

# Wellington Square Farmers Market

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The **Wellington Square Farmers' Market** is a community farmers market in the Historic West Adams area in Los Angeles. Our goal is to promote healthy eating and sustainable agriculture in California by providing fresh agricultural products from small farms to urban customer's thereby building community and preserving California farmland. The market will also be a meeting place to celebrate the diversity of our communities.

## CONSUMER EXPECTATIONS

The market will sell produce direct from the growers' own farms. To address the needs of the community many growers will sell organic and pesticide-free foods. The Wellington Square Farmers Market is not a wholesale market or an outlet for excess produce from large farms. The market is intended to provide a space for family farms to sell their produce, processed foods and baked goods to the community at or near retail pricing. This is a LA County Certified Farmers Market.

## MARKET LOCATION

4394 Washington Boulevard (in the Smyrna Church parking lot)  
Los Angeles, CA 90016



## HOURS OF OPERATION

Every Sunday, from 9:00 am through 1:00pm

## MARKET CONTACT INFORMATION

Lora Davis  
Market Manager  
(323) 373-0961  
[wellingtonsquarefarmersmarket@gmail.com](mailto:wellingtonsquarefarmersmarket@gmail.com)

# Wellington Square Farmers Market RULES

## ACCEPTABLE MARKET ITEMS

- **Fresh farm products**

1. Fresh fruits and vegetables, herbs, nuts, honey, and dairy products. Also included in this category are fresh flowers, nursery stock, and plants. The Wellington Square Farmers Market will allow the sale of Controlled Atmosphere (CA) or cold stored fruit and vegetables. The grower is responsible for full disclosure to the consumer using proper signage indicating that their product is not from that growing season.
2. All fresh farm products must be grown or produced in the State of California. All produce must be grown or produced by the seller. Seller/vendor must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement. Only vendors selling as farmers may sell fresh farm products from this category. One certified farmer may sell for up to two other certified farmers.
3. All plants and flowers must be propagated from seed, cutting or plugs, bulbs or plant division. All finished products offered for sale must have been grown by the vendor and have been under the vendor's control for a minimum of sixty (60) days.
4. All nursery stock producers must have a State License to sell Nursery Stock. Nursery stock producers who deal only in cut flowers are exempt.
5. All individual plants or blocks of plants are required to be labeled plainly and legibly as to the correct name.
6. All nursery stock which is being grown or sold shall comply with pest cleanliness, quality and variety trueness of standards (Section 3060.2Cal.Adm.Code).

- **Farm foods that can also be sold by farmers**

1. Includes preserves, jams and jellies, cider, syrups, salsas, dried fruit, flours, and salad dressings.
2. All value added farm foods must be made from products/ingredients, a majority of which are grown and produced by the seller. Value added farm foods must be produced by the vendor from raw ingredients. Vendors in this category must have personally cooked, canned, baked, preserved, or otherwise treated the product they sell. All processed foods must have the proper permits and licenses required by the State of California, and the County of Los Angeles Health Department and made in accordance to their specifications.

- **Hand Crafted Products**

1. Crafters are persons or entities who craft with their own hands the products they offer for sale. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce their products must require skills, personal handling and /or guidance by the crafter.
2. Crafters should incorporate materials produced in California as much as possible.

- **Processed Foods**

1. Processors are persons offering fresh food products (such as ciders, baked goods, jams etc.) that have added value to their product through some sort of “hands-on” processing. Other examples of processed foods include juices, preserved foods, jellies, pastries, pasta, granola, cookies, muffins, breads, pies and related take-home desserts, not prepared on site.
2. Processed foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell. No commercially prepared dough mixes, crusts, shells, or fillings are allowed. It is expected that the vendor will use raw ingredients that are grown in California, as appropriate for the product, and when possible, use products from the farmers market.
3. All processed foods must have the proper permits and licenses required by the City of Los Angeles, Los Angeles County Health Department and the California State Dept. of Agriculture.
4. Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. The vendor’s application for a permit to sell shall state what is grown/processed or prepared by vendor, and what the vendor will sell at the Farmers Market.

- **Prepared Foods:**

1. Allowed are freshly made foods available for sale and immediate consumption on-site.
2. Vendor must be active owner/operator of the business and may not be operating under a franchise agreement.
3. When selecting prepared food vendors, priority will be given to vendors preparing food from raw ingredients and using ingredients grown and/or produced in California State and by participating market farmers. Vendors must have all required state, county and local food permits.
4. All prepared foods and baked goods vendors must have a current Los Angeles County Health Department Food Handler’s Permit as well as all proper licenses to sell.

## **ADMISSION OF A SELLER TO THE MARKET**

### **To become a seller at the market:**

Fill out the “application to sell”, provide all proper permits and licenses to the market manager, either by mail, fax, email or handing it in.

1. The application must be approved by the market manager prior to the seller’s admission to sell at the Wellington Square Farmers Market. Once you are approved and the agreed upon fees to the market are paid, you will receive a Wellington Square Farmers Market Vendors Permit.

## **EXHIBIT SPACE**

- Market management has full authority to assign exhibit space. Requests for a particular location will be given consideration but management reserves the right to assign and locate all vendors. All locations provide excellent visibility and abide by the Department of Agriculture guidelines regarding division of type of product sold.
- Stall space will be assigned by 3:00 pm on the Friday preceding Market day for all vendors whose fees are paid by that time, and may be confirmed by calling 310-259-9086 between 3:00 pm and 5:00 pm on that Friday preceding Market day.
- The Market Manager will give first priority to returning vendors who were in good standing the previous month/season (3 months).
- The Market Manager will make an attempt to reserve a permanent space to the vendors who have paid 6-months in advance and are in good standing if they so choose. Market assignments are based on:
  - Available space in the market
  - The need for a specific product and your ability to produce it
  - Number of booth/stalls you require.
- A “pay by the week” vendor is assigned a stall on a random basis at the discretion of the Market Manager. Assignments are made with the attempt to balance the needs of the market, i.e. supplying customers with a complete, competitive selection of produce available in season.
- A schedule of paid and non-paid vendors will be provided and maintained weekly by the market manager. Notification of non-attendance should be made in person or in writing to the market manager at least 1(one) week prior to 1(one) missed market and 2(two) weeks prior to a more than 2 week or more expected absence. Credit for unused market days will carry forward and will not be returned to the vendor.

## **VENDOR EQUIPMENT AND SUPPLIES**

Each vendor is responsible for providing and removing all equipment on the market site. This includes canopies, signs, tables, chairs, products and equipment utilized for clean-up purposes.

## **VENDOR'S RESPONSIBILITIES**

Vendors are responsible for maintaining a clean, attractive, and pleasant atmosphere at the Market. The success of the market depends on your display of your goods and your cooperative spirit and friendly demeanor. Use of profanity or other rude language or consumption of alcoholic beverages is prohibited. Smoking is discouraged.

## **FAIR PRICING**

- Vendors are expected to bring quality products to the market.
- Pricing of goods sold at the market is the responsibility of the individual vendor. Vendors are expected to sell their goods at retail pricing.
- Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. Vendors that sell their produce at a reduced rate, that is: below a fair retail rate will be regarded as dumping their products.
- There will be no "end of the day" price reductions.
- Any food donations can be given to the Smyrna Church.
- Products should be clearly marked with their price, either individually or by listing all products and prices on a large sign or blackboard.

## **SIGNS**

All signs must remain within the allotted vendor's space and must not block traffic or pedestrian access or interfere with other vendors' display or views. Displays of public interest from the farmer, such as nutritional, health or consumer information, may also be displayed with the written permission of the Market Coordinator.

## **SELLERS PERMIT DISPLAY**

All vendors must display their Wellington Square Vendor Permit in order to occupy a stall site. Permits shall remain on display during Market hours.

## **VEHICLES, CANOPIES AND PRODUCT DISPLAY**

- Vehicles shall not be utilized as a display or dispensing area for Market goods unless it is a refrigerated unit for perishable items. No vehicle may remain running during Market hours other than for purposes of refrigeration of product.
- The use of canopies, awning and sun-umbrellas are encouraged.
- All products must be sold, displayed and stored from a surface above the ground. All vendors must utilize tables, shelves, cases or other structures for these purposes.
- Parking will be designated by market manager for both vendors and customers. Market participants may not leave vehicles parked on-site overnight. All disabled vehicles must be removed within a 24 hour period or will be removed at owner's expense.

## **SET-UP, CLEAN-UP AND TEARDOWN**

- Set-up starts at 8:00am and must be completed by 9:00am when the market starts.
- Vendors must remain at the Market site until closing at 1:00pm, tear down will begin at 1:00
- Vendors are responsible for removing all garbage from their area.
- Recycling is encouraged in the bins provided by the market

## **TAXES, PERMITS, INSURANCE AND SCALES**

1. All certified producers must display an EMBOSSSED photocopy of their certificate and those of other certified producers for whom they are authorized to sell in clear sight of the consumer or upon the commodity table
2. All certified producers utilizing employees or non-family members will have a letter on file with the Agricultural Commissioner Office and with the market manager naming those employees & naming the markets at which they intend to have their employees selling.
3. Vendors are responsible for collecting and remitting their own sales tax.
4. Vendors are responsible for all permits required to sell their products.
5. Vendors are required to provide proof of individual liability insurance for products sold.
6. When any products are sold by weight, the type of scale used shall be approved by the Department of Food and Agriculture, and shall be tested and sealed for use by the county sealer/director of weights and measures. Official seals from any California county are valid throughout the state.

## **PRIOR NOTIFICATION OF NON-ATTENDANCE**

Vendors must notify the Market Manager one week prior to market day, if they will not be returning the following week, to be considered for re-admission to the market at any time in the future. Failure to provide sufficient notice will ban the vendor from selling at the market in the future and no reimbursement of fees paid.

## **ENFORCEMENT OF RULES**

All rules may be revised by the decision of the Market Board, notice of any revision will be presented to all vendors and may require your signature.

1. The Market Manager and the Market Board of Directors and its designated agents shall implement and enforce all rules and regulations in a fair and equitable manner. Possible violations will be discussed and resolution attempted. Unresolved problems will be referred to the Market Board. Continued violations will result in being banned from the Market with no reimbursement of fees paid.
2. Vendors selling prohibited items will be asked to remove those items from sale or leave the Market.

3. Any vendor challenging another vendor's product's legitimacy or conduct must file a written complaint with the Market Manager, giving the name of the vendor and the product or situation they feel may not be in compliance with Market policies. The complainant must date and sign their name to the complaint and the Market Manager will attempt resolution. If resolution is not possible, the complaint will be referred to the Market Board.
4. The first violation will result in a verbal and /or written notice from the Market Manager that they are in violation of market policy. The second violation will result in a \$50 fine. The third violation will result in dismissal from the market for the remaining part of the year.

### **SUSPENSION OR REMOVAL OF A PRODUCER FROM THE MARKET**

**A vendor may be suspended or removed from the market due to failure to obey and conform to state, local government or market rules and regulations which include:**

1. Causing or maintaining an unsafe or unsanitary condition at the market.
2. Unreasonable or outrageous conduct considered detrimental or prejudicial to the purposes and interest of the market.
3. Failure to attend a previously reserved market space without adequate prior notification.
4. Behavior that obstructs any other vendor's commerce or ability to transact business at the market. A vendor is responsible for the actions of their employees or representatives.

Whenever the Market Manager decides that a violation has occurred of such seriousness that it warrants the suspension or removal of a vendor from the market, the Market Manager will provide the vendor with a written "notice of intent to suspend or remove". The "notice of intent to suspend or remove" will state the reasons for the proposed action and offer the vendor an opportunity to be heard by the Market Board of Directors before the suspension or removal from the market. The Market Manager will deliver the notice to the vendor in person or mail it to the vendor by first class or registered mail to the last known address of the vendor.

The "notice of intent to suspend or remove" shall advise the vendor that he or she may ask to be heard, either orally or in writing, by the Market Board of Directors prior to the suspension or removal. The request for a hearing must be received by the Market Board of Directors no later than fifteen calendar days after the date of the issuance of the notice.

If the vendor does not request a hearing with the Market Board of Directors, or if the vendor fails to request a hearing within fifteen calendar days of the date of issuance of the notice, the Market Manager may take action to suspend or remove vendor.

If the vendor requests a hearing with the Market Board of Directors and the Market Board of Directors receives the request for a hearing (within fifteen calendar days of the date of the "notice of intent to suspend or remove") the Market Board of Directors shall schedule a hearing with the vendor. The Market Manager will notify the vendor of the date, time and place of the hearing. The purpose of the hearing will be for the Market Board of Directors to hear and consider the vendor's argument regarding the action proposed by the Market Manager.

The Market Board of Directors, the Market Manager and other interested parties will consider the evidence and arguments submitted by the vendor. The Market Board of Directors and the Market Manager shall weigh this evidence and argument in making his or her decision whether or not to suspend or remove the vendor. The Market Manager will notify the producer in writing of the Market Board of Directors' decision. The Market Board of Directors' decision shall be delivered in person or mailed by first class or registered mail to the vendor. The Market Board of Directors' decision is final and there is no further appeal.

# APPLICATION TO SELL

Mail to: **Wellington Square Farmers Market Administrative Office 2121 S Victoria Ave  
Los Angeles, CA 90016**

NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE- BUSINESS:(\_\_\_\_) \_\_\_\_\_ HOME:(\_\_\_\_) \_\_\_\_\_ CELL(\_\_\_\_) \_\_\_\_\_

LOCATION OF FARM OR BUSINESS: \_\_\_\_\_ COUNTY \_\_\_\_\_

NAMES OF EMPLOYEES WHO MAY SELL FOR THE PRODUCER

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NAMES OF FAMILY MEMBERS WHO MAY SELL THEIR RELATIONSHIP TO THE PRODUCER


OTHER MARKETS AT WHICH YOU

SELL: \_\_\_\_\_

CERTIFIED PRODUCER'S CERTIFICATE NUMBER: (enclose copy) LA COUNTY HEALTH DEPARTMENT NUMBER: (enclose copy)

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OTHER LICENSES, PERMITS, ETC.: (enclose copy) \_\_\_\_\_

AMOUNT OF LIABILITY INSURANCE COVERAGE \$ \_\_\_\_\_

LIST ITEMS YOU PLAN TO SELL AND WHEN (USE BACK OF PAGE IF NEEDED)


I request permission to sell at the Wellington Square Farmers Market. I will abide by all rules of the Market, including paying all required market fees.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

(APPROVED BY: \_\_\_\_\_ **DATE** \_\_\_\_\_)

# Hold Harmless Agreement

I/we hereby agree, as a vendor at the Wellington Square Farmer's Market, that I/we will indemnify and hold harmless the sponsors of the market site, the Wellington Square Farmer's Market, their agents and members, from and against all liability, claims, demands, expenses, fees, fines, penalties, and suits arising from, or connected to, my/our use of occupancy as a vendor at the Wellington Square Farmer's Market or any of my/our related activities as a vendor at the Wellington Square Farmer's Market.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_