



2025 Emmett Farmers Market Rules and Regulations

Opening Day is Wednesday, June 4, 2025, from 3:00 pm to 6:00 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 that set policies for the market following 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 is held every Wednesday from 3 to 6 pm and every Saturday from 9 am to 1 pm, June through the second weekend in October, in downtown Emmett's Blaser Park, at the corner of N. Washington Avenue and West Park Street, regardless of the weather. The Board of Directors and/or the market manager can change the market hours if needed.

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 farm-related product producers 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 that fosters social gathering and 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

The EFM market manager evaluates vendor eligibility and can deny participation. Display materials must stay within a 10x10 booth and not obstruct neighboring vendors. Full payment is required before the market season begins. Vendors must treat the EFM board, manager, and volunteers courteously; inappropriate behavior can lead to expulsion from the market and future events.

Vendor membership is 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 from the EFM Board of Directors.
2. Producers/growers: those who cultivate and/or raise their 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.
5. Food producer/processor – those who make value-added or ready-to-eat products from agricultural or food materials, following all Idaho Health District regulations.
6. Each vendor is required to bring to the market and have a display volume consisting of **not less than 90% of the items** as locally grown or hand-crafted directly by the vendor, the vendor's family, the vendor's employees, or other EFM vendors.

No brokers, franchises, or MLM companies may sell at the EFM unless it falls under the 10% display volume rule. A broker is a person who buys or sells for another in exchange for a commission. An MLM company is a multi-level marketing company, such as Scentsy, Avon, Epicure, Young Living, etc.

To sell fresh fruits and vegetables, you are not required to obtain a food safety-related license; however, vendors should review handling and sampling procedures. You can find information on the Idaho State Department of Agriculture website - <https://agri.idaho.gov/main/>. Fruits and vegetables must be insect-free, fresh, and have no residue that cannot be removed by standard washing. Be prepared to answer questions related to your farming practices and chemical usage.

Vendors are not allowed to use the word "organic" in their signage or marketing **UNLESS** they are certified organic by a USDA-authorized certifying agency and a copy of the certification is provided to the market manager.

To ensure compliance with market rules, the governing body reserves the right to direct the market manager or appoint a committee to inspect any vendor's farm or establishment with advance notice. Inspections will be made only with the farmer/owner or their representative present unless written permission is given. Vendors must provide any help necessary to thoroughly document products and conditions recorded at the inspection. The vendor will be notified in writing of the results of the inspection within seven days of the inspection. All products offered for sale must be of good quality and condition. The market manager reserves the right to direct any inferior goods to be removed from display. Failure to remove products deemed inferior will be reported to the market's governing body and may result in loss of market privileges.

All processed foods must comply with all applicable state and federal health and safety regulations. Contact the SWDHD if you have any questions or concerns. They do inspect the market vendors' booths.

There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age, or nationality. Proselytizing, advocating for a cause, military recruitment, and political campaigning are not allowed. Petitions are not permitted at the market.

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 transferable or refundable. The space assigned will be approximately 10 x 10 square or the equivalent of one. The EFM has a limited number of spaces available for new vendors, who can apply for one 10x10 space initially. After their first year, vendors seeking additional space must request it by January 15, be open to relocation, and pay for the extra space.

Membership Fees are as follows:

If paid before May 15, 2025, the vendor will qualify for an early bird discount, and the fee is \$60.00 for the season. After May 15, the fee is \$75.00 for the season. No refunds will be issued after June 1. If signing up after August 1, the fees will be pro-rated.

If space is not available, your application and payment will be returned.

*If a vendor sets up for only one day, you must submit a vendor application, register for the event online, and pay the daily **fee of \$15.00, before setting up for that day.** Daily vendors will be assigned space by the market manager on a first come first serve basis, as space is available. Space in the market is not guaranteed, nor is it guaranteed that daily vendors will be assigned the same space each week that they are in the market.*

If a vendor requires the use of electricity as part of their setup, they need to notify the market manager as soon as possible as placement in the market will determine their location and there is a **one-time \$30 fee** for the electricity per season.

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. They also must *register for the event online*. Parents need to stay with their children.

Spaces will be assigned with preference given to returning vendors. **It is the vendor's responsibility to notify the market if unable to set up on a particular day. If you do not notify the market of your absence, there will be a \$5 re-entry fee required to be paid before your next market day. The vendor will lose their assigned space at the market after 3 occurrences and could be reassigned to a different space. If non-communication continues, you will be removed from the market for the remainder of the season.** If unable to start at the beginning of the market in June, then another vendor may be placed in the assigned space temporarily. If signing up after the first week of June, the vendor may be assigned to a different space each time they come, until a regular space is available. Check in with the market manager before setting up each day.

Vendors who choose to erect a canopy or umbrella may do so if it is weighted to prevent it from moving. The suggested weight per corner is 15-20 pounds. **NO STAKES ARE ALLOWED TO BE PUT IN THE GROUND PER CITY ORDERS.**

Insurance and Licensing

Individual product liability is the responsibility of each vendor. Vendors are responsible for meeting all government regulations and obeying state, county, and local laws. Vendors cannot hold Emmett Farmers Market responsible for any loss or damage. The Emmett Farmers Market does have a general umbrella insurance coverage that covers all vendors at the Emmett Farmers Market.

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 it on your table, and provide a copy to the market manager.

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

Sales Tax

You must have a valid seller's permit to collect sales tax, file a sale and use tax return, and forward the tax to the Tax Commission when you sell goods in Idaho. The **Vendor's Idaho State Tax Permit** for collecting sales tax must be posted in a visible area at your table or have it handy in your cash box, this includes the vendors who have a **Temporary Sales Permit**. To vend at the EFM, you must register online for this event before **June 1** and before **September 1**. **ALL VENDORS MUST REGISTER**. There are two event IDs and you must do both of them. They will be posted on the EFM website.

#1 - Event ID	1467613184
Start Date:	June 04, 2025
End Date:	September 03, 2025
Location:	BLASER PARK
#2 - Event ID:	930742272
Start Date:	September 06, 2025
End Date:	October 11, 2025
Location:	BLASER PARK
Directions:	After you do the first one then start over and repeat
Go to https://idahotap.gentax.com/TAP/_/ and scroll down to "Sellers and Promoters"	click "Register as a Temporary Seller or Promoter"
Choose "Seller WITH Event ID"	Next
Choose "I am going to an event"	"Next"
Enter the Event ID	Next
Enter your Seller Information	"Next"
Choose Purpose: "I am not making taxable sales," "I have a regular permit" or "I need a temporary permit."	Next
Review your entry	"Submit"
Check your email account for further instructions	or attached Temporary Sellers Permit (if applicable).
YES, all participants need to register but NO, Regular Sales & Use Tax holders do NOT need a Temp Permit.	
More information is available on our website at tax.idaho.gov/pse1 .	
If you have any technical difficulties, contact us at sas@tax.idaho.gov .	
If you have questions about sales tax or being an event promoter, email taxrep@tax.idaho.gov or call (208) 334-7660 in the Boise area or toll-free at (800) 972-7660	

Food Regulations

The market accepts Cottage Food businesses and adheres to the 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 a third party may not sell these products. Possible locations where 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 (no cream, pumpkin, pecan/nut 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, phone number, or other contact information.

Also, either listed 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 interests of a vendor and the market that all vendors follow food safety standards intended to protect the patrons of the market. Violation of food regulations is 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, wild game, also, no freeze-dried or dehydrated vegetables

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 in an ice chest at the market, that has a thermometer in it.** 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 must be addressed in writing to the market manager. Complaints against another vendor must be accompanied by a \$50 "good faith" check. The market manager will then investigate and/or perform a farm inspection against the accused vendor. If the complaint is found to be valid, the \$50 "good faith" check will be returned. If the complaint is found to be unfounded, the check will be forfeited and deposited in the market's general funds with a letter of explanation sent to the complainant.

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 professionally represent themselves when interacting with customers.

Each vendor is responsible for creating attractive displays for their products. Baskets, bins, and shelves help to utilize space in a small area and are more efficient than single-layer tabletops. Colorful/inviting merchandise displays with clearly labeled products are important to the overall appearance of the EFM and help to increase sales for the vendor. The market manager reserves the right to ask vendors to upgrade their stalls or displays to provide a festive and inviting atmosphere.

Product labeling is required, and prices must be marked before the market opening time.

Please allow yourself adequate time to complete the set-up of your display **before** the Market opens. Vendor set-up may begin at **6:30 a.m.** on Saturdays and **1:30 pm** on Wednesdays. **If you do not arrive by 8:00 a.m. on Saturdays and 2 p.m. on Wednesdays to begin the setup of your booth, you may lose your space.** Notice must be given to the market manager if a full-season vendor will not be participating in the market on any given Saturday. If the full-season vendor is not in the process of setting up his/her stall by **8:00 A.M.** the on-site market manager will be allowed to assign their stall to another vendor. If you are a vendor who pays for each day at the market, you must notify the market manager at least two days in advance of the market that you will be attending. Daily vendors will be assigned a stall on a first-come, first-serve basis. **Each vendor must notify the market if unable to attend. If you do not notify the market of your absence, there will be a \$5 re-entry fee required to pay before your next market day. The vendor will lose their assigned space at the market after 3 occurrences and could be reassigned to a different space. If non-communication continues, you will be removed from the market for the remainder of the season.**

If a vendor packs up early (before 1 on Sat. or 6 on Wed.) it will be an offense to the market rules. The close of the market is at 1:00 pm on Sat (not 12:45) and 6:00 pm on Wed (not 5:45 pm).

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. **This includes the parking spaces on Washington Ave along Blaser Park between W. Park St. and the alley by Wells Fargo.** We need to try to leave as many spaces as possible open for our customers. After unloading, vendors may park in the lot across Washington Ave. on the north side of W. Park St. The vendors with trailers attached may park ***on the far west side of the Main St. Beverage lot, closer to the canal. Do not leave your vehicle parked in the Wells Fargo parking lot, if you do it may be towed. You may use the alley to quickly load and unload your vehicle but be mindful of the neighboring businesses and do not block anyone in. Do not leave your vehicle parked in the alley.***

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 must further clean or professionally clean a selling space. Vendors are not allowed to fill the market-provided trash cans to dispose of their excess trash or liquids.

Vendors must bring their-tables, chairs, change, carry-out bags, signage, and anything they need to set up their booth. Please remember to bring extra change as Wells Fargo may not make change for you.

Customers and vendors may bring their dogs to the market if city leash laws are followed, they clean up after them, and are always in control of their pets.

Vendors who bring their children to the market are asked to ensure that their children's conduct is appropriate and not disruptive to customers or other vendors. Please do not let them run around screaming.

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

Generators are not allowed in the market.

Alcoholic beverages are prohibited, and smoking/vaping is not allowed within the boundaries of the market, or upwind of the market where smoke will blow into the market area.

All vendors must adhere to sanitary procedures for selling produce and value-added items. All vendors must dress appropriately. Shoes and shirts are required. And shorts need to be at fingertip length.

Quality control is one of the most important factors in the EFM. The local health inspector may conduct routine inspections. 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 about the Emmett Farmers Market Rules and Regulations please submit it in writing to the EFM Board of Directors. Any matter not specifically set out in the 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.

Supplemental Nutrition Assistance Program (SNAP) Benefits

The SNAP program helps provide healthy foods to low-income families. If eligible for SNAP, the family will receive an Electronic Benefits Transfer (EBT) card, which is used like a debit card. The card uses money from a SNAP account set up for the eligible family to pay for food items. The benefits can only be used on eligible food purchases.

The EFM has been accredited to accept Supplemental Nutrition Assistance Program (SNAP) benefits for all eligible food items and **all vendors who sell the eligible food items must participate in the program and follow the rules of the program. If they do not follow the rules they will be dismissed from the market.**

The market manager or market associate will assist the customer in processing the customer's SNAP card for the amount the customer wishes to spend at the market. The customer will then be given the amount in \$1 wooden tokens with a red tomato and Emmett Farmers Market written on them. Then the customer can go spend their tokens like cash with the food vendors. Vendors do not accept tokens from any other farmer's markets and pay attention to the color of the token and the item(s) the customer is purchasing.

Vendors can only accept SNAP tokens for non-prepared foods, i.e., eggs, fruits, vegetables, bread, honey, jelly, cookies, etc. (please refer to SNAP information card). The tokens spent at a vendor's table will then be turned in to the market manager for reimbursement at the end of that market day. Vendors agree to round up to the nearest dollar amount and do not refund any cash to the customer.

Double Up Food Bucks (DUFB) is a healthy food incentive program that doubles the value of federal nutrition benefits spent at farmers' markets, helping people buy local food while supporting our local farmers and economy. It's a win-win-win on market day. It provides participants in the SNAP program with a one-to-one match to purchase healthy, locally-grown fruits and vegetables. That means when a customer uses their SNAP/Quest/food stamp Card at the EFM to purchase tokens, they will receive **double** the amount! Ex: \$5 charged to SNAP Card, Receive \$10 in tokens.

The plain (no red tomato logo) DUFB tokens can only be used to purchase fruits, vegetables, and food-producing plants or seeds. There is an additional form that must be completed for the DUFB program. The food commodities purchased with the tokens are not subject to sales tax.

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 allowed 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 a 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 of the market season but may reapply for membership the following season. All infractions will be notated in the vendor's 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.

Customer complaints will be forwarded to the vendors and kept on file with the market each season. Complaints may result in disciplinary action including removal from the Emmett Farmers Market. If further action is needed, the grievance policy will be followed.

Welcome to the Emmett Farmers Market! Please advertise and promote the market when you advertise and promote your business. It takes us all to join to make this an enjoyable, fun, successful, and profitable year. If you use Facebook "like us" and tag the Emmett Farmers Market in your posts.

The market website is: <https://emmettfarmersmarket.com/>

The Facebook page is: <https://www.facebook.com/EmmettFarmersMarket>

Market Manager: Mary Knight –

Board Members:

Shannon Braunstein – President

Wendy Andreasen – Vice President

Dana Spoor – Secretary

Trinity Everhart – Treasurer

Jackie McGovern – Board Member