sanitized and air-dried before you use them.
    - 3. All utensils should be stored in food-grade, non-absorbent (plastic & metal, not wood) containers, and in good repair.
    - 4. Three acceptable sanitary solutions are:
      - a. 100 ppm chlorine  
½ ounce per gallon of water  
(½ ounce = 1 tablespoon)  
(2 capfuls from a quart bleach bottle)
      - b. 200 ppm quaternary ammonium  
½ ounce per gallon of water.
      - c. 25 ppm iodine  
½ 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 CCFM 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 CCFM:
    - 1. Capped squeeze bottle for items such as honey. Bottle is uncapped and products 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 vendor. 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 the 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 the customer.
  6. Sneeze guards can be used for products with an open display (like a salad bar).
  - f. 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.
  - g. 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 CCFM.
  10. There shall be no smoking or vaping in the entire CCFM area.
  11. Political and religious advertising and political and religious advocating are not allowed in the CCFM.
  12. Political and religious signs are not allowed in the CCFM.
  13. Only signs for Livingston Memorial Visiting Nurse Association & Hospice and other non-profit organizations shall be allowed in the CCFM.

14. The Market General Manager or Duty Manager shall have final authority in interpreting and enforcing CCFM Non-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 CCFM 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 rules and regulations pertaining to the operation of the Camarillo Certified Farmers Market in a fair and equitable manner.
16. Any vendor denied the right to sell at the CCFM may appeal his/her cause, in writing, first to the CCFM Appeals Committee.
  - a. The CCFM Appeals Committee shall consist of: One (1) year-round certified farmer from CCFM, the Market General Manager, and the Duty Managers. The Market General Manager shall chair the Committee and call meeting(s) of the group.

If you have any questions, please contact the Livingston office or the Market General Manager as follows:

**Livingston Memorial Visiting Nurse Association & Hospice**—1996 Eastman Ave., Ste. 101, Ventura, CA 93003. (805) 642-0239, [info@lmvna.org](mailto:info@lmvna.org).

**Market General Manager**—Ruff Smith, (805) 204-8467, [ruffsmith47@gmail.com](mailto:ruffsmith47@gmail.com)

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**GENERAL INFORMATION**

MARKET SCHEDULE	<p>Every Saturday morning (rain or shine)* 7 am to 8 am – Crafts and Food Products Vendors (vendors) set up in the designated area at the CCFM 8 am — Vendor set-up is complete and vendors are ready to sell. 8 am to Noon — Market open. No vehicles allowed to enter or leave the CCFM during this time. *Subject to cancellation by the CCFM</p>
LOCATION	<p>2220 Ventura Blvd., in “Old Town” Camarillo</p>
RESERVATIONS	<p>For space reservations, email Ruff Smith at <a href="mailto:ruffsmith47@gmail.com">ruffsmith47@gmail.com</a> CRAFTERS—Prospective crafters must complete the CCFM Application and provide a copy of their State Board of Equalization Seller’s Permit. Marla will inform proposed crafter of scheduling process and most current dates available. Crafters are scheduled on a rotating basis, in advance by Marla Cohn (<a href="mailto:didndish@gmail.com">didndish@gmail.com</a>) NON-AGRICULTURE FOOD PRODUCTS—Prospective food vendors must have appropriate Ventura County Department of Environmental Health (DEH) permit or be prepared to obtain one.</p>
FEES	<p>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 PRODUCE 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.</p>
INFORMATION	<p>Market Office onsite. Market General Manager: Ruff Smith; (805) 204-8467; <a href="mailto:ruffsmith47@gmail.com">ruffsmith47@gmail.com</a> Fax: (805) 389-0296 Mail: c/o Livingston Memorial Visiting Nurse Association &amp; Hospice, 1996 Eastman Ave., Ste. 101, Ventura, CA 93003; (805) 642-0239; <a href="mailto:info@lmvna.org">info@lmvna.org</a></p>
PARKING	<p>After set up vendors shall park their vehicles on surface streets in a non-prime CCFM location parking space or in the back parking lot if there is not parking by your space</p>
RESTROOMS	<p>In City of Camarillo-owned building at 2220 Ventura Blvd.</p>
TELEPHONE	<p>Market General Manager, Duty Manager, and/or shift volunteers shall have a cell phone(s).</p>

**NON-AGRICULTURE/FOOD VENDOR  
CAMARILLO CERTIFIED FARMERS MARKET  
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**QUESTIONNAIRE**

The following questionnaire is required for Camarillo Certified Farmers Market (CCFM) 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 CCFM 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 CCFM (if other than owner) \_\_\_\_\_

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

Sales Permit Acct. Number (if applicable) \_\_\_\_\_

Products to be sold at CCFM \_\_\_\_\_

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 CCFM 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 Certified Farmers Market (CCFM) 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 Livingston Memorial Visiting Nurse Association & Hospice 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 omission of the undersigned while engaged in the use of the Camarillo 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 \_\_\_\_\_

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

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