



Local food for local people - it's a Community thing

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Payette Farmers' Market (PFM) is a community-based effort to support local agriculture, food production and healthy food access. PFM is sponsored by Payette Community Alliance Network (PCAN), a non-profit corporation, partnered with Payette Valley Food Connection, a grassroots group and hosted by Payette City Kiwanis Park. In addition, the market is an Idaho Preferred® member and listed in the Idaho State Dept. of Agriculture's 2019 Farmers' Market Guide.

The 2019 Payette Farmers Market will be held:

Tuesdays, July 9th thru September 10th- Rain or Shine

4:00pm-7:00pm

Payette Kiwanis Park

515 S Main St, Payette, ID 83661

(Past the Band Shell)

Mission Statement

To provide the Payette Valley area with locally grown produce and connect farmers with the community.

Market Goals

- ❖ Provide access to nutritious and local produce
 - ❖ Connect farmers with consumers
 - ❖ Support and strengthen the community
- ❖ Build a strong foundation on farming, artisans, relationships and families

Payette Farmers Market

The market is managed by a group of volunteers who set market policies in accordance with the market's mission statement and goals. The following guidelines are to support the mission of the market and to create a safe, successful market environment for everyone. PFM makes every effort to provide guidelines that are useful, but not overwhelming. Questions or issues that are not addressed in these pages will be considered on a case-by-case basis with the Market Manager and organizing group to have final authority on any issue. We invite all feedback and are happy to discuss any concerns.

Looking forward to having you as part of Payette Farmers Market!

Eligibility to Participate & Selection Criteria

Vendors will be selected based on meeting the following criteria, space availability and product variety.

- ❖ Farmers and producers who live within 100 miles of the market - producers from outside this area may request special consideration of the market committee.
- ❖ Producers/growers: those who cultivate and/or raise their own vegetables, flowers, fruits, herbs, plants, small animals, and animal products for public sale
- ❖ Harvesters/gatherers: those who gather/pick wild growing fruits, plants or other material for public sale
- ❖ 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 (a craft jury will be held by the organizers prior the start of each market season).
- ❖ Food producer/processor – those who make value-added (specialty foods) or ready to eat products from agricultural or food materials in accordance with all Idaho Health District regulations. Products must be pre-approved by the market organizing group at least one full week before the vendor plans to sell the product. Priority is given to those vendors and products using the highest percentage of locally-sourced ingredients.

Farmers/producers will be given the priority at the market if space is limited. Our goal is for Crafters not to account for more than 40% of total number of vendors. No brokers may sell at the Payette Farmers Market (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. Products **not** grown or gathered by the vendor or products grown or gathered by the prospective vendor **outside** of the 100 miles radius may be sold only with permission of the organizers. The admittance of this product/vendor into the market will be heavily dependent on the availability of comparable product at the market at that time. There will be no discrimination according to race, color, creed, sex, religions, sexual orientation, age, or nationality.

Vendor Application & Market Fees

Vendors are requested to apply for a space by submitting a vendor application along with fees for all dates requested (*make checks payable to Payette CAN*). Applications can be mailed to **PCAN, PO Box 642, Payette, ID 83661** and dropped off at the Payette Extension Office. If the application is not approved, fee(s) will be returned via mail or available to pick up at Payette Extension Office upon your request.

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Fees are not transferable or refundable (some exceptions may be approved by the market organizers on individual circumstances). Fee Structure

- ❖ 10x10 space - \$5.00 a day
- ❖ 10x20 flagship space in front (check with market management for availability) - \$7.50 a day

Vendor Application Acceptance

All vendor applicants will be notified with a call and email of either their acceptance or denial and confirmation of their requested dates within a week of receipt.

Licensing & Insurance

Vendors are responsible for meeting all government regulations, obeying state, county, and local laws, etc. If applicable, Payette Farmers Market recommends that vendors consider acquiring their own product liability insurance. We have found that Farm Bureau Insurance agencies are familiar with food producer's insurance needs and have affordable policies available.

Sales tax

All vendors will be required, by the State of Idaho, to have a sales tax permit if you are selling anything. A ST-124 form (included with the application) must be filled out by all vendors even if you are NOT selling anything. If you already have an active Idaho seller's permit number, simply state this and list your permit # on the form. If you need a temporary seller's permit number, the ST-124 form will serve as your temporary permit for the length of the market, after which you will need to use this form to file your Sales Tax Report even if you did not sell any of your saleable items. For questions with this form, please contact us or Nicholas at the Idaho State Tax Commission (208) 334-7638. These forms will be distributed by market organizers upon acceptance into the market.

Prepared Food Regulations

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

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.

Scale Certification

All scales must be certified by the Idaho Bureau of Weights and Measures. If you wish to sell produce in bagged quantities you should also contact this bureau for specific requirements and labeling guidelines.

Payette Farmers Market

Vendor Stall Spaces

1. Market Management will determine stall space locations based on availability and current logistical requirements. Stall assignments may be based on factors such as seniority, regular attendance, high sales, time of arrival, and product mix. Every effort will be made to keep vendors in their desired location from week to week.
2. Stall spaces will be issued in increments of 10' x 10' with at least a 1-foot clearance on each side. Stall space may be shared by vendors upon approval from Market Management.
3. If a vendor is unable to attend a scheduled date, we ask that you notify us as soon as possible to allow for reassignment of space.
4. Vendors not notifying market of absence on reserved date(s) will not receive a refund or credit for that day.
5. Stall spaces are non-transferrable and may not be sub-let.

Vendor Loading and Unloading

1. Vehicle unloading will be permitted between 2:45 and 3:45pm. (*Special accommodations may be made with notification*)
2. Please unload vehicles and remove from the market area prior to any stall setup.
3. Vendors and their employees should park their vehicles farther out from market location to accommodate customer parking.
5. Vendors arriving after 3:45pm may have to carry all goods and products into the market area.

End of Day:

1. Please have booths disassembled and product/equipment ready to load prior to bringing vehicles into proximity of the market area.
3. If parking area is congested, we request vendors with trailers to load after general traffic has cleared out.

Vendor Space & Appearance

1. Vendors need to be present during market times and remain for the duration of market hours.
2. Vendors need to provide their own shade, tables, chairs, change and bags.
3. Canopies, umbrellas and tents must be no larger than 10'x10'. Exceptions are at the discretions of Market Management. Canopies and umbrellas must be anchored and weighted according to the manufacturer's instructions.
4. All walkways and benches are public spaces and must be kept clear. No storage of product or empty boxes on benches, sidewalks or the pedestrian area. Exceptions are at the discretion of Market Management.
5. Vendors using flame to cook or as a heater must have a fully charged fire extinguisher in their stall at all times.
6. Please keep your stall spaces clean and attractive at all times during market hours.
7. Please leave space clean and remove own refuse, boxes, signs and unsold product at the end of the market day.

Signage

1. All vendors should provide a sign identifying themselves or their business.
2. All signage and product sampling must be contained within the space rented by the vendor.
3. Signage must not obstruct the view or interfere with any neighboring vendor spaces.
4. All signage and display material must be appropriately secured.

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Pricing

Pricing is the sole responsibility of the individual vendor. However, 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. Vendors are expected to bring quality produce to the market. *In addition, vendors are not allowed to give produce or other items away for free or at below-cost pricing to undercut the sales of other vendors.*

Gross Sales Reporting-Strongly Suggested

To better understand our economic impact and promote future markets in Payette, PFM will be collecting vendor gross sales data for each market date. We recognize the sensitivity around gross sales reporting by vendors and in order to maintain the highest vendor confidentiality, we will follow these procedures:

1. Vendors are asked to track gross sales by product category for each market day attended.
2. Forms will be distributed to vendors with which to **anonymously** report sales data.
3. Submit completed forms in the collection box at the market that day or at the next week's market.

General Market Guidelines

- Please respect your fellow vendor and will treat one another kindly.
- Please do not use foul language or offensive remarks.
- Please represent yourselves in a professional manner when interacting with customers.
- Actions by the vendor or their representatives resulting in personal or property damage will be the sole responsibility of the offending vendors.
- Children of vendors under the age of 10 always need to be under control of their parents or guardian.
- No animals allowed in the market areas except Service Animals.
- No smoking permitted on the market area.
- No alcoholic beverages allowed at the market.
- No amplified music or other sound is allowed within the market area other than what is provided by the market during market hours.
- No soliciting by charitable or activist groups in any area of the market.
- 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.

Community & Non-Profit Organization Table

There will be one community/non-profit table stall space available for use at each market. The intention of this table is to highlight organizations and their projects as well as provide an opportunity for public education regarding different issues, i.e. health, agriculture, etc. Market leadership maintains a calendar for community and non-profit groups to reserve a community table each week. There is no charge for this table. Market leadership will allow resale items by community event booths or non-profit vendors if resale items are related to or are in support of the organization. *(If a group is interested in maintaining a permanent presence during the Market season, they will not qualify for the free community table and will be expected to follow regular vendor guidelines and fee scales.)*

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2019 Vendor Registration

Name of Business or Organization _____

Contact Person _____ Phone Number _____

Name of people who will be working in your booth _____

E-mail Address _____

Physical Address _____

Mailing Address (if different from above) _____

Notify in case of emergency at market _____

Type of Items for Sale* _____

**If selling handmade items, please include photograph(s) or bring samples to the Extension Office for pictures to be taken*

Dates & Spaces Requested

Total Dates: _____

Total

Enclosed: _____

Space	July 09	July 16	July 23	July 30	Aug 06	Aug 13	Aug 20	Aug 27	Sept 03	Sept 10
10' x 10' \$5/day										

Make checks payable to Payette CAN (Checks will not be deposited until after acceptance)

Notes/Special Requests:

I have read and understand the Payette Farmers' Market Polices and Guidelines and agree to abide by them.

Vendor
Signature _____ Date _____

I also agree to indemnify and hold harmless the Payette Community Alliance Network, Payette Farmers' Markets group, and the City of Payette, its representatives and agents from and against all liability, claims, demands, losses, damages, levies, and causes of action or suits on any nature whatsoever, arising out of or related to my activities at the market.

Vendor
Signature _____ Date _____

Please submit your application with the space fees as soon as possible to Payette Community Alliance Network (PCAN), PO Box 642, Payette 83661, or drop off at Payette County Extension Office, 16 S 9th St in Payette

Contact Liz at (208) 740-0111 with any questions