



## 2025 “Application to Sell” Checklist

**Please complete this Checklist. Retain a copy for your file and include a copy with your Application.** Its purpose is to help determine which documents must be received along with the Application.

### All Vendors

- \_\_\_ Signed and dated “**Application to Sell**” form.
- \_\_\_ **\$50 Membership Fee** if applicable. Do not send cash. A check made payable to St. Helena Farmers’ Market must accompany your paperwork. Note: this does **not** apply to non-profits.
- \_\_\_ Copy of a current driver’s license for anyone driving into or out of the Market.
- \_\_\_ Copy of current proof of car insurance for all vehicles that will enter the Market area.
- \_\_\_ Certificate of Liability Insurance indicating a minimum of \$1 million in coverage and the St. Helena Farmers’ Market as an additional insured. Note: submittal can be delayed until after acceptance to the market has been received but no later than two weeks prior to the first Market you will be participating.

Please note that vendors found to be selling items not listed on their application, CPCs, or approved for sale at the market by the vendor committee will be given one warning. A second offense will result in a \$50 fine collected by the Market Manager (MM). The third offense will be subject to a \$100 fine. Further offenses will result in suspension or ejection from the Market.

### Certified Agricultural Producers

This category includes growers and producers of vegetables, fruits, nuts, honey, shell eggs, nursery stock, cut flowers).

- \_\_\_ Copy of Certified Producers Certificate (CPC) from the county where your crops are grown. If you are growing your crops in Napa County a CPC can be obtained from the Napa County Agricultural Commissioner's Office, 1710 Soscol Ave, Napa 94559. Telephone number 707.253.4357. The Ag Commissioners Office will need at least two weeks to process your application for a CPC. If you have not received a CPC for the current year when submitting your application then it may be submitted to the MM up to a minimum of 2 weeks prior to your start date at the Market. Keep the embossed copy to display at your stall every Market day.

If you sell honey:

- \_\_\_ Apiary Registration: Beekeepers must register apiaries with the County Agricultural Commissioner in which the hives are located. Producers of honey need to follow the United States Standards for grades of extracted honey. Honey being sold at a farmers’ market needs to have producer’s name, address, and zip code. Honey needs to have a grade, color, and weight on the container. The United States Standards will determine the color and grade. A summary of these standards can be obtained from the Agricultural Commissioner’s Office.

If you sell nursery items:

\_\_\_ Nursery License from the county Ag Commissioner's Office where your nursery is located.

- If your sales are less than \$1,000, you must have a Fee-Exempt Nursery License.
- If your sales are greater than \$1,000, you must pay a fee for a Nursery License.

\_\_\_ SBE Sellers Permit is required. Sellers of non-edible items must pay state taxes.

If you sell cut flowers:

\_\_\_ SBE Sellers Permit is required. Sellers of non-edible items must pay state taxes.

If you sell eggs:

\_\_\_ A copy of your current Egg Handler Registration with the Egg Handler Registration number.

### **Certified Agricultural Producers with Organic Registration/Certification**

\_\_\_ Copy of Organic Registration (and Certification if applicable). If your produce is grown organically and you want to advertise "Organically Grown" to the public you must obtain Organic Registration from the California Department of Food & Agriculture (CDFA) through your county Ag Commissioner's Office.

\_\_\_ Copy of Organic Certification. If your gross sales are greater than \$5,000, then you must additionally obtain Organic Certification from CCOF or another USDA recognized organization. Reminder: Your Organic Registration and your Certification must be posted at your stall every Market day.

### **Non-Certifiable, Agricultural Producers (Includes dairy, meat, preserves, olive oil):**

\_\_\_ Copy of County of Napa - Environmental Health Division, Food Vendor at Temporary Event Permit. This includes vendors who prepare or process food in a certified home kitchen, as allowed under the Cottage Food Law. (County of Napa - Environmental Health Division: 707.253.4471). Reminder: Food vendors must display public health permits at point of sale.

\_\_\_ Certified Producers (with a CPC) who have preserves or olive oil produced by a facility may provide the State Registration from that facility in lieu of the RFFP.

\_\_\_ Provide the MM with a list of agricultural products and when they will be available.

\_\_\_ Copy of Product Liability Insurance. Minimum \$1 million in coverage. Only send Declarations Page, naming St. Helena Farmers Market as additional insured. Note: submittal can be delayed until after acceptance to the Market has been received but no later than two weeks prior to the first market you will be participating.

### **Non-Certifiable, NON-Agricultural Producers (includes all other prepared food, fish, and sausage):**

\_\_\_ Copy of County of Napa - Environmental Health Division, Retail Food Facility Permit (RFFP). (County of Napa -Environmental Health Division: 707.253.4471) Reminder: Food Vendors must display public health permits at point of sale.

**Artisans** (as well as nursery stock and cut flowers):

\_\_\_ An SBE Sellers Permit is required. Sellers of non-edible items must pay state taxes.

\_\_\_ Photographs of examples of your work and booth set up.

### **Cottage Food Operation (CFO):**

\_\_\_ Class A CFO (direct sale only). Copy of current Registration form submitted to Napa County Environmental Services and approved by an Environmental Health Specialist.

\_\_\_ Class B CFO (direct and indirect sales). Copy of current Permit Application submitted to Napa County Environmental Services and approved by an Environmental Health Specialist

### **Application Submittal**

The Vendor Application Process will start in mid-February. All relevant forms are available on our website at [www.sthelenafarmersmkt.org](http://www.sthelenafarmersmkt.org). If you cannot access these forms, please contact our Market Manager to obtain Ed Smith at [ed@sthelenafarmersmkt.org](mailto:ed@sthelenafarmersmkt.org). Application submission ensures that your application will be reviewed by our vendor committee, but does not guarantee a place in the SHFM 2025 Season.

Please complete the application online, complete and sign it, and mail back to the above address via US Postal Service along with all other required documents (see checklist).

Please do **not** email, scan or fax documents. The MM must receive clear, readable copies of your documents. If you are not able to download the application to print it, then please email the MM at the above email address and the application will be sent to you via USPS. All Vendor Forms and Documents are posted on our website.

### **Instructions to apply to sell at the St. Helena Farmers' Market:**

We are pleased to consider Vendor Applications after the Market's Season has started. Potential Vendors are asked to review the following important information:

1. 2025 Vendor Information
2. 2025 Market Rules and Regulations for Approved Sellers
3. 2025 Application to Sell Checklist and Form

Potential Vendors should:

1. Print out and complete the "Application to Sell" Form in its entirety.
2. Initial and sign the application where indicated.
3. Mail the completed application along with clear, readable copies of the required documents to:  
Ed Smith  
Market Manager  
St. Helena Farmers' Market  
P.O. Box 70, St. Helena, CA 94574
4. Use the "Application to Sell Checklist" to make sure they have submitted all the necessary information.

Potential Vendors should **not** include any checks for Membership/Stall Fees with their application. On receipt of the Potential Vendor's Application, the MM will contact the Vendor to discuss availability and the relevant Market Fees.