



2017 Emmett Farmers Market Rules and Regulations

Opening Day is Saturday, June 3, 2017 from 9:00 am to 1:00 pm

The Emmett Farmers Market (EFM) is a community market, supported by the Mayor's office, the city, and community members. The EFM is managed by a Board of Directors who set policies for the market in accordance with the market's mission statement and goals. Direct-sales provide about 70% more revenue for the farmer as compared to wholesaling in commodity markets. This additional source of income can make the difference between keeping the farm going and subdividing the land for housing developments.

The Emmett Farmers Market will be held every Wednesday from 3 to 6 pm and every Saturday from 9 am to 1 pm, June through October, in downtown Emmett's Blaser Park, at the corner of Washington Avenue and West Park Street, regardless of the weather. At their discretion, the Board of Directors has the authority to change the hours of the market if the need arises.

Mission Statement

To promote and support local farmers and artisans and to build a more sustainable community.

Market Goals

To provide alternate marketing opportunities for the local family growers and producers of farm related products to sell what they produce.
To promote locally-grown, raised, produced, or gathered farm products and to provide consumers and local farmers an opportunity to interact directly with one another.
To add to the variety, quality and freshness of produce available in the county, a wide range of fresh local produce including specialized items and organic and natural options.
To provide opportunities for local farms, food producers and artisans to test and refine their products and marketing skills
To enhance the quality of life in the local area by providing a community activity which fosters social gathering, interaction, and aids in the revitalization of 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.

Membership

Vendor privileges are limited to the following:

1. Farmers and producers who live within a 75 mile radius of the market – those from outside this area may request special consideration of the EFM Board of Directors.
2. Producers/growers: those who cultivate and/or raise their own vegetables, flowers, fruits, herbs, plants, small animals, and animal products for public sale.
3. Harvest/gathers: those who gather/pick wild growing fruits, plants or other material for public sale.
4. Crafters/Artisans: those who create hand crafted products primarily from raw materials. The Market Manager reserves the right to refuse any craft item that is deemed inappropriate. As the Market grows Crafters/Artisans may have to go through a jury process, but not at this time.
5. Food producer/processor – those who make value-added or ready to eat products from agricultural or food materials in accordance with all Idaho Health District regulations.

Vendors are only permitted to sell the items that have been approved, which may consist of **90% locally-grown, produced, or hand-crafted** and **10% not locally produced or hand-crafted**.

No brokers may sell at the EFM (brokering is buying items and then reselling them at the market).

Produce may not be advertised as "organic" unless it is certified or registered organic. Current organic certification must be displayed and a copy must be given to the market Association.

Any complaints filed with the Jurying 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. The Jurying 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.

There will be no discrimination according to race, color, creed, sex, religious, sexual orientation, age, or nationality.

Membership Fees

Vendors must apply for space at the EFM by submitting a signed vendor application acknowledging that they have read and understand the EFM Rules and Regulations and pay the appropriate fee.

Memberships are not transferrable or refundable.

Membership Fees are as follows:

*If paid **prior to June 1**, the vendor will qualify for an early bird discount and the fee is **\$35.00 for the season. After June 1, the fee is \$45.00 for the season***

*If a vendor wants to only set up for one day, they still must submit a vendor application and pay the **daily fee of \$10.00, prior to setting up for that day.***

Youths, aged 16 and under, with parental supervision will be allowed to set up at the EFM at no charge; however, the parent must submit a signed vendor application acknowledging that they and their child have read and understand the EFM Rules and Regulations

If electricity is needed there will be an additional \$1.00 charge per day.

Spaces are on a **first come, first serve basis**; at some point, due to growth, this may change. The sidewalk space in front of the gazebo must remain vacant. Tables and/or canopies must be set up at least five feet back from the sidewalk or approved by the market manager. Vendors who choose to erect a canopy or umbrella may do so as long as it is anchored to the ground to prevent it from moving. The suggested weight per corner is 15-20 pounds.

Insurance and Licensing

Individual product liability is the responsibility of each vendor. Vendors are responsible for meeting all government regulations, obeying state, county, and local laws. Vendors cannot hold the Emmett Farmers Market responsible for any damages.

Sales Tax

The Vendor's Idaho State Tax Permit for collecting sales tax must be posted in a visible area at your table; unless you have a Temporary Form ST124 then you will need to have it handy. All vendors will need to fill out an ST124 regardless as to if they have a permanent tax permit; this information must be kept on file. The Idaho State Tax Commission has the right to visit the Market and may ask to see those permits.

Nursery License

Any vendor selling more than \$500 of nursery products (plants, starts, cut flowers) must obtain a Nursery License from the Idaho State Department of Agriculture, display on your table, and provide a copy.

Pricing

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 dismissal from the market. 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.** The market encourages vendors to price their items for sale at a price that reflects the cost of materials, labor, marketing expenses, and a profit.

Food Regulations

The Market accepts Cottage Food business and will adhere to those rules posted by the Idaho Department of Health and Welfare (IDHW). *A cottage food operation is a person or business preparing or producing cottage food products in the home kitchen of that person's primary residence, or other designated kitchen or location. Cottage food products are foods that are not sensitive to time and temperature controls. These products may only be sold directly to an end user. This means that these products may not be sold by a third party. Possible locations that these items may be sold are farmers' markets, roadside stands, and the internet. Cottage foods include but are not limited to:*

<i>Some baked goods</i>	<i>Dry herb</i>
<i>Fruit jams and jellies</i>	<i>Dry seasoning and mixtures</i>
<i>Fruit pies</i>	<i>Cereals</i>
<i>Breads</i>	<i>Trail mixes and granola</i>
<i>Cakes (no cream cheese frosting)</i>	<i>Nuts</i>
<i>Pastries</i>	<i>Vinegar</i>
<i>Cookies</i>	<i>Popcorn and popcorn balls</i>
<i>Candies and confections</i>	<i>Cotton candy</i>
<i>Dried fruits</i>	

If sold directly to a customer these items do not require a food license to prepare, but you may be asked to contact the Southwest District Health Department to determine if a license is required. To assist with this, you may print and fill out a Cottage Food Risk Assessment Form at www.foodsafety.idaho.gov and have it signed by an Environmental Health Specialist at Southwest District Health. If you have any questions please contact the SWDHD office at 208.455.5400.

All processed and value-added food items require *standard labeling* including the following information on the label:

Vendor's name, address, and phone number or other contact information

And either on your label or by placing a sign on your table you must state that your products were prepared in a home kitchen, not subject to state inspection and that they may contain allergens.

All vendors who prepare food to sell at the market must comply with the SWDHD regulations. It is in the best interest as a vendor and the market, that all vendors follow food safety standards intended to protect the patrons of the market. Violation of food regulations are grounds for suspension of your privilege to sell these items at the market.

The following may not be sold at the market: sprouts, canned pickles or canned salsa that have been made at home, pumpkin or squash pie, and wild game.

If you wish to sell eggs at the market you need to write your name, address, and "ungraded eggs" on each carton. You may print this information on address labels and stick them to the cartons. And you may use used cartons. Eggs must be stored at 45 degrees or lower. You may keep the eggs in an ice chest at the farmers market. You must have a thermometer. A thermometer from the kitchen section of the supermarket is fine.

Rules for Vendors

The Board of Directors has set forth the following guidelines for vendor ethics:

All vendors will respect their fellow vendors and will treat one another kindly.

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 Board of Directors and/or the Market Manager. All complaints will be investigated thoroughly by the EFM Board of Directors. Vendors who have a complaint may verbally relay them to the Market Manager or any member of the EFM Board of Directors, or may submit them in writing. The EFM Board of Directors 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.

All vendors will represent themselves in a professional manner when interacting with customers.

All vendors will maintain a clean, attractive display of their space.

Vendors will not set up before 6:30 am and cannot tear down until 1:00 pm on Saturdays and cannot set-up before 1:30 pm and cannot tear down until 6 pm on Wednesdays. The only exception is if the vendor sells out or has an emergency.

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.

Vendors must supply their own tables, chairs, change, carry out bags, and signage.

Vendors may not bring domestic pets into the market unless it is a health aide to the vendor and the vendor has the proper paperwork stating so. The animal must be kept on a leash.

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.

The sale of live animals is allowed in the market in the designated area to the west of the fountain, upon approval.

Vendors cannot share spaces.

Generators are not allowed in the market.

Smoking and alcoholic beverage usage is not allowed by vendors in or near the market.

All vendors must adhere to sanitary procedures for selling produce and value-added items. All vendors must dress appropriately. Shoes and shirts are required.

Quality control is one of the most important factors in the EFM. Routine inspections may be conducted by the local health inspector. If your product is found unfit to sell at the EFM, 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.

If any vendor or customer has any suggestions, questions, or concerns please submit in writing to the EFM Board of Directors. Any matter not specifically set out in the 2017 Emmett Farmers Market Rules and Regulations will be taken before the EFM Board of Directors and a decision will be made and added to the rules and regulations. Any decision made by the EFM Board of Directors will be final.

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.

Members shall be willing to serve on various committees as needed and take an active role in assisting the market to grow and thrive.

The Market Manager is the first and final authority at the Market.

Managing Vendor Issues

First Offense: The vendor will be notified verbally by the Market Manager and/or one board member of the rule violation. The vendor will be given the opportunity to correct the violation at that time if possible. If the vendor refuses to correct the violation they will be asked to leave the market immediately, but will be allowed to return once they comply with the market regulations.

Second Offense: The vendor will be asked to leave the market and special board meeting will be held immediately following that market day to determine if the vendor will be terminated for the season.

Third Offense: The vendor will be terminated for the remainder for the market season, but may reapply for membership the following season. All infractions will be notated in the vendors file and kept for future reference. The Board of Directors reserves the right to terminate membership immediately upon the first violation if the offense warrants such action. No portion of any membership fees, or weekly fees paid will be refunded to any vendor if membership is terminated due to violations.

We want to welcome you to the Emmett Farmers Market and we want you to help us advertise and promote the market when you advertise and promote your business. It takes us all joining together to make this an enjoyable, fun, successful and profitable year.

Board Members:

Myrna Poole – President

208-365-5269

Lisa Ayers – Vice President

208-369-6855

Amy Chevalier – Secretary

208-246-9540

Mary Knight – Treasurer and Market Manager

208-550-4459

Glenn Schillar – Board Member

208-365-5088