



## Nampa Farmers' Market Policies and Procedures

**Location of market:** The Nampa Farmers' Market is located in downtown Nampa on Front Street and 13th Avenue South in Lloyd Square. Our season begins on the last Saturday in April and runs through the last Saturday in October.

**Hours of Operation:** The market is open from 9 a.m. to 1 p.m. on Saturdays. Rain or Shine!

**Terms of Membership:** Membership must be renewed each year by paying the membership fee to reserve a space. See Membership Fees, below. Each vendor must agree to abide by the rules of the market as outlined below. The board of directors reserves the right to turn down a vendor's application or may terminate a vendor's membership at any time due to rule violations.

**Membership Fees:** The annual market membership fee is determined according to the number of frontage feet your booth uses. Vendors must apply for space by submitting a vendor application. Applications are available at the Spring Vendor meeting or on the market website: [www.nampafarmersmarket.com](http://www.nampafarmersmarket.com). The yearly membership fee is to be paid at the Spring Vendor meeting or by the first market attended.

The following fee structure has been approved by the board of directors for the 2018 market season:

- 10 foot wide space member fee is \$75.00 per year
- If additional space is needed, there will be additional fees and market manager must approve the additional space.
- Weekly Fee for each vendor will be \$5.00 plus 6% of their sales. **This is NOT your sales tax payment to the state.**
- Vendors joining after July 31<sup>st</sup> the membership fee will be \$50 for the remainder of the season plus the weekly fee.
- One-time vendors will pay \$10 for that week plus the \$5.00 and the 6%. This is to be used only once.
- Vendors wanting to attend the market on a week-by-week basis will pay \$10 plus the \$5 and 6% each week. None of these fees can be applied to an annual membership. Their week-by-week status will be stated on their application.

**Spring Vendor Meeting:** An orientation meeting for new and returning vendors is held each year before the opening day of the market. All returning vendors will be notified as to the date, time and location of the spring meeting at least one week in advance of the actual meeting date.

### **Items for Sale:**

- **We intend for our market to feature products that have been crafted, raised, produced or grown inside of the 100-mile radius around Nampa, ID.**
- 90% of craft items and baked goods sold need to be locally made. Only 10% of items can be purchased for

resale and have to be directly related to the vendor's' product. **Board approval must be obtained for all items not locally made or produced by the vendor**

- **All produce must be locally grown!** Produce vendors may not bring produce in from outside the 100-mile radius of Nampa, Idaho for resale at the market.
- Items for sale include vegetables, fruits, potted plants, cut and dried flowers, other agricultural products, prepared foods, and handcrafted items grown or made within a 100 mile radius of Nampa, Idaho.
- Produce may not be advertised as "certified organic" unless it has been certified organic with the Department of Agriculture. A current organic certification must be displayed by the vendor.
- The Idaho Department of Weights and Measures (208) 332-8690 must certify all scales used for sales. If using a scale, vendors must display the Certification from the Idaho Department of Weights and Measures in a clearly visible space within the booth. Items may be sold individually, by the bunch, or by the bag if a scale is not available.
- Bedding and landscape plants and flowers must be disease and pest free. Small vendors may sell less than \$500 worth of plants without a nursery permit. If a vendor sells more than \$500 worth of plants, a nursery permit from the Idaho Department of Agriculture is required. A copy of the permit must be displayed at the market.

**Guidelines for Vendors:** The board of directors has set forth the following guidelines for vendor's ethics: All vendors will respect their fellow vendors and will treat one another kindly. No foul language allowed. Offensive remarks will not be tolerated.

All vendors will represent themselves and the market in a professional manner when interacting with customers and other vendors.

All vendors will maintain a clean, attractive display in their booths.

No vendor's animals are allowed in the market area except Service Animals.

Children of vendors under the age of 10 must be under control of their parent or guardian at all times.

No alcoholic beverages allowed on premises, unless it is a specialty food item.

**Smoking by vendors is not permitted in the market area.**

All equipment, signage, tables, etc must remain within your booth space. Exceptions must be approved by the market manager. Do not place anything in foot-traffic areas.

All sales pitches and sampling for customers must be inside or directly in front of vendor booths.

Vendors must apply for electricity. There is a \$5 per week fee for electricity

All vendors will respect the rights of our customers to come to the market and find a warm welcoming environment where they can feel safe and secure and enjoy the family friendly atmosphere.

**Vendors must inform the Market Manager 24 hours prior if they will not be attending the market on Saturday. This is important to facilitate vendor placement at the market on Saturday mornings. Any vendor that is a no show for 3 weeks without communication to the Market Manager will lose their designated spot and can be placed where needed when they return.**

**E-mail: [marketmanger@nampafarmersmarket.com](mailto:marketmanger@nampafarmersmarket.com)**

**Market manager phone number: (208) 412-3814 (call or text)**

**Vendor Permit/License Requirements:**

- Each vendor is responsible for obtaining any applicable permits or licenses and posting them as required. A copy of your permits and licenses also need to be given to the Market Manager before a vendor can set up and sell.
- The Market recommends for your protection, that **ALL** food vendors have insurance. The Market requires High-Risk food vendors to have insurance and have their insurance agent send the Market Manager proof of insurance.
- Vendors must obtain a tax number from the Idaho State Tax Commission. There is no charge to receive a tax number. Idaho State Tax Commission: (208) 334-7660.

- Each vendor must have a copy of their tax certificate in their booth at all times.
- A copy of the sales tax certificate must be provided to the Market Manager and will be kept on file.
- ***Each vendor is responsible for paying their own state sales tax.***

### Vendor Responsibilities:

- Vendors will provide their own canopy, tables, chairs, change, and bags.
- **Canopies:** All vendors who erect canopies or umbrellas on the farmers' market site during normal hours of market operations, including the setup and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up until the time it is taken down. Vendors who do not anchor their canopy properly will not be allowed to sell unless they take their canopy down. Canopies must be anchored at each ground contact point. Anchoring is defined as preventing canopy from moving. Suggested weight per corner is 15-20 pounds. Should an accident occur from an improperly anchored canopy, the owner/user assumes all responsibility for any damages.
- Vendors must park in designated areas behind the Long Branch Station. The gravel parking lot and close section of the Long Branch Station parking lot are reserved for customer parking.
- It is the vendor's responsibility to keep track of their own financial records and sales for the season.
- Each vendor will be given a Weekly Stall Slip on which to report their total sales for the day. All fees are due and payable before leaving the market each day. Fees are to be figured **after** the closing of the market, **not before 1 p.m.**
- Vendors must stay within the market to sell their own items, except for emergencies. Please come prepared with boxes, change, etc. the day of the market.
- Vendors are responsible for setting their own prices, but are encouraged to avoid price gouging other vendors.
- Each vendor is responsible for maintaining cleanliness in their booth and the market area. If you provide samples, provide a small trash can for refuse. **Each vendor must take their own trash to the dumpster beside the Market Storage Shed.**

### Vendor Loading and Unloading Procedures:

- No vehicles allowed in the market area (including trailers) except during loading times.
- ***There will be NO vehicles coming into or leaving the market area between 8 a.m. and 1:15 p.m.*** If you arrive later than 8am, you must carry your items into the market to set up. If you must leave early, do NOT bring your vehicle into the market area. Abuse of this rule may suspend your privilege to sell at the market in the future.
- Set up times will be assigned by the Market Manager.
- Spaces are assigned at the discretion of the Market Manager, and may be based on factors such as seniority, regular attendance, high sales and time of arrival.
- New vendors must check in with the Market Manager prior to setting up.
- Vendors may not set up before 6:30 a.m. unless it has been arranged with the Market Manager.
- ***Vehicles must be turned off during loading/unloading times, NO IDLING!***

### Food Regulations

- Items must be produced and sold in accordance with applicable government regulations.
- The Market recommends for your protection, that **ALL** food vendors have insurance. The Market requires High-Risk food vendors to have insurance and have their insurance agent send the Market Manager proof of insurance.
- All food items for sale must be displayed at least 6 inches above ground level or in closed, water-tight containers. Exceptions are melons, pumpkins, winter squash, and potatoes.
- Do not handle food items with bare hands. Exceptions: produce that has been washed for sampling (only after hands have been washed at a mobile hand washing station) and eggs.
- Whole, raw fruits and vegetables that are intended for washing by the consumer before consumption do not need to be washed before they are sold.
- Violations of food regulations are grounds for suspension of your privilege to sell these items at the market. The market manager must approve the sale of any prepared food items not directly addressed in these regulations.
- **PRODUCTS NOT ALLOWED FOR SALE OR SAMPLING:** Sprouts and wild game.

### **Standard Labeling**

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

- Vendor's name
- Vendor's address
- Ingredients listed in order of volume (most to least) Bold or emphasize allergens. These include dairy products, eggs, wheat, soy, tree nuts, fish and shellfish.
- Vendor's phone number or other contact information
- Net weight or volume of goods in sealed packages.

### **Low-Risk Baked Goods**

Baked goods including yeast breads, quick breads, cookies, pies and cakes containing no meat, cream or custard fillings are allowed. Fruit is allowed. Enclosed pastries containing no more than 20% vegetables by weight are allowed.

- These items may be prepared in a home kitchen with **sanitized** equipment.
- Must be in closed packages.
- **Standard label is required** \*see above for instructions for standard labeling.

### **High-Risk Baked Goods:**

- Baked goods including pastries, pies, breads etc. containing cream fillings, custard fillings, meat or 20% vegetables by weight must be prepared in a commercial kitchen.
- Pumpkin or Squash pie is acceptable only if made with documented shelf stable ingredients (no fresh eggs or milk) or prepared in a commercial kitchen and kept cold (see below). Check with Southwest District Health.
- Items containing more than 2% meat by weight must be licensed through Southwest District Health.
- Must be kept in a **powered** refrigerator or freezer. No coolers allowed.
- Temperature must be no higher than 41 degrees F.
- Must be in closed packages
- **Standard label is required plus the words "keep refrigerated"**. \*see instructions above\*

### **Low-Risk Food Items:**

- Jams and jellies, candy, honey, dried fruits and vegetables, granolas and unbuttered popcorn may be sold with the following restrictions:  
These items may be prepared in a home kitchen with **sanitized** equipment.  
Must be in closed packages.
- Products such as dips, salsas, and dressing using low risk ingredients may be prepared on site, and require a license from Southwest District Health.
- **Standard label is required.** \*see instructions above\*

### **High-Risk Food Items:**

Items such as pasteurized juices, condiments and dressings, salsas, sauces, pickles, vinegar and herbed oils, and dairy products are considered high-risk.

- These items must be prepared in a commercial kitchen and must be licensed by Southwest District Health.
- Some High-risk food items may be prepared on site, with a license from Southwest District Health.
- They must be stored under appropriate conditions.
- They must be packaged and labeled correctly. \*see instructions above\*

### **Commercial Kitchens:**

- Processed or value added products must be approved by Southwest District Health Department. High-risk foods and some others are required a to have a license and must be prepared in commercial kitchen licensed by Southwest District Health Department or a USDA Inspected Facility (meat products)
- The UI Food Technology Center in Caldwell offers classes on developing your food product, and also has a commercial kitchen that can be rented for food preparation. We urge vendors who would like to sell processed food to take advantage of this facility. (208)455-9650

### Winter Squash:

- Winter squash may be cut and sold by the piece with the following restrictions:
- Winter Squash may be cut off site in a clean prep area, or on site with appropriate utensils sanitizing, and a handwashing station.
- Must be in closed packages.

### Samples:

- Southwest District Health asks that produce samples are not prepared in a home kitchen; Samples of baked goods may be prepared in a home kitchen.
- Samples may be cut on site, however utensils must be sanitized and rinsed before each use and hands washed at a handwashing station. They may be prepared in a commercial kitchen.
- Preferred sanitizing solution is 1.5 tsp. – 1 tbsp bleach to 1 gallon of water
- Samples must be kept in a covered container.
- Samples must be distributed on toothpicks, in individual wrappers or packages, or in some other manner to prevent physical contact.
- Melons may **not be sampled** unless a license is obtained from Southwest District Health. Then they must be cut on site and stored at a temperature no higher than 41 degrees F.

### Eggs:

- Eggs must be kept in a cooler with a thermometer.
- Temperature must be no higher than 45 degrees F.
- Eggs must be inspected on site for cracks.
- Eggs must be in the shell.
- Unused egg cartons are preferred. Used cartons are acceptable only if the original lettering is completely blacked out with permanent marker.
- **Standard label is required plus the words “ungraded eggs” and the date of the sale.**

### Market Management Policy for Vendor Issues:

#### **The Market Manager is the first and final authority at the market.**

- Solicitation by charitable or activist groups must be in the designated area and be approved by the Market Manager.
- The Market Manager may refuse to allow any vendor or nonprofit organization to set up or sell at the market. The board of directors will pursue the following procedure in the event a vendor violates any of the rules of the market.
- ✓ 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 the time of contact; such as removing from their display any non-locally grown produce or any prepared food items that do not meet requirements. If the vendor refuses to correct the violation at the time of contact, they will be asked to leave immediately. All infractions will be noted in the vendor's file and kept for future reference. Vendor conduct must follow the Guidelines for Vendors (see pg. 2)
- ✓ Second Offense: The vendor will be asked to leave the market and a special board meeting will be held following the market day to determine if the vendor will be terminated permanently.

**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 will be refunded to any vendor if membership is terminated.**

**Contact Information**

If you have questions concerning the Nampa Farmers' Market please contact:

Market Manager: Michelle Anderson

Email: [marketmanager@nampafarmersmarket.com](mailto:marketmanager@nampafarmersmarket.com)

(208) 412-3814 (call or text)

Nampa Farmers' Market

PO Box 332

Nampa, ID 83653

**In case of emergency:**

Market Manager: Michelle Anderson

Market President: Bob Wagner

Email: [marketmanager@nampafarmersmarket.com](mailto:marketmanager@nampafarmersmarket.com)

**Mailing Address:**

Nampa Farmers' Market

P.O. Box 332

Nampa, Idaho 83653

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