

## Downtown Pomona ArtWalk and Farmer's Market

### 2023 Rules and Instructions

- 1) **Days/Hours:** The market will be every 2<sup>nd</sup> Saturday of the month from 5:00 pm to 9:00 pm, (Summer time hours will be adjusted to 6pm -10pm) with arrival time of 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.
- 3) **Cost/Payment:** The cost for a 10X10 canopy ranges from \$40-50. All booth fees must be paid upon receipt of Invoice. Booth fees can be paid in cash or credit card.
- 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.** After two (2) NO SHOWS, you will not be allowed to return for three (3) months. The DPOA reserves the right to suspend any vendor at any time.
- 5) **General Liability Insurance is REQUIRED:** All vendors are required to have a six (6) month or one-year General Liability Insurance policy. No one or three-day policies will be accepted. Also, we are not 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) General Liability Insurance, 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 limited r of spaces available for non-profit organizations. Non-profit organizations will not be issued power and must bring battery-operated light.
- 9) **Assigned Location:** Vendors are assigned specific space. Please report to the Shaun Diamond Plaza at 197 W. 2<sup>nd</sup> Street, Pomona. Look for the DPOA staff. There will be no location changes on the day of the event. If you would like a different location, it will be for the following month, please contact the office no later than one week before the next month's event.
- 10) **Set-Up Time:** You can start setting up after **3:30 pm**. No vehicles will be permitted to enter the Market after **4:30 pm**. Vendor vehicles must be parked in the designated vendor parking area outside the Market. Only vehicles necessary for the display or sale of products are permitted in the Market area. Vehicles must fit in the space assigned. The decision of the Market Manager is final.
- 11) **Rain:** In case of rain, the market will be canceled. Call the Market Manager on Friday before 5pm if you have any doubts at **909-469-1121**. Usually, the market manager will cancel if there is at least a 40% chance of rain. If you have already paid for your booth & the event is cancelled, you will receive a credit. No Refunds. Credits 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.

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**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 the 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. Any unauthorized product will be voluntarily removed from the market; the Market Manager has sole authority to enforce market rules.
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.
7. The type and number of producers permitted are limited only to the space available. The type and amount of certified and non-certifiable agricultural products admitted are limited only to the amount of space available. All certified and non-certified agricultural products must be sold by the producer unless prior approval is given by the Market Manager for one producer to sell for another.

119 W. 2<sup>nd</sup> Street, Pomona, CA 91766

■ Phone: 909-469-1121 ■

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