



Nampa Farmers' Market Policies and Procedures

Location of market: The Nampa Farmers' Market sets up on 12th Ave South between First Street South and along Front Street in front of the Canyon County Historical Museum. 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 a fee for the space you wish to reserve. 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 refuse a vendor's application or may terminate a vendor's membership at any time.

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 in a professional manner when interacting with customers and other vendors.
- All vendors will maintain a clean, attractive display in their booths.
- 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 to enjoy the family friendly atmosphere.
- Set up times will be assigned to vendors by the Market Manager.
- Vendors may not set up before 6:30 a.m.
- Limited electricity is available on light poles. Vendors must apply for use. Contact the Market Manger for details. **No one will be guaranteed power.**
- 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 and Temporary Vendors must check in with the Market Manager prior to setting up until a permanent spot has been determined.

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.

Membership Fees: The annual market membership fee is determined according to the number of feet you use for your space. Returning vendors may reserve either a 10 foot space or a 20 foot space. Vendors must apply for space by submitting a vendor application in person at the Spring Vendor Meeting at the market, or by printing an application from our website: www.nampafarmersmarket.com and mailing the application to the Market Manager. 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 2010 market season:

- 10 foot space member fee is \$35.00 per year.
- 20 feet space member fee is \$70.00 per year.
- 6% of sales plus a \$3.00 per week service fee for restroom use and entertainment charges. **This is NOT your sales tax payment to the state.**

Parking vehicles within the market will be at the Market Manager's discretion.

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 that day. All fees are due and payable before leaving the market each day. Fees are to be figured after the closing of the market for the day, not before 1 p.m.

Temporary vendors: *(Defined as: A vendor who is testing the market to determine if they wish to become a full time member.)*

- A temporary vendor is limited to two weeks attending the market as a trial period. If a temporary vendor wishes to return to sell at the market a third time, they must upgrade their membership status and pay the current published membership fee.
- Temporary vendors must apply for space by submitting a vendor application in person at the market or by printing an application from our website: www.nampafarmersmarket.com and mailing the application to the Market Manager.
- Once approved, the temporary vendor will be charged 10% of their total sales each week during their trial period, plus \$3.00 weekly service fee for restroom use and entertainment fee. Each temporary vendor will be given a Weekly Stall Slip on which to report their total sales.
- Payment of the 10% fee will be due and payable to the Market Manager before leaving the market each day. This fee is to be figured after the closing of the market for the day, not before 1 p.m.
- If a vendor decides to join after September 1, that vendor may waive the \$35 annual booth fee and continue to pay 10% of their weekly sales.

Items for Sale:

1. At least 75% of the items sold need to be locally grown, baked, or made by the vendor. Subject to board approval.
2. 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.
3. Produce vendors may not bring produce in from outside the 100-mile radius for resale at the market.

4. 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.
5. The Idaho Department of Weights and Measures 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 your booth. You may sell by the each, by the bunch, or by the bag if you do not have scales.
6. 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 you sell more than \$500 worth of plants, you require a nursery permit from the Idaho Department of Agriculture. Please have a copy with you at the market.
7. Items must be produced and sold in accordance with applicable government regulations and in accordance with "**Prepared Food Regulations**", below.
8. 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.

Vendor's Responsibilities:

- Vendors must inform the Market Manager if they will not be attending the market on Saturday no later than Friday night prior to market day. Vendors may E-mail: marketmanager@nampafarmersmarket.com or call: **(208) 461-4807 or (208) 371-3774 and leave a message. This is important to facilitate vendor placement at the market on Saturday mornings.**
- Each vendor is responsible for obtaining any applicable permits or licenses, such as sales tax, and posting them as required. The Idaho State Tax Commission number is 208-334-7660. There is no charge to receive a tax number. Each vendor must have a copy of their tax certificate in their booth at all times. **Each vendor is responsible for paying their own state sales tax.**
- Each vendor must provide a separate copy of the sales tax certificate for the Market Manager to keep on file before setting up for their second market day. A temporary sales tax number form can be obtained from the Market Manager for your first day of sales only.
- Vendors who sell food items are required to carry their own liability insurance and provide proof of insurance to the market manager.
- Vendors provide their own shade, tables, chairs, change, and bags.
- All vendors who erect canopies or umbrellas on the farmers' market site during a normal period of market operations, including the set-up 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. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the farmers' market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Canopies must be anchored at each ground contact point. Anchoring is defined as "keeping it from moving." Suggested weight per corner is 15-20 pounds.
- There will be **NO** vehicles coming into or leaving the market area between 8 a.m. and 1 p.m. If you arrive later than 8 a.m., 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. Drop off your items in your sales area and park in the parking lot. Set up without your vehicle in the market area. Abuse of this rule may suspend your privilege to sell at the market in the future.

- 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.
- Each vendor is responsible for maintaining cleanliness in his/her space and immediate surrounding area. If you sample, please provide a small trash can for refuse. Each vendor must take their own trash home with them instead of filling the down town trash cans and dumpsters according to the market's agreement with the Downtown Merchants' Association.

Miscellaneous:

- No vendor's animals are allowed in the market area except Service Animals such as Seeing Eye dogs.
- No soliciting by charitable or activist groups in any area of the market.
- No alcoholic beverages allowed on premises, unless it is a specialty food item.
- Smoking by vendors is not permitted in the market area.
- The Market Manager may refuse to allow any vendor or nonprofit organization to set up or sell at the market.
- The Manager is the first and final authority at the market.
- Children of vendors under the age of 10 must be under control of their parent or guardian at all times.

Prepared Food and Potentially Hazardous Food Regulations:

These regulations are intended to protect consumers. It is in your best interest as a vendor, as well as in the interest of the market, that all vendors follow food safety standards. For more information, see the Idaho Food Code, www.foodsafety.idaho.gov, or contact Southwest District Health, CJ Soltis, CJ.Soltis@phd3.idaho.gov (208)455-5404 or Craig Geddes, craig.geddes@phd3.idaho.gov, (208) 455-5402

Direct sun, excess heat, dust, exhaust fumes, and customer illness can all be detrimental to produce integrity. Be aware of these conditions when displaying or storing your products. A cool, dry area (such as under your table) or in a cooler is preferable.

Do not handle food items with bare hands, except;

- Eggs
- Produce that has been washed for sampling, after hands have been washed at a mobile hand washing station.
- Whole, raw fruits and vegetables that are intended for washing by the consumer before consumption. These need not 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 manager must approve the sale of any prepared food items not directly addressed in these regulations.

PRODUCTS NOT ALLOWED:

These items may not be sold or sampled at the market:

- Sprouts
- Wild game

Commercial Kitchens:

Processed or value added products must be approved by Southwest District Health Department. Most of these foods require a license, and must be prepared in a commercial kitchen licensed by Southwest District Health Department or a USDA Inspected Facility (meat products).

Processed and value added foods include high-risk baked goods, high risk food items, meat, fish, cheese. These are potentially hazardous foods that are capable of supporting rapid and progressive growth of infectious or microorganisms. Low –risk baked goods and low-risk food items do not require a commercial kitchen. However, if you plan to sell processed or value-added products, even if low risk, we ask that you contact Southwest District Health to discuss the products that you plan to sell, in order to be certain that they will not cross the line into the high risk category. Southwest District Health will be contacted by the market if any of your products are questionable.

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.

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 over 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 if 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 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 dressings using low risk ingredients may be prepared on site, and require a license from Southwest District Health.
- **Standard label is required.** *See above for instructions for standard labeling.

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 the appropriate conditions.
- They must be packaged and labeled correctly. *See above for instructions for standard labeling.

Winter Squash:

Winter squash may be cut and sold by the piece with the following restrictions:

- Squash may be cut off site in a clean prep area, or on site with appropriate utensil sanitizing, and a hand washing station.
- Must be in closed packages.

Samples:

- Southwest District Health asks that produce samples not be 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 hand washing 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 wraps 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. 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.**
*See above for instructions for standard labeling.

Unprocessed Meat and Fish:

- A professional at an approved facility must butcher all items.
 - Items must be kept in a cooler with a thermometer.
 - Temperature must be no higher than 41 degrees F.
 - Must be in closed packages.
 - **Standard label is required plus the type of meat and the date of sale.**
- *See above for instructions for standard labeling.

Smoked or Dried Meat and Fish:

- These items must be prepared in a commercial kitchen.
 - Items must be kept in a covered container.
 - Vendor's name and address must be displayed on the table.
 - **Standard label is required plus the type of meat and the date of sale.**
- *See above for instructions for standard labeling.

Processed Meat and Fish:

- These items must be licensed through Southwest District Health
- Items must be kept in a powered refrigerator or freezer. No coolers allowed.
- Temperature must be no higher than 40 degrees F.
- Must be in closed packages.
- **Standard label is required plus the type of meat and the date of the sale.** *See above for instructions on standard labeling.

If you have questions about items you wish to sell at the market, please contact the Southwest District Health Department, Consumer Protection Program, C. J. Soltis or Craig Geddes: cj.soltis@phd3.idaho.gov (208) 455-5404 or craig.geddes@phd3.idaho.gov (208) 455-5402 or visit <http://swdh.org/default.asp>

Market Management Policy for Vendor Issues: 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 have a label of ingredients attached to the container. If the vendor refuses to correct the violation at the time of contact, they will be asked to leave the market immediately. All infractions will be notated in the vendors file and kept for future reference.
- ✓ **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.
- ✓ **Third offense:** The vendor will be terminated for the remainder of the market season but may re-apply for membership the following season.

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.

If you have questions concerning the Nampa Farmers' Market please call:
Suzette Bolling, Market Manager at (208) 461-4807 or (208) 371-3774
E-mail: marketmanager@nampafarmersmarket.com

In case of emergency please call:

Suzette Bolling, Market Manager at (208) 461-4807 or (208) 371-3774
Helen Powers, Market President at (208) 922-8751
E-mail: marketmanager@nampafarmersmarket.com.

Mailing Address:

Nampa Farmers' Market
18458 11th Ave. N
Nampa, Idaho 83687

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Glenn Scott, Treasurer
Robin Trotter, Secretary
Kori Frahm, Board Member
Burke Hopkins, Board Member
Jenny Mitchell, Board Member
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Vendor Resources:

- Idaho State Tax Commission: (208) 334-7660 <http://tax.idaho.gov/>
- Southwest District Health: (208) 455-5402 <http://www.publichealthidaho.com/default.asp>
- UI Food Tech Center: (208) 455-9650 <http://www.cals.uidaho.edu/ftc/introduction.htm>