



2010 Emmett Farmers Market

Rules and Regulations

Our Mission:

The Emmett Farmers Market (EFM) is a community market, supported by the Mayor's office, the city and community members. The market will provide access to locally-grown fruits, vegetables, other farm products, as well as home-crafted items, while creating a sense of community within the City and helping to revitalize the downtown district. The EFM is active in preserving local farms and providing guidance to the next generation that farming is not only a great lifestyle but a viable way to make a living. The Emmett Farmers Market provides a connection between the farmer and the consumer and creates a partnership that assures a more sustainable future for all concerned.

Our first goal is to provide a venue for the family farms in the area to sell what they produce. Direct-sales provide about 70% more revenue for the farmer as compared to wholesaling in commodity markets. This additional source of money can make the difference between keeping the farm going and subdividing the land for housing developments.

Our second objective is to make it possible for our customers and their families to have access to locally grown, fresh, and nutritious food.

- 1.) The Emmett Farmers Market will be open for retail sales from 8 a.m. to noon every Saturday and from 3 p.m. to 6 p.m. every Wednesday, regardless of the weather, during the months of May through October (barring an early freeze). At their discretion, the EFM Committee has the authority to change the hours of the market if the need arises.
- 2.) Market vendors shall not begin setting up before 1:30 p.m. on Wednesdays or 6:30 a.m. on Saturdays; however, they should be completely setup 15 minutes prior to the opening time on that particular day. Vendors may ONLY park close to the sidewalk during the setup time (before the market opens for the day) or during teardown (after the market closes for the day). When the market hours are in operation, vendor vehicles must be parked as far away from the sidewalk as possible. At the close of the market, each vendor is required to remove the items they brought, including unsold goods, boxes, and any refuse. If not, the Vendor(s) will be assessed a \$25.00 cleaning fee if the market has to further clean or professionally clean a selling space. Vendors are not allowed to fill the market provided trashcans to dispose of their excess trash or liquids.
- 3.) Farmers may sell any farm products, including value-added products. Items allowed for sale may include: raw vegetables and fruits; edible plants; eggs; shelled peas and beans; cut, washed and unwashed, bagged vegetables; nuts; garlic; spices; grains; herbs; plants; native wines, herbal vinegars. *“Limited sales (not on a regular basis) of non-potentially hazardous food made in a home kitchen may be allowed for certain non-regulated food operations, such as agricultural markets and bake sales, where the consumer would reasonably assume the food is not from an approved source; and such home kitchen prepared foods allowed shall be limited to breads, cookies, cakes, fruit pies, jams, jellies, candy, and honey. For any other food you feel may fall under this category, please contact your local health department for a determination of possible status as a potentially hazardous food.”* Herbal and vegetable spreads, sandwiches, stuffed breads, fresh pasta, fresh juice and cider; raw and frozen meats (beef, lamb, mutton, pork, goat); raw and frozen small poultry; raw and frozen game bird and rabbit; raw and frozen fin fish and seafood; milk and fresh dairy products; cheese;

canned and pickled products; cured sausage and meat are eligible. Vendors are only permitted to sell the items that the Committee has approved. All items sold at the market must be locally-grown or produced. To be locally-grown or produced, the items must have been grown or produced within a 150-mile radius of Emmett, Idaho. Any complaints filed with the EFM Committee about producers not following these rules may be investigated. All processed foods must comply with all applicable state and federal health and safety regulations. Proper labeling must be used as defined by the proper authority. Proper labeling pertaining to organically grown produce must be displayed. No wholesale brokers will be allowed. The EFM Committee has the right to physically inspect crops and production areas of Farm Vendors at any time. Acceptance in the EFM is based on quality and freshness of the product(s) and the relevance of the product(s) to the overall diversification of the Market. All Vendors must comply with all applicable city, state and federal regulations. Sales tax numbers must be posted in a visible spot.

4.) Local arts and crafts are permitted for sale at the Market if produced or embellished by the vendor. Non-farm vendors must submit an application to the EFM and may be required to go through a jury process. The Market Manager will schedule the jury process at the EFM site, by appointment only, on Saturdays from noon to 1 p.m. The jury process consists of a selection made by the Market Manager and at least three EFM committee members, on the basis of quality, originality, and available market space

5.) A farm vendor is defined as the person who grows or makes the product and may include the producer's immediate family, partners, employees, or local cooperatives upon review. Each vendor must post the name and location of his/her farm or business at his/her assigned selling area in the Market. Multiple farm vendors may be represented in one space only if the producer's farm certificate is displayed for each and the products are clearly marked as to their origin. The producer's name must be made clear in each booth. At least 75% of products sold in a booth must be grown or produced by the farm vendor. The farm vendor is allowed three producer certificates – one for their farm and two for other farmers/producers.

6.) Vendors must supply their own tables, chairs, etc. Booth space is not transferable. Nothing, including signage, will be allowed to extend outside the designated booth space dimensions.

7.) Spaces will be assigned on a first come basis. The day rental fee will be \$5.00 or seasonal vendor fee \$30.00 per year.

8.) A vendor who shows up ready to sell, without prior approval, MAY be given permission to set up for THAT day only, by the rotating Market Manager. They must also complete a membership application form, pay \$5 for THAT one day, and must be selling approved items/products. They will NOT be allowed to return to sell at the Market without completion of the application process.

9.) Non-profit organizations will not be permitted to set up as a vendor.

10.) Vendors may not bring domestic pets into the market.

11.) Vendors who choose to bring children to the Market are asked to ensure that their children's conduct is appropriate and not disruptive to customers or other vendors.

12.) The sale of live animals is allowed in the market in designated areas upon approval.

13.) Generators are not allowed in the market.

14.) Smoking and alcoholic beverage usage is not allowed by vendors in the market.

15.) Pricing of goods sold at the market is the sole responsibility of the individual vendor. Fraudulent, dishonest, or deceptive merchandising or collusion to set prices among vendors may be grounds for forfeiture of the right to do business of any kind in the market for a length of time to be determined by the EFM Committee. Prices for all items for sale shall be posted clearly on a sign. No item shall be sold unless the price of the item is clearly displayed.

- 16.) All vendors must adhere to sanitary procedures for selling produce and value-added items. All vendors must dress appropriately. Shoes and shirts are required.
- 17.) It is the responsibility of each vendor to abide by all state and federal regulations which govern the sampling, production, labeling, or safety of the product the vendor offers for sale at the market. Failure to comply may result in forfeiture of the vendor's booth. If you have any questions on this matter, please speak with Barbara Huguenin, EFM Market Manager.
- 18.) Quality control is one of the most important factors in the EFM Market. Routine inspections may be conducted. If your product is found unfit to sell at the EFM Market, the Market Manager may ask you to discontinue sales of this item immediately. Vendors who repeatedly attempt to sell unfit items or produce may be asked to leave the Market.
- 19.) If you have any suggestions, questions or concerns you would like the EFM Committee to address, please submit these in writing to: The Emmett Farmers Market, PO Box 775, Emmett, ID 83617-0775
- 20.) Any vendor or customer with complaints regarding policy or implementation of policy may request to discuss their concerns with the EFM Committee and will be contacted in a timely manner to schedule a meeting.
- 21.) Any matter not specifically set out in the 2010 Emmett Farmers Market Rules and Regulations will be taken before the EFM Committee and a decision will be made and added to the rules and regulations. Any decision made by the EFM Committee will be final.
- 22.) Inappropriate conduct or language towards other vendors, customers, or management of the EFM, whether in person or by electronic media, will not be tolerated and may be grounds for immediate dismissal from the Market by the EFM Committee and/or the Market Manager. All complaints will be investigated thoroughly by the EFM Committee. Vendors who have a complaint may verbally relay them to the Market Manager or any member of the EFM Committee, or may submit them in writing. The EFM Committee will investigate the complaint and will respond to the vendor in writing within one week. Professional conduct is required during the complaint process. Inappropriate conduct during the complaint process (i.e., yelling, swearing, throwing items, harassing or threatening management, etc.) will not be tolerated and could result in immediate dismissal from the Market.
- 23.) The Market Manager(s) may be a season vendor(s) with full benefits but are not required to pay the seasonal vendor fee. Approved out of pocket expenses incurred by the acting EFM Market Manager(s) will be reimbursed after submitting appropriate receipts and/or documentation.

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