

THE BOISE FARMERS MARKET

Farmers you can trust • Food you can trace

10th and Grove Street, Downtown Boise

Welcome to The Boise Farmers Market located at the corner of 10th and Grove in downtown Boise, Idaho. The Boise Farmers Market upholds the age-old tradition of the consumer meeting the producer in a vibrant marketplace where community residents can not only purchase healthy foods but learn about the relationship of local farms and food to our health, our economy and our culture. We are dedicated to promoting a sustainable food system for our community by offering a diverse mix of agricultural products at the Market. This, in turn, encourages the renewal of our local agricultural economy. The Market is more than merely a place to exchange goods. It is a catalyst for incubating new farmers, new ideas and a sustainable community.

VISION: The Boise Farmers Market is a community marketplace where local food and agricultural products are available year round and where the community can learn about and become engaged in food system issues. The Market is a catalyst and incubator for local food-related activities in the region, and helps to build personal and community self-reliance.

MISSION: The Boise Farmers Market supports a regenerative, healthy food and agricultural system by operating a vibrant marketplace featuring locally grown and crafted products.

The Boise Farmers Market, Inc. is an Idaho non-profit corporation. The Board of Directors is responsible for governing the market, ensuring the business of the corporation is conducted legally, hiring the market manager, and writing the vendor guidelines.

The Board is composed of 11 members: 7 vendor members elected for 3-year staggered terms and 4 community members who are appointed annually.

Membership in the market allows you to participate in the operation and governance of the market. Please see the criteria in General Market Rules #5 for how you can become a member.

Growing Food • Growing Farms • Growing Community

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Guidelines Highlights

This is a quick reference to the most important guidelines of the Boise Farmers Market. All vendors are required to know and follow all of the BFM Guidelines.

1. BFM is a producer only-market. The vendor booth occupant must be the person/family who grew, made, or created the products sold. Re-selling products produced by others is prohibited. *General Vendor Obligations #8 pg10, Agricultural Vendors #1 pg11.*
2. Fee structure, payment schedule, and penalties. *Fees and Late Fees pg4-5.*
 - a. The annual selling permit is \$100 and due on or before the Annual Member meeting each spring.
 - b. Vendors paying by the month pay \$160 to \$250 per month per stall depending on the type of vendor and the number of Saturdays in the month
 - c. Vendors paying by the week pay \$45 or \$50 per week per stall depending on the type of vendor
 - d. If a vendor is paying stall fees by the month, they are due on the first Saturday of every month by 12:30 pm, along with their sales report from the previous month.
 - e. If a vendor is paying by the week, stall fees are due by 12:30 pm on each market day attended.
 - f. If payment is not received 15 days after payment is due a \$25 late payment fee may be charged.
3. How to become a voting member of BFM. *General Market Rules #5 pg8, and Admitting New Vendors and Products pg10-11.*
4. Vendor inspections are conducted by market representatives of vendors' production facility to verify that the vendors are producing what they sell at the market. *General Vendor Obligations #7 pg10.*
5. New Products must be approved by Market Management before being sold at the market. *General Product Guidelines #3 pg15.*
6. If a vendor cannot attend a planned market day they must notify management by 12pm on the Friday before the market or they will be charged for the space. *Stall Space Assignment #2 pg18.*
7. Traffic-flow, Unloading, and Loading. *Traffic Rules pg20-21, Vendor Loading and Unloading pg21.*
 - a. All vehicles must enter the lot on from 10th St. and exit onto 11th St.
 - b. Vendors' vehicles must be unloaded and removed from the lot before beginning stall set-up
 - c. Vehicle unloading will be permitted between 6:45 and 7:45am any vendor arriving after 8am must carry all goods and products into the market area.
 - d. Vendors must have booths disassembled and product and equipment ready to load prior to bringing their vehicles into the market area.
 - e. Vehicles are not allowed to enter the lot before 1:15pm after the market has closed.

All vendors are required to know and follow the rules covered in this document and any pertinent supplemental vendor guidelines distributed by Market Management.

These guidelines are intended to help familiarize you with the market and its daily operations. They are revised annually by the Board of Directors to support the mission of the market, and to create a safe, successful market environment. The board 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. The Board of Directors has the final authority on any issue.

We look forward to having you join us at The Boise Farmers Market.

Days and Hours of Regular Season Operation April - October

Location: The Republic Parking Lot between 10th St. and 11th St., Front St. and Grove St.

Dates: First Saturday of April to the last Saturday in October

Time: Saturdays 9 am to 1 pm - rain or shine

The location of the Winter Market will be announced during the regular season.

The Boise Farmers Market will officially open and close with the ringing of the bell and all sales must occur within that time. Sales may be completed after the closing bell if the interaction initiated before that bell. All other sales occurring on a market day before or after the market and in the market area must be approved by Market Management before they take place. Approval is on a case-by-case basis.

Fees

1. The Annual Selling Permit is \$100 and due on or before the Annual Member Meeting each spring.
2. If a vendor is paying stall fees by the month they are due on the first Saturday of every month by 12:30 pm, along with the sales report from the previous month.
3. If a vendor is paying stall fees by the week stall fees are due by 12:30 pm on each market day attended. Fees paid in this manner are billed at the higher weekly rate of \$45 or \$50 per booth per week.

Late Fees

1. All vendor and member fees must be current in order to attend a market day as a vendor.
2. If payment is not received 15 days after payment is due a \$25 late payment fee will be charged.
3. Vendors that often pay late or vendors with bills older than 15 days may be subject to additional penalties determined by the Board of Directors. See *Rules Violations* on page 22, 23.

Vendor Categories	Monthly Single Booth Fee	Weekly Single Booth Fee	Season Parking Pass Fee	Annual Selling Permit
Agricultural, specialty food/non-food, artists (members)	\$160-\$200*	\$45	\$62	\$100
On-site food (members)	\$160-\$200*	\$45	\$62	\$100
Non-members (trial period)	\$160-\$200*	\$45	NA	\$100
High Stall (member, or non-member)	\$200-\$250*	\$50	\$62	\$100
Community booth (informational, non-member)	\$100-\$125*	\$25	\$62	NA
Community booth (vending, non-member)	\$200-\$250*	\$50	\$62	NA
Invited/Visiting Ag (non-member)	NA	\$50-\$100	NA	NA

*Fee will change based on the number of Saturdays in each month

Market Scripts and Tokens

To enlarge our customer base and for market promotions the Boise Farmers Market facilitates the use of alternative currencies such as market scripts and tokens.

Market Fresh Bucks

Issued by the market in limited quantities and used as promotional giveaways or purchased by customers as gift certificates.

- Green and Orange \$5 Wooden Tokens
- May be taken by all vendors
- Change may be given to customers

Food stamp / EBT / SNAP tokens

Issued by the market, with funding from the federal government, to customers who redeem federal food assistance benefits

- Orange \$1 wooden tokens with the carrot and BFM logo
- May be accepted by vendors selling ONLY the following
 - Fresh fruits & vegetables
 - Food producing plants
 - Meats, dairy & breads
 - Processed foods packaged to take away from the Market
- The following items may NOT be purchased with these orange EBT tokens
 - Hot foods intended to be eaten on site
 - Flowers or ornamental flowering plants
 - Wine or beer
- No change may be given
- Federal Guidelines apply

Sprouts Kids Club tokens

Issued by the market, funded by the market and private donations, to children in the Sprouts Kids Club for the purchase of fresh fruits & vegetables.

- Green \$1 wooden token with the Sprouts logo
- May only be used for fresh fruits & vegetables or food producing plants
- Vendors are reimbursed 75% of the value of the tokens by BFM
- No change may be given

Double Up Food Bucks

Issued by the market, funded by private donations, to match the benefits of EBT/SNAP recipients up to a specified amount.

- Black \$1 Wooden tokens
- Bills may only be used for fresh fruits and vegetables
- No change may be given

Vendor Reimbursement

Vendors must follow these guidelines in order to be reimbursed for the market scripts and tokens they collect from customers:

- Collect tokens and market scripts until a total of at least \$10 has accumulated
- Bring tokens to the Market Information booth by 12:30 on any market day
- Tokens must be contained in an envelope or bag when they are turned in
- The envelope or bag with scripts and tokens must be accompanied by this information:
 - Name of the business needing reimbursement
 - Date the tokens are turned in
 - Number of scripts or tokens, separated by category, contained in the envelope or bag
- Payment for tokens will be made by check every two weeks, available to be picked up at the Market Information booth.

General Market Rules

Market Management and the Board of Directors will review and revise guidelines annually. Vendors are encouraged to submit guidelines suggestions, in writing, to the Board of Directors at any time. The guidelines will be available for vendor review before the Annual Member Meeting each year.

1. Producer owners or members of their family who are directly involved in the production of products are expected to attend their booths at the market. Exceptions must be approved by Market Management.
2. Market Management reserves the right to cancel the approval of any vendor's application or revoke their selling permit, with just cause, at any time. The vendor has the right to one appeal to the Board of Directors and the Board has the final say in all cancelation decisions.

3. In emergencies or unanticipated situations, guidelines may be revised by the Board of Directors at any time. This will ensure the daily operations of the market will continue with as little disruption as possible. All market vendors will be notified of the changes via email as soon as possible and no later than seven days after the revisions have been approved by the board.
4. The number of actual vendors in each product type at any given market may fluctuate, but the majority of members in the market organization must be agricultural. With board discretion, Art members are limited to 10% of the total number of members.
5. Vendors may become voting members of the market organization upon completion of the following:
 - a. Participation in six market days in the previous calendar year.
 - b. Possession of insurance as required by these guidelines.
 - c. Possession of active business status as determined by the Idaho Secretary of State's office or the Oregon Department of Revenue.
 - d. Payment of annual fees and dues
 - e. Approval of membership by a vote of the Board of Directors
6. All vendors must comply with all applicable City, State and Federal laws.
7. No pets of vendors or entertainers are allowed in the market area.
8. No smoking is allowed within the market area.
9. No amplified music or other sound is allowed within the market area other than what is provided by the market during market hours.
10. No alcoholic beverages are allowed at the market, with the exception of wine or beer vendors.
11. There will be no discrimination on the basis of race, color, creed, sex, religion, physical ability, sexual orientation, age or nationality.
12. Vendors coming to the market with children must be considerate of their neighboring vendors and customers. Children at the Market must be closely supervised because of the high level of activity in an urban marketplace. The market will not be responsible for their safety.

13. Vendor behavior must remain professional and courteous to everyone. This means no cursing, derogatory language, or discussing topics that may make others uncomfortable.

Market Obligations

The Boise Farmers Market (BFM) is committed to creating a diverse marketplace of the highest quality. In order to support our vendors in this effort, BFM and the Market Management will provide the following:

1. Special Event Permit and/or lease contracts for the market season.
2. Limited electricity, if available; advanced arrangements must be made with Market Management.
3. Trash receptacles, recycling, portable restrooms and hand washing facilities for the general market area.
4. Facilitation of any special site requirements or street closures for the market.
5. Advertising and promotional support throughout the market season.
6. General liability insurance to cover the overall market. This insurance does not cover vendor product or equipment.
7. Facilitate vendor submission of ST-124 and other forms required by the Idaho State Tax Commission.

General Vendor Obligations

All vendors are required to know and follow the rules covered in this document and any pertinent supplemental vendor guidelines distributed by Market Management.

1. Market management will provide information to vendors on guidelines, rules, sales and marketing by using the website, email and at workshops approved by the market that the vendors are responsible for knowing and following.
2. Vendors are responsible for obtaining all permits, licenses, and/or inspections applicable to their product and business (i.e. Health Dept, USDA, State Tax, IRS, etc.).
3. Appropriate permits and/or licenses must be posted each market day, and copies must be provided to Market Management upon request.
 - a. Your State Tax ID must be given to the Market Manager with your application. Per Idaho State Law, all vendors must fill out form ST-124 and return it to Market Management. Failure to do so could result in suspension from the market until the completed form is received.

4. All vendors must hold an insurance policy for their business of at least \$1,000,000 listing BFM as an additional named insured and supply a copy of their business insurance policies with their application.
5. Vendors requiring scales must use scales certified and inspected for sales.
6. The market does not provide electricity at the market lot. Generators are allowed on a limited basis.
7. To maintain the trust of our customers, that they are buying products from the producer, all vendors will undergo at least one inspection of their farm or production facility conducted by a market representative.
 - a. Inspections will not include financial records or personal property
 - b. Inspections may include material and ingredient invoices and any property related in the production of products sold at the market
 - c. Vendors will be given a minimum of 72 hours' notice of the inspection.
8. The reselling of products at the market is prohibited unless specifically permitted by Market Management.
 - a. Any suspicion of unpermitted reselling will be brought to the attention of Market Management immediately who will then report it to the Jury Committee.
 - b. The report may be anonymous but must have sufficient details for the Jury Committee to take appropriate action.
 - c. The suspected vendor will be presented with the accusations in writing and given the opportunity to explain.
 - d. The Jury Committee will recommend disposition to the Board of Directors who have the final authority.
 - e. The Board of Directors may impose these maximum penalties:
 - i. Permanent expulsion from the market
 - ii. Forfeiture of fees paid in advance
 - iii. Posting a sign at the market booth with the vendor's name and the reason for expulsion from the market.

Admitting New Vendors and New Products

1. The Jury Committee and Market Management will approve applicants and products based on market criteria, product diversity, and available space.
2. All applicants are entitled to one appeal to the Board of Directors if their application is declined by the Jury Committee.

3. Applicants that are accepted by the Jury Committee will be allowed to attend six market days after they provide proper Idaho State tax information and health department approval, if applicable.
4. After attending six market days the board of directors will vote to accept the vendor as a voting member, if these guidelines allow membership for that vendor. If the guidelines do not permit membership, the board will determine if they may continue as a vendor. Membership requirements are outlined in General Market Rules #5.

Vendor Categories

Agricultural Vendors

1. All agricultural vendors must raise 100% of the agricultural products, available at their booth on a market day, on land they own or lease.
2. Agricultural vendors selling produce intended for human consumption must keep the goods for sale off the ground at the market and transport the goods to the market in clean containers.
3. Agricultural vendors must provide information to the market, when requested by Market Management, pertaining to their farm's production capabilities.
4. All agricultural vendors will report on their application form any agricultural products purchased by their farm for the intent of resale or for which the potential of resale exists.
 - a. This includes farmers who operate a produce stand, a CSA, a floral or nursery business, or other marketing venue at which purchased products might be represented as being grown by the farmer.
 - b. It will also include products from agricultural operations more than 50 miles from the primary farm.
5. Agricultural vendors may sell specialty products, both food and non-food if the product is from raw ingredients grown on their farm.
6. Agricultural vendors may sell a limited amount of specialty products with raw ingredients they do not grow themselves with approval of the Jury Committee and Market Management.
 - a. Additional signage on these products will be required to identify the grower.
 - b. The Jury Committee will determine if an agricultural vendor is more appropriately classified as a specialty product vendor based on the origin of the products that are sold.

Specialty Product Vendors

Specialty Product Vendors are non-farmers who produce specialty foods or non-foods.

Specialty Foods

1. Specialty food products are processed foods prepared for off-site consumption. Specialty foods must be prepared in a commercial or certified kitchen.
2. If any vendor wants to sell a cottage food at the market they must complete and submit a risk assessment form to their local health department and provide a copy signed by their health department approving the product as a cottage food to BFM.
3. All specialty food vendors must offer at least one product that uses locally produced goods as the main or featured ingredient.
 - a. Vendors are encouraged to increase the amount of locally produced ingredients in the products each season.
 - b. If this is not possible, the vendor must present their case for continued participation in the market to the Board of directors.
4. Priority is given to vendors who use more locally grown or produced products, especially products from agricultural vendors at the market.
5. The market is obligated to promote healthy, locally produced food. Items not allowed for sale at the market include nationally distributed packaged food, energy drinks, packaged coffee, cotton candy, donuts and non-local commercially made candies, chips or nuts.

Specialty non-food

1. Specialty non-food products are not edible products and generally serve a utilitarian purpose. Raw ingredients are enhanced to add additional value to the final products.
2. Priority will be given to vendors who use locally-grown raw materials.
3. Vendors may be asked to list the raw materials in their market booth, if they are not labeled on the product.

On-Site Food Vendors

1. On-site food vendors are those who sell food prepared at the market that is ready to be consumed at the market.

2. All on-site food vendors must offer at least one product that uses locally produced products as the main or featured ingredient.
 - a. On-site food vendors are required to use as many locally grown ingredients as possible and encouraged to increase the amount annually.
 - b. If this is not possible, the vendor must argue their case for continued participation in the market before the board of directors.
3. Priority is given to vendors who use more locally grown or produced ingredients in their products, especially products from agricultural vendors at the market.

Community Group Vendors

1. Community Group vendors are businesses or organizations that emphasize education, sustainability and community building. Representatives must be sharing information to benefit the community as well as promoting their organization or event.
2. Community Group vendors do not pay the annual selling permit and are not eligible for membership.
3. If a vendor is selling any product at the market it must be relevant to the event or organization represented at the market and must be pre-approved by Market Management.

Art Vendors

1. The Boise Farmers Market is dedicated to supporting local agriculture and food. The Board of Directors will determine the number of artists each season based on the current number and mix of vendors. Artists applying for the Market are selected based on quality, use of locally-grown products, and the space available in the market. New artist applicants should not expect favorable consideration unless they are using an extensive amount of locally-grown agricultural products in their art, or their art in some way contributes to the local agricultural economy.

High Stall Vendors

1. High Stall vendors are generally commercial businesses with a retail storefront either at or in addition to the place of production. Examples are a bakery, winery, restaurant or brewery.
2. On-farm produce stands are excluded.
3. High Stall vendor booths may be operated by the owner, employees or

representatives of the business.

4. Wineries:

- a. Priority will be given to estate wineries (those who grow their own grapes and make their own wine from them).
- b. Wineries that purchase grapes must provide signage identifying the grape grower and location and must be approved by market management. Priority will be given to wineries that use locally-grown grapes.
- c. Visiting Winemakers are considered an invited vendor. They are not charged an annual permit and are not eligible for membership in the market.

Invited / Visiting Agricultural Vendors

On occasion, to attract particular types of products not otherwise available at the market, BFM may allow special sales days and allow sales by persons other than those who grow, raise or produce the product. This may include berries, cranberries, seafood, wine or citrus promotions.

Conditions of Market participation for invited vendors include:

1. Pre-approved on an annual basis and at the sole discretion of Market Management
2. May attend for a period of time based on market needs at the sole discretion of Market Management. This is generally less than 6 markets per season.
3. Fees for the season will be negotiated on an individual basis not to exceed \$100 per day per booth and not less than the daily booth fee. Invited vendors do not pay the annual selling permit and are not eligible for membership in the market.
4. The owner or member of the family involved in the production and operation of the invited business must attend their stall on market days.
5. A majority of products sold by the vendor must be grown by the vendor. If products are contracted by the vendor they must be from farms near the vendor's locale. Names and locations of contractors with product at the market must be displayed at the market.
6. Application must list all items being sold at the market.
7. Additional products must be approved by Market Management one week before they are sold at the market.

8. Proof of \$1,000,000 liability insurance, Sales Tax ID number, certifications of scales, health department certifications, organic certifications, and any other pertinent certifications required by Market Management must be given to Market Management before the vendor may attend their first market.

General Product Guidelines

1. All products must be grown, raised, produced, caught, gathered, designed or made by the person selling at the market.
2. New products or additional products from existing vendors will be a part of the market only upon approval from Market Management and the Jury Committee.
3. Vendors are required to submit a complete list of all products they wish to sell at the market with their application. If the vendor wishes to add products they must submit to the Market Management in writing **one week** before they wish to sell the product.
4. Admission of any product will be based on the present competitive availability (number of sellers) of that product as determined by Market Management. Monopolies and gluts should be avoided.
5. Resale of all products is prohibited with the exception of some High Stall and Invited Agriculture vendors and only with prior approval of Market Management.
6. If products are purchased for resale for any purpose or come from a grower-owned operation more than 50 miles from the primary farm then like products grown on the farm may not be sold at the market without express approval from the Jury Committee. An example would be the purchase and resale of cattle. A rancher may buy and sell cattle at will, but they may only sell beef from cattle that meet the market's product guidelines. The rancher must disclose their buying and selling on the market application and have express approval from the Jury Committee to sell beef at the market.
7. The use of locally-grown ingredients is required. Vendors are urged to provide appropriate signage to advertise their use of these ingredients.
8. Use of an ingredient that is not locally grown when there is abundant local supply is not in keeping with the local agricultural focus of the Boise Farmers Market. Vendors may be asked to defend their product choice before the Board of Directors.

Agricultural Product Guidelines

1. Agricultural products include locally grown fruits, vegetables, flowers, bedding plants, and locally bred, raised, cultivated or collected; animal, poultry, fish, eggs, honey and bee products.
2. Bedding and landscape plants and flowers must be either propagated by the vendor from seed, cuttings, bulbs or plant divisions or have been substantially increased in value under the vendor's care.
3. Preference will be given to vendors who raise livestock from birth to slaughter. All livestock must be owned and managed by the vendor for at least 80% of the normal lifespan of the animal.
4. Meat, egg and milk vendors must meet the published requirements of the USDA and ISDA and only sell their products in approved packaging.
5. Containers holding farm products that are typically eaten raw, like leafy greens, must never be set directly on the ground unless the container has no holes to admit dirt and contaminants.

Specialty Product Guidelines

Specialty products are raw or pre-processed goods whose value has been increased through the addition of ingredients or processes that make them more readily useable by the consumer. There are two categories of specialty products: Food and non-food.

1. All Specialty products sold at the market must be produced by the vendor. Vendor's work must dominate the final product. Raw ingredients must be significantly altered and/or enhanced by the vendor.
2. Products will be admitted to be sold at the market by approval from Market Management and the Jury Committee at least one full week before the vendor plans to sell the product. Their decision will be based on the current product mix. Priority will be given to products that use more locally sourced ingredients and packaging.
3. Co-packing is only allowed if the vendor is the original owner and creator of product or recipe and only with approval of Market Management and Jury Committee. Co-packed products using major ingredients that are not locally grown will receive high scrutiny.

Specialty Food

1. Specialty Foods may be made from local ingredients such as dairy, eggs, flour, produce, meat, etc.
2. Examples of specialty food products are: pies, baked goods, condiments, vinegars, cheese, sausage, cured meats, flour, spice mixes, jams, jelly, pickles, and oils.
3. These products are generally prepared for off-site consumption.
4. All specialty food products must be produced in a commercial or certified kitchen except cottage foods as defined by current state regulations.
5. Farmers may produce specialty food products. These products will receive the same scrutiny as from any other producer. Preference will be given to products using ingredients grown on the farm.

Specialty Non-Food Guidelines

1. Examples include soaps, lotions, cosmetics, medicinal products, wreaths, bouquets, hides, pelts, plant and animal fiber products, soil and plant amendments.
2. Priority will be given to farmers who produce specialty non-food products from ingredients raised on their farm.
3. Farmers may produce specialty non-food products from ingredients not grown on their farm. Additional signage may be required.

On-site/Prepared Food Product Guidelines

On-site/prepared food products are foods prepared at the market ready to be consumed at the market. Vendors must comply with all applicable city and health department requirements.

1. Products sold at the market must be pre-approved by Market Management and the Jury Committee at least one full week before the vendor plans to sell the product. Vendors will be accepted based on the current product mix.
2. Priority is given to those vendors and products using the highest percentage of locally-sourced ingredients.
3. Products will be admitted to be sold at the market, by Market Management, based on the current product mix and priority is given to products that use more locally sourced ingredients.

4. Vendors are expected to present their own unique product. The market is obligated to promote healthy, locally produced food. Vendors must provide products that are as nutritious as possible, and represent healthy eating habits. Commercially packaged foods like chips, candy, canned soda, etc., will not be sold at the market.

Vendor Promotional Product Guidelines

1. All promotional products must be approved by the Market in accordance with normal product approval protocol.
2. Promotional products must only promote the vendor's business or promote the Boise Farmers Market.
3. Only one example of each promotional product may be displayed at a time.

Vendor Stall Spaces

1. Market Management will determine stall space locations and number based on availability and current logistical requirements. Every effort will be made to keep vendors in their desired spot if they attend the market regularly.
2. Returning vendors will have the first right of refusal of their space.
3. No more than three stall spaces may be used by any one member business on a regular basis on a market Saturday without approval of market management.
4. Stall spaces are non-transferrable and may not be sub-let.

Stall Space Assignment

1. Stall spaces will be issued in increments of approximately 10' x 10'. Stall space may be shared by vendors upon approval from Market Management. Vendors may be asked to expand their display area as deemed appropriate by Market Management.
2. If a vendor will be absent, notification must be given to Market Management by noon on Friday before the market to allow for reassignment of space. If the vendor does not provide notification of a foreseen absence, the vendor will be charged for their space. Additional violations are covered in the General Market Rule Violations section on page 22. Pre-paid booth fees will only be eligible for credit upon approval of Market Management.
3. Reserved space must be claimed by 7:45 am on market days or it may be

reassigned. Vendors not claiming reserved space or not contacting Market Management by 8:15 am on the market day will not receive credit for that day.

4. Community groups aligned with the mission and vision of the market will be given priority over other community groups.
5. Businesses and other groups supporting community events and activities will be admitted with approval of Market Management and based on space availability.

Gross Sales Reporting

The Boise Farmers Market collects gross sales data and shopper counts to better understand our economic impact on our community. Groups that collect this information from BFM include city, state and federal agencies and our insurance provider.

We recognize the sensitivity around gross sales reporting by vendors and in order to maintain the highest vendor confidentiality, we follow these procedures:

1. Vendors are required to submit completed gross sales forms by product category for each market day attended. Reports for each month are due on the first market day of the following month.
2. Forms may be submitted to market staff by US mail, email, or in hand by the vendor or their designee, on or before the first Saturday after the end of a month in which the vendor attended a market day.

Market Appearance

1. The vendors are responsible for keeping their stall spaces clean and attractive at all times during market hours.
2. No storage of product or empty boxes on benches, sidewalks or the pedestrian area. All walkways and benches are public spaces and must be kept clear. Exceptions are at the discretion of Market Management.
3. Tents of vendors must be 10'x10' and white. Exceptions are at the discretions of Market Management.
4. Vendors are responsible for cleaning their stall space and removing their own refuse, boxes, signs and unsold product at the end of the market day. All vendors must bring a broom and trash receptacle to aid in cleanup of stall space and they must take their trash with them. Market, city, or privately owned garbage cans or dumpsters cannot be used to dispose of a vendor's personal trash.
5. The Boise Farmers Market encourages and promotes recycling.

Signage

1. All vendors must provide a sign identifying themselves or their business, and their location. All signage and product sampling must be contained within the space rented by the vendor.
2. Signage must not obstruct the view or interfere with any neighboring vendor spaces.

Safety

Customer and vendor safety is of the utmost importance. The following safety measures must be considered in booth setup and teardown:

1. All signage and display material must be appropriately secured.
2. Potentially obtrusive or obstructive displays must not endanger the customers or the flow of market traffic.
3. Canopies must be anchored according to the manufacturer's instructions.
4. All vendors using flame to cook food or as a heater must have a fully charged fire extinguisher in their stall at all times.
5. Common sense and courtesy must be observed at all times.
6. Be especially aware of:
 - a. Vehicle loading and unloading.
 - b. Correct practices for parking while unloading.
 - c. Vehicle movement throughout the Market during setup and teardown times.
7. Incidents resulting in personal or property damage will be the sole responsibility of the offending vendors. The market is not responsible for damages due to vendor negligence, weather, or customers. Any incident involving personal injury or property damage must be reported to market management immediately.

Traffic Rules

In an effort to allow customers to park as close to the Market as possible, special arrangements have been made for vendor parking in Republic Parking lot on the corner of 12th and Idaho. Parking in the assigned vendor parking area helps ensure a good working relationship with our market landlord.

1. Season parking permits for the vendor lot are available at \$62 per season. Permits can be pro-rated. Fees are based on \$2 per day.

2. Permits will be provided by Market Management and must be visible while the vehicle is parked in the parking lot.
3. If you wish to have a permit, you must notify market management one week in advance.
4. Trailer parking has been secured by the market. Passes may be purchased at a TBD price.
5. It is essential that extreme caution is exercised in the market area due to the high amount of pedestrian traffic and vehicle traffic on surrounding streets.
6. The speed limit in the market is 5 mph.
7. No blocking of alley, public roadways or parking lot entrances before, during, or after the market.

Vendor Loading and Unloading

All Vendors must enter the lot on 10th Street and exit onto 11th Street in the morning to unload and in the afternoon to load.

Start of Market Days:

1. All vehicles must enter the lot on 10th street and exit onto 11th street.
2. Vehicle unloading will be permitted between 6:45 and 7:45am.
3. All vehicles must be unloaded and removed from the market area prior to any stall setup.
4. Vendors and their employees **MUST** park their vehicles in the parking lot designated by Market Management.
5. Any vendor arriving after 8:00 a.m. must carry all goods and products into the market area.
6. Vendors with trailers must unload before 7:15 a.m. or at the discretion of Market Management.

End of Day:

1. Vehicles will be allowed into the market area after 1:15 pm, at the discretion of Market Management. If market entrance access is unavailable, continue circling the block until it opens. Do not block traffic.
2. Vendors must have booths disassembled and product and equipment ready to load prior to bringing their vehicles into the market area.
3. Vendors with trailers cannot load before 1:30pm or at the discretion of Market Management.

Performing Artists

BFM may maintain locations within the market where performing artists can entertain market shoppers in a fashion consistent with and complementary to the needs of the market's commercial business activities. Performing is permitted subject to the requirements of Market Management.

1. No devices for the electronic amplification of any sound are allowed without express permission of Market Management. The volume of music or performance must not interfere with verbal communication of the nearest place of business and may be controlled by Market Management.
2. Market Management may suspend or revoke any performance permit secured by fraud, concealment or misrepresentation of fact. If, in the estimation of the Market Management, a performance violates the market rules and regulations or constitutes a hazard to public safety, a performer may be required to end a performance at any time.
3. Donations to performers may be accepted passively in an instrument case or other receptacle provided for that purpose by the performer. The receptacle may include a written sign, which informs the public that donations are sought. No performer shall actively solicit donations by word of mouth, gesture, mechanical devices or second parties.

Market Rules Violations

Failure to comply with these guidelines or any pertinent supplemental guidelines could result in the loss of market privileges. Any complaints pertaining to a market vendor must be submitted in writing to Market Management.

Verbal warnings will be given to permit holders for minor, first-time infractions. After a verbal warning has been given written notice of a violation will be given to the permit holder by the Market Management and shall include the date and nature of the alleged violation. Penalties are as follows with the exception noted below:

1st Offense—Written warning - this will include conditions to prevent reoccurrence. **Note exception below.

2nd Offense—Written Warning and \$25 fine

3rd Offense ---Suspensions - Market Management may suspend the vendor's permit for a two week selling period immediately following written notice of the second violation. **Note exception below.

4th Offense—Revocation - revocation of permit may occur immediately after three or more written warnings of violation. **Note exception below.

**Selling before or after the bell and parking violations will result in the following:

1st Offense— Written warning

2nd Offense—Written warning and \$25 fine

3rd Offense—Suspension of selling privileges for one week and \$50 fine

The Market Management has the ultimate on-site authority and will enforce all rules of the market. Any problems or disputes will be reported to the Market Management by filing out a Vendor Concern Form or providing a written statement of the issue. Appeals may be made in writing to the Board of Directors.

The President of the Board of Directors will acknowledge receipt of the appeal and recommend a course of action to resolve the issue within 14 days. Action may include the following:

- Mediation between parties
- Committee of the board scheduled to hear appeal issues
- Determining the appropriate course of action

The Board of Directors has the final authority in deciding on the outcome of any unresolved appeal.

Market Manager

Karen Ellis – 208-761-5928 - info@theboisefarmersmarket.com

Supplemental Information

The following information on State agencies is provided to aid vendors in complying with regulations concerning their products. Vendors should contact the appropriate State agency for detailed information.

CENTRAL DISTRICT HEALTH DEPARTMENT (208) 375-5211 contact: Chad 327-8517	Idaho Department of Agriculture (ISDA) MARKETING DEPARTMENT (208) 332-8538 contact: Laura Johnson Kim Peterson (208) 332-5838
IDAHO STATE TAX COMMISSION (208) 334-7660	ISDA IDAHO PREFERRED (208) 332-8684 contact: Leah Clark
INSURANCE COMMISSION HOTLINE 1-800-562-6900 www.insurance.id.gov	ISDA BUREAU OF DAIRYING, (208) 332-8550
UNIVERSITY OF IDAHO FOOD TECHNOLOGY CENTER Cini Baumhoff - Kitchen Supervisor baumhoff@uidaho.edu - (208) 795-5331 Josh Bevan – Director - jbevan@uidaho.edu (208) 795-5332	ISDA DIVISION OF AGRICULTURAL INSPECTIONS, (208) 332-8660
ISDA BUREAU OF WEIGHTS AND MEASURES, DEPT. OF AGRICULTURE (208) 332-8690	ISDA FRESH FRUIT & VEGETABLE DIVISION, (208) 332-8670
ISDA LICENSES AND SPECIAL REQUIREMENTS FOR SPECIFIC PRODUCTS 208) 332-8500	ISDA PLANT INDUSTRIES DIVISION-ORGANIC PROGRAM, (208) 332-8673