

2024 Rules and Instructions

- 1) **Days/Hours:** The market will be every 2nd Saturday of the month from 5:00 pm to 10:00 pm. Arrival time between 3:00pm to 4:00pm.
- 2) **Parking:** You can park in any public lot. The closest lot is Lot 10 located at **282 W 1st St, Pomona, CA 91766**. All city parking rates apply. Otherwise, it is free to park on the street. Please read all street signages. Refer to parking map on vendor info page.
- 3) **Cost/Payment:** Refer to application as fees vary. All booth fees must be paid upon receipt of Invoice.
- 4) **Attendance:** You must confirm your attendance to be added to the list. You will be considered a NO SHOW if you confirm and don't show up. **THERE ARE NO REFUNDS FOR NO SHOWS.** The DPOA reserves the right to suspend any vendor at any time for re-occurring no shows.
- 5) **General Liability Insurance is REQUIRED:** All vendors are required to have a six (6) month or one-year General Liability Insurance policy. We will not accept single day or three-day policies. DPOA will not be held responsible for any claim on your insurance. To purchase insurance, please visit <http://www.downtownpomona.org/market-app>.
- 6) **Required Documents:**
 - Food vendors need the following: 1) DPOA Application, 2) Food Liability Insurance Program (FLIP), and 3) LA County Health Department Permit.
 - Non-Food vendors need the following: 1) DPOA Application, 2) General Liability Insurance, and 3) Seller's Permit.
- 7) **What to Bring:** You should bring your own 10x10 canopy, tables, chairs, battery-operated light, and 50-foot extension cord. Limited power may be available in Shaun Diamond Plaza. (No heaters nor halogen lights).
- 8) **Non-Profit Organizations:** We have a limited number of spaces available for non-profit organizations (NPO). NPO spaces are \$20 for a 10x10 area. NPO spaces will not be issued power and must bring battery-operated light. (DPOA does not allow religious or political organizations under NPO reservation)
- 9) **Assigned Location: Vendors are assigned a specific space** which will be emailed to vendors prior to the event. There will be no location changes on the day of the event.
- 10) **Set-Up Time: **Strictly between 3:00 and 4:30 pm**** all vendor vehicles must have parked. Vendor vehicles must be parked in the designated vendor parking area outside the Market.
- 11) **Rain:** In case of *heavy* rain, the market will be canceled. Otherwise, all ArtWalks are rain or shine. Call the Market Manager on Friday before 5pm if you have any doubts at **909-469-1121**. There are no refunds. Paid fees become credits that may be used anytime in the following 6 months.
- 12) **Enforcement:** Enforcement of all market rules shall be enforced by the Market Manager or its designated agent(s) in a fair and equitable manner. Any unauthorized vendor or product will be removed from the market; the DPOA has sole authority to enforce market rules.
- 13) **Food Vendors:** All vendors who will be cooking, serving, or offering food samples will be required to obtain a temporary food vendor's permit from the LA County Health Department as well as a one-million-dollar liability insurance policy naming the DPOA, their agents, officers, volunteers, and the City of Pomona and their agents, as additionally insured.
- 14) **Cleanup Responsibility:** Vendors are responsible for packing up and cleaning after themselves. Vendors who violate this rule may be subject to fees and/or a non-participation penalty.

The following rules & policies apply to all Certified Agricultural Producers/Farmers:

1. Any eligible certified producer is allowed to participate in the Downtown Pomona Market (CFM).
2. All sellers of certified agricultural products must obtain a Certified Producer's Certificate issued by the Agricultural Commissioner from LA county in which the produce is grown. All products for sale must be listed on the certificate and an embossed photocopy certificate shall accompany the certified agricultural products during transportation and be posted at the Market in full view for customers.
3. No unauthorized producers will be allowed in the CFM portion of the market.
4. Sellers who are in violation of any state, local or DPOA rules and regulations may be removed or suspended from the market or have their selling privileges in the Market, conditioned, modified, limited, or terminated by the Market Manager and/or DPOA Board.
5. Whenever the Market Manager believes a seller has violated the conditions of the permit to sell or any of the rules or regulations of the Market have been violated, the Market Manager may issue a verbal or written warning or may issue a notice of proposed suspension. A seller whose permit has been suspended, or a seller or applicant aggrieved by a decision of the Market Manager, may file a written request for reconsideration. The Market Manager will present it to the DPOA Board. The Board's decision shall be final.
6. Whenever a seller has had their state or county permit to sell at a Certified Farmers Market revoked, that seller must re-apply to sell at the Farmers Market and may not be guaranteed admission to sell.