

# THE BOISE FARMERS MARKET

## Farmers you can trust • Food you can trace

1500 Shoreline Drive - Downtown Boise

Welcome to The Boise Farmers Market located at 1500 Shoreline Drive 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.

**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/employee who are directly involved in the growing or making of products sold. Re-selling products produced by others is prohibited. *Product Guidelines #1, pg.14.*
2. Fee structure, payment schedule, and penalties. *Fees and Late Fees pgs. 4-6.*
  - a. The annual selling permit is \$100 and due on or before the Annual Member meeting each spring.
  - b. Vendors pay \$45 or \$60 per week per stall depending on the type of vendor.
  - c. Vendors pay \$160 to \$250 per month per stall depending on the type of vendor and the number of Saturdays in the month.
  - d. If a vendor is paying stall fees by the month, they are due, in advance, by the 25<sup>th</sup> of each month.
  - e. If a vendor is paying by the week, stall fees are due by 12:30 p.m. on each market day attended.
  - f. If payment is not received on time and an invoice has to be issued, the late fee is \$25. No grace period will be given.
3. New Products must be approved by Market Management before being sold at the market. *General Product Guidelines #3 pg.15.*
4. If a vendor cannot attend a planned market day they must notify management by 10 a.m. on the Friday before the market or they will be charged for the space. *Vendor Booth Spaces, #6, pg. 6.*
5. Traffic-flow, Unloading, and Loading. *Traffic & Parking Rules pg. 8, Start of Market days, End of Market Days, pg. 9.*
  - a. All vehicles must enter the lot as directed and follow all unloading and loading rules.
  - 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 7:45 a.m. Any vendor arriving after 8 a.m. 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 1:15 p.m. after the market has closed.

These guidelines are intended to help familiarize vendors 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.

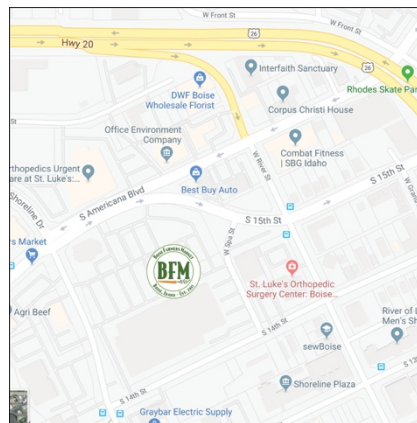
We look forward to having you join us at The Boise Farmers Market.

## **Days and Hours of the Regular Season Market**

Location: *1500 Shoreline Drive - The Northeast end of the parking lot located on Americana Blvd between River Street & Shoreline Drive.*

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

Time: Saturdays 9 a.m. to 1 p.m. - rain or shine



The Boise Farmers Market will officially open and close with the ringing of the bell and all sales must occur between the bells. Sales may be completed after the closing bell if the interaction initiated before the bell rang. All other sales occurring on a market day before or after the market, and in the market area, must be approved, before the opening bell, by Market Management.

*The Winter Market is operated by the Boise Farmers Market in November and December each year after the regular season has ended. More information can be found about how to apply on our website or by contacting Market Management.*

## **Fees**

### **Booth Fees**

#### *Agricultural and Specialty Product Vendors*

- 1. Weekly booth fees are \$45 per booth per week and are due by 12:30 p.m. on each market day attended. If a booth fee isn't paid by the end of the market day, and an invoice has to be issued, a \$25 late fee will be added for each unpaid market day. No grace period will be given.*
- 2. Monthly booth fees are \$160 per booth if a month has 4 Saturdays or \$200 per booth if a month has 5 Saturdays. In order to receive the discount, fees must be received in the BFM office by the 25<sup>th</sup> of each month. No grace period will be given.*

*For example, to receive the discount for May, the May monthly fee must be received in the BFM office by April 25<sup>th</sup>.*

#### *High Stall Vendors*

- 1. Weekly booth fees are \$60 per booth per week and are due by 12:30 p.m. on each market day attended. If a booth fee isn't paid by the end of the market day, and an invoice has to be issued, a \$25 late fee will be added for each unpaid market day. No grace period will be given.*
- 2. Monthly booth fees are \$220 if a month has 4 Saturdays or \$275 if a month has 5 Saturdays and they are due in advance of the first Saturday of every month. In order to receive the discount, fees must be received in the BFM office by the 25<sup>th</sup> of each month. No grace period will be given.*

*For example, to receive the discount for May, the May monthly fee must be received in the BFM office by April 25<sup>th</sup>.*

#### *Food Trucks*

- 1. Weekly fees are \$60 per truck per week and are due by 12:30 p.m. on each market day attended. If a fee isn't paid by the end of the market day, and an invoice has to be issued, a \$25 late fee will be added for each unpaid market day. No grace period will be given.*
- 2. Monthly fees are \$220 if a month has 4 Saturdays or \$275 if a month has 5 Saturdays and they are due in advance of the first Saturday of every month. In order to receive the discount, fees must be received in the BFM office by the 25<sup>th</sup> of each month. No grace period will be given.*

*For example, to receive the discount for May, the May monthly fee must be received in the BFM office by April 25<sup>th</sup>*

### **Community Groups**

- 1. Community groups at the market must pay \$35 per booth per week. Community groups must be related to our mission in some way to participate and are only allowed to participate in the market up to three times each summer. Community groups may not sell things at the market.*
- 2. Community group fees are due in advance, or upon arrival, on the day of attendance. Community groups are not allowed to participate without advance payment.*

### **Annual Selling Permit**

- 1. Every vendor at the regular market must pay an annual selling permit of \$100 due before the vendor may attend a market.*
- 2. Vendors that have become members and are returning for another season must pay their annual selling permit before the Annual Member Meeting.*
- 3. Community Group vendors and Temporary vendors are not required to pay for an annual selling permit.*

### **Parking Fees**

*At this time, there will be no charge for vendor parking. Vendors will be required to park in the designated parking near the Pantry Restaurant sign at the corner of Shoreline Drive and Americana Boulevard.*

### **Late Fees**

*At this time there will be no late fees for vendor parking.*

## **Vendor Booth Spaces**

1. Market Management will determine booth space locations and number based on availability. 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. Booth spaces are non-transferrable and may not be sub-let.
4. Booth spaces will be issued in increments of approximately 10' x 10'. Market Management may ask vendors to expand their display area as deemed appropriate to improve the appearance of the market.
5. Vendors may not use more than 2 feet outside of their booth space for display. Vendors with displays and/ or tables set outside of their booth in any direction will be required to pay 1/2 booth space fee of \$25 per week.
6. If a vendor will be absent, notification must be given to Market Management by 10:00 a.m. on the Friday before the market to allow for reassignment of space. If the vendor does not provide notification of an absence, the vendor will be charged the regular rate for their space.
7. Reserved space must be claimed by 7:45 a.m. on market days or it may be reassigned. Vendors not claiming reserved space or not contacting Market Management by 8:15 a.m. on the market day will not receive credit for their booth that day.
8. Pre-paid booth fees will only be eligible for credit upon approval of Market Management for cases of emergency, crop or product failure or other extenuating circumstances.

## **Market Appearance**

1. Vendors are responsible for keeping their booth spaces clean and attractive during market hours.
2. Product or empty boxes may not be stored on benches, sidewalks or the pedestrian area. All walkways and benches are public spaces and must be kept clear.
3. Vendor tents must be 10'x10' with a white cover. Exceptions are at the discretion of Market Management.
4. At the end of the market day vendors are responsible for cleaning their booth space and removing their own refuse, boxes, signs and unsold product. All vendors must bring a broom and trash receptacle to aid in clean-up of their

booth space.

5. *Market dumpsters will be available for regular trash and recycling. Trash must be sorted for recycle according to the Curbit recycle guidelines of the City of Boise. No other dumpsters may be used.*

## **Signage**

1. All vendors must signage at their booth identifying themselves or their business, and their location. All signage and product sampling must be contained within the vendor's booth space.
2. Signage must not obstruct the view or interfere with neighboring vendor spaces or walkways.

## **Safety and Emergencies**

Customer and vendor safety is of the utmost importance. The following safety measures must be followed for booth setup and teardown.

1. All signage and display material must be appropriately secured.
2. Vendor displays must not endanger or obstruct customers, other vendors or the flow of market traffic.
3. Booths with tents must be anchored so the tent will not blow away or cause a hazard during a weather or wind event at the market.
4. All vendors using flame to cook food or as a heater must always have a fully charged fire extinguisher in their booth.
5. Common sense and courtesy must always be observed.
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.
8. In case of emergencies at the market call 911 and notify the Market Manager or other market staff immediately.



## **Market Traffic and Parking Rules**

### **Parking**

1. The market has reserved parking for vendors under the old Pantry Restaurant sign on the west side of Shoreline Drive. The market procures this area for vendor parking to make more spaces available for customers near the market.
2. *Vendors must park in the designated parking.*
3. Trailer parking is also in this lot.
4. There will be no charge for parking at this time.

### **Vendor Loading and Unloading**

1. 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.
2. The speed limit in the market is 5 mph.
3. Do not block allies, public roadways or parking lot entrances before, during, or after the market.

### **Start of Market Days**

1. *All vehicles must enter the lot as directed and follow all unloading and loading procedures.*
2. Vehicle unloading will be permitted between 6:45 and 7:45am.
3. Vendors' vehicles must be unloaded and removed from the market area prior to any booth setup.
4. Any vendor arriving after 8:00 a.m. may not drive their vehicle into the market area to unload
5. Vendors with trailers must unload before 7:30 a.m. or at the discretion of Market Management.

### **End of Market Days**

1. No vehicles will be allowed into the market area before 1:15 pm or at the discretion of Market Management. If market entrance access is unavailable, continue circling the block until it opens. Do not block traffic or enter the lot without permission.
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 will be allowed to load after 1:30 p.m. or with the direction of Market Management.

## **Market Rules Violations**

*The Market Management has the ultimate on-site authority and will enforce all rules of the market. If a vendor fails to comply with these rules or any pertinent supplemental guidelines Market Management will address the issue with the vendor and determine the course of action to resolve the issue and prevent recurrence.*

*Penalties are applied and enforced by Market Management and may include a verbal warning, written warning, additional fees, suspension or expulsion from the market.*

*Any problems or disputes should be reported to the Market Management by filling out a Vendor Concern Form or providing a written statement of the issue.*

*Vendors have the right to one appeal to the Board of Directors and the Board has the final say in all penalty decisions.*

*The President of the Board of Directors will acknowledge receipt of the appeal and recommend a course of action to resolve the issue within 2 subsequent board meetings. The Board of Directors has the final authority in deciding on the outcome of any unresolved appeal.*

## **Governance and Membership**

1. The Board of Directors has the authority to make and change these guidelines and other policy, manage staff, decide which vendors may or may not attend the market, decide which vendors may be accepted as members with voting rights, and determine the vendor fees, among other duties and powers given to the board in the bylaws.
2. Market Management and the Board of Directors will review and revise guidelines annually in November and December. Vendors are encouraged to submit guidelines suggestions, in writing, to the Board of Directors at any time. The guidelines will be available for member review before the Annual Member Meeting held each year in February or March.
3. These guidelines may be revised at any time by the Board of Directors to address emergencies or unanticipated situations. If changes are made during the market season, all market vendors will be notified via email no later than 7 days after the revisions have been approved by the Board.

4. Vendors in good standing may become Members of the Boise Farmers Market upon completion of the following requirements and maintaining good standing with the organization:
  - a. Participation in six market days during the regular season in the previous calendar year
  - b. Submission of all required documentation
  - c. *Payment of all fees are due and payable by December 31<sup>st</sup> of the current market season.*
  - d. Approval of membership by a vote of the Board of Directors
5. *To maintain good standing with the Organization, Members must participate in at least six market days each calendar year, submit all required documentation, and pay all dues and fees as required each year. Members who fail to maintain good standing may have their membership revoked by the Board of Directors.*
6. *A membership year starts on January 1<sup>st</sup> and ends on December 31<sup>st</sup> each year. The board votes to approve the membership list after the regular market season has ended and before the new membership year begins.*
7. Vendors that are members can vote in Board elections, vote on changes to the bylaws of BFM, serve on the Board of Directors, run for an officer position on the Board, and vote on other matters that may be decided by a majority vote of the members, among other powers given to members in the bylaws.
8. 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.
9. The Annual Meeting of the vendors, and Board elections, are held in February or March of every year and those vendors that are members in the may attend and vote. Notice for this meeting and nominations for new directors are distributed to members by email or mail at least one month before the meeting.
10. The Board is composed of 11 members: 6 Agricultural vendor members and 1 Specialty Product vendor member elected for 3-year staggered terms, and

4 community members who are appointed annually by the Board after the elections.

11. Minutes of the Board meetings, member meetings and current copies of bylaws, guidelines and other rules will be made available to members within 7 days of a request made to Market Management by a member.

## **General Market Rules**

1. All vendors must comply with all applicable City, State and Federal laws.
2. No pets of vendors or entertainers are allowed in the market area.
3. No smoking is allowed within the market area.
4. No amplified music or other sound is allowed within the market area other than what is provided by the market during market hours.
5. No alcoholic beverages are allowed at the market, except for beverages provided by wine, beer or cider vendors for sampling.
6. Vendors may not discriminate on the basis of race, color, creed, sex, religion, physical ability, sexual orientation, gender identity, age or nationality.
7. Children of vendors must be closely supervised because of the high level of activity in our urban marketplace. The market is not responsible for their safety.

## **Market Responsibilities**

The Boise Farmers Market 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, 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. Facilitation of vendor submission of ST-124 and other forms required by the Idaho State Tax Commission.
8. Market Management will provide information to by using the website ([www.theboisefarmersmarket.com](http://www.theboisefarmersmarket.com)), email, our newsletter, and at workshops hosted by the market.
9. The market does not discriminate on the basis of race, color, creed, sex, religion, physical ability, sexual orientation, gender identity, age or nationality.

## **Vendor Responsibilities**

1. All vendors are required to know and follow the rules covered in this document and any pertinent supplemental vendor guidelines distributed by Market Management.
2. *At least one producer owner, a member of their family or employees who are directly involved in the production of the products available at the market are required to attend their booth for the entire market day. Exceptions must be approved by Market Management. By 10 a.m. on the Friday before the market day.*
3. 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.).
4. Appropriate permits and/or licenses must be posted each market day, and copies must be provided to Market Management upon request.
  - a. Vendor's State Tax ID must be given to the Market Manager with their application annually. 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.
5. 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 verification with their application annually.
6. Vendors requiring scales must use scales certified for sales.

7. Vendors coming to the market with children must be considerate of their neighboring vendors and customers.
8. Vendor behavior must remain professional and courteous at all times. This means no cursing, derogatory language, or discussing topics that may make others uncomfortable.
9. *Generators are allowed on a limited basis. All generators must be quiet enough to prevent disruption of normal market activities. Whether or not a generator is too loud is determined by Market Management.*
10. To maintain the trust of our customers, and to ensure that we are a producer-only market, 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 to the production of products sold at the market
  - c. Vendors will be given a minimum of 72 hours' notice of the inspection.
11. The reselling of products at the market is prohibited unless specifically permitted by Market Management and will not be tolerated. *Any vendor reselling products without permission will be removed from the market for the remainder of the season. Any suspicion of unpermitted reselling should be brought to the attention of Market Management immediately.*

## **Gross Sales Reporting**

The Boise Farmers Market collects gross sales data and shopper counts from vendors to better understand our economic impact. Groups that use the information gathered by BFM include city, state and federal agencies and our insurance provider.

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

1. Vendors are required to submit completed gross sales forms 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.
3. *Any published statistics are given in totals only and vendor names are never mentioned.*

## **Product Guidelines**

1. All products must be grown, raised, produced, caught, gathered, designed or made by the person selling at the market. *At least one producer owner, a member of their family or employees who are directly involved in the production of the products available at the market are required to attend their booth for the entire market day.*
2. Vendors are required to submit a complete list of all products they wish to sell at the market with their application.
3. New products or additional products from existing vendors will be allowed for sale at the market only upon approval from Market Management. *A written description of any new product must be submitted to Market Management one week in advance for approval. Submitting this description does not guarantee that the product will be accepted. Market Management will grant or deny approval within two working days of submission.*
4. Admission of any product will be based on the present competitive availability of that product as determined by Market Management. Monopolies and gluts should be avoided.
5. The use of locally-grown ingredients is required. Vendors are urged to provide appropriate signage to advertise their use of these ingredients.
6. 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 Jury Committee.

## **Admitting New Vendors and New Products**

1. *Vendor applications to attend the market during the regular season may be found on the market's website ([www.theboisefarmersmarket.com](http://www.theboisefarmersmarket.com)) and must be submitted to Market Management annually by all vendors. It may take up to 1 month to approve applications.*
2. *Applications are initially reviewed by the Market Manager to ensure they are complete and that products fall within the guidelines requirements, before the application goes before the Jury Committee.*
3. *The Jury Committee and Market Management will approve applicants and products based on market criteria, product diversity, and available space.*

4. *All applicants are entitled to one appeal to the Board of Directors if their application is declined by the Jury Committee. No more than one application per year may be submitted by an applicant.*
5. *New applicants are those that have not participated in a previous year. If they are accepted by the Jury Committee they will be allowed to attend no more than 5 markets, for a trial period, after providing the required information and documents.*
6. *After attending a trial period the new vendor's application will go before the Jury Committee again for approval to continue attending markets.*
7. *Returning vendors that have obtained membership in a previous year may attend as many markets as they wish once their application is accepted to the market annually.*

## **Vendor Categories and Products**

### **Agricultural Vendors**

1. *Agricultural Vendors are market vendors that sell mostly raw or modified agricultural products that they grow from seed or breeding stock like fresh fruits, vegetables or plants, or fresh or frozen meat.*
2. Agricultural vendors may sell specialty products, both food and non-food if the product is from raw ingredients grown on their farm.
3. 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.
4. All agricultural vendors must raise 100% of the agricultural products, available at their booth on a market day, on land they own or lease.
5. Agricultural vendors must provide information to the market, when requested by Market Management, pertaining to their farm's production capabilities.
6. 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.

## **Agricultural Product Guidelines**

1. Agricultural products at the market include fruits, vegetables, flowers, bedding plants, beef, poultry, fish, eggs, milk, cheese, 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 current 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.
6. *We encourage all vendors to seek out containers that are recyclable according to the Curbit recycle guidelines of the City of Boise.*

## **Specialty Product Vendors**

1. *Specialty Product Vendors are businesses that sell specialty foods or non-foods that are made by the business from ingredients or materials that are significantly changed in form or value in the products sold at the market.*
2. *All Specialty Product Vendors must create and make all of the products, available at their booth on a market day, on land they own or lease with equipment they own or lease.*
3. Specialty Product Vendors must provide information to the market, when requested by Market Management, pertaining to their business's production capabilities.

## **Specialty Food Vendors**

1. Specialty Food vendors sell foods prepared for off-site consumption.
2. Specialty foods must be prepared in a commercial or certified kitchen, with the exception of Cottage Foods that follow Cottage Food guidelines.

3. 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 to Market Management signed by their health department approving the product as a cottage food.
4. 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 their products each season.
  - b. If this is not possible, the vendor must present their case for continued participation in the market to the Jury Committee.
5. Priority is given to vendors who use more locally grown or produced products, especially products from agricultural vendors at the market.
6. The market is obligated to promote healthy, locally produced food.

### **Alcoholic Beverage Vendors**

1. *Alcoholic Beverage vendors sell alcoholic beverages like beer, wine or cider, and are considered to be Specialty Product vendors unless they meet the High stall vendor definition.*
2. *Alcoholic Beverage vendors may be considered Agricultural Vendors if they grow a majority of the ingredients on land they own or lease in a majority of their products available at the market.*

### **Specialty Non-Food Vendors**

3. *Specialty non-food vendors sell products that are not edible products and generally serve a utilitarian or aesthetic purpose.*
4. Priority will be given to vendors who use locally-grown raw materials.

### **Specialty Product, Specialty Food & Specialty Non-food Guidelines**

1. 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.

2. 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.
3. Specialty products will be admitted to the market based on the current product mix, and priority will be given to products that use more locally sourced materials, ingredients and packaging.
4. Co-packing is only allowed if the vendor is the original owner and creator of the product or recipe, and only with the approval of Market Management and Jury Committee.
5. 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.
6. *Specialty Food products must be prepared for off-site consumption and include but are not limited to pies, baked goods, condiments, cheese, cured meat, flour, spice mixes, jams, pickles and oils.*
7. *Specialty Non-Food products may include but are not limited to soaps, lotions, cosmetics, medicinal products, wreaths, bouquets, pelts or hides, plant or animal fibers and soil amendments.*
8. *We encourage all vendors to seek out containers that are recyclable according to the Curbit recycle guidelines of the City of Boise.*

## **On-Site Food Vendors**

1. *On-site food vendors sell food prepared at the market that is ready to be consumed at the market and are a category of Specialty Product vendors.*
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 Jury Committee.
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.

4. On-site food vendors must have a commercial or certified kitchen associated with their business where food preparation takes place.
5. 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.
6. Vendors are expected to present their own unique product. Commercially packaged foods like chips, candy, canned soda, and bottled water will not be permitted to be sold by vendors at the market.
7. *We encourage all vendors to seek out containers that are recyclable according to the Curbit recycle guidelines of the City of Boise.*

## **Food Trucks & Food Trailers**

1. Food trucks are any self-propelled vehicle that vends food from the vehicle. Food trailers are trailers pulled by a vehicle that vends food from the side of the trailer.
2. All food trucks and trailers must offer at least one product that uses locally produced products as the main or featured ingredient.
  - a. Food trucks and trailers 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 food truck or trailer business owner must argue their case for continued participation in the market before the Jury Committee.
3. Priority is given to food trucks/trailers who use more locally grown or produced ingredients in their products, especially products from agricultural vendors at the market.
4. Food trucks/trailers must have a commercial or certified kitchen associated with their business where food preparation takes place.
5. The market is obligated to promote healthy, locally produced food. Food trucks/trailers must provide products that are as nutritious as possible and represent healthy eating habits.
6. Food truck/trailer vendors are expected to present their own unique product. Commercially packaged foods like chips, candy, canned soda, and bottled water will not be permitted to be sold by vendors at the market.
7. *We encourage all food truck/trailer vendors to seek out containers that are*

*recyclable according to the Curbit recycle guidelines of the City of Boise.*

*The market will have a minimum of 5 food trucks/trailers and 5 on-site food vendors and a maximum of 10. The market manager will maintain a list of food trucks/trailers who desire to participate in the market and choose the next food truck/trailer on the list when an existing food truck/trailer has a scheduled absence. This is a temporary fill-in. The market manager has full discretion to choose to balance food offerings at the market.*

*If a current food truck/trailer fails to notify market manager by 10 am on Friday of their absence, they will be moved to the bottom of the food truck/trailer list and the food truck/trailer at the top of the list will be offered a spot at the market to fill the food truck/trailer slot permanently.*

## **High Stall Vendors**

8. High Stall vendors are commercial businesses with a retail storefront either at or in addition to the place of production. Examples are bakeries, breweries, boutiques or restaurants.
9. Any vendor that wants to have anyone at the booth besides owners, their family, or employees directly associated with the production of their products available at the market are considered High Stall vendors.
10. Agricultural vendors with on-farm produce stands are not considered High stall vendors.

## **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.
2. Artists applying for the Market are selected based on quality, use of locally-grown products, relevance to our mission, 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.

## **Community Groups**

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.

## **Temporary Vendors**

1. *Temporary vendors are admitted to the market for 5 markets or less. They may be any category of vendor and must follow all applicable rules in their respective category.*
2. *Temporary vendors are admitted to provide market customers particular types of short-season products, or other products not otherwise available at the market. This may include products like berries, tropical fruit, seafood, or citrus.*
3. *These vendors may not become members, they do not have to pay an annual selling permit and their booth fees are \$75 per booth per market.*
4. *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 and must be approved by Market Management. Names and locations of contractors with product at the market must be displayed at the market.*

## **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.

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.
4. Prospective performers may contact Market Management if they want to perform 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. *Displays of these products must not dominate the vendor's booth and Market Management may direct vendors to change their promotional product display to fit the desired market appearance.*

## **Market Tokens**

To enlarge our customer base, and for market promotions, the Boise Farmers Market facilitates the use of tokens as currency.

### **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 and vegetables or food producing plants.

- Green \$1 wooden token with the Sprouts logo
- May only be used for fresh fruits and vegetables or food producing plants
- Vendors are reimbursed 100% of the value of the tokens by BFM
- No change may be given



## **Double Up Food Bucks**

Issued by the market, funded by the City of Boise and private donations, to match EBT/SNAP sales up to a specified amount.

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

## **Vendor Credit for Tokens**

*Vendors will receive credit toward the purchase of their booth space for returned tokens. Vendors must follow these guidelines in order to receive credit for the market tokens they collect from customers:*

- *Collect tokens 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 tokens must be accompanied by this information:*
  - *Name of the business needing reimbursement*
  - *Date the tokens are turned in*
  - *Number of tokens, separated by category, contained in the envelope or bag*
- *Credit for tokens will be issued for the next booth space rental due. If a vendor would rather receive cash, a check will be issued within two weeks of tokens being turned in.*

## **Contact Information**

Market Manager —Tamara Cameron – (208) 345-9287 (office) or (415) 602-4174 (cell) or [tamara@theboisefarmersmarket.com](mailto:tamara@theboisefarmersmarket.com)

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
- Idaho State Tax Commission - (208) 334-7660 - [tax.idaho.gov](http://tax.idaho.gov)
- Insurance Commission Hotline - 1-800-562-6900 - [www.insurance.id.gov](http://www.insurance.id.gov)

- ISDA Bureau of Dairying - (208) 332-8550
- ISDA Bureau of Weights and Measures - (208) 332-8690
- ISDA Division of Agricultural Inspections - (208) 332-8660
- ISDA Fresh Fruit and Vegetable Division - (208) 332-8670
- ISDA Idaho Preferred Program - (208) 332-8684
- ISDA Licenses and Special Requirements for Specific Products – (208) 332-8500
- ISDA Marketing Department - (208) 332-8538
- ISDA Organic Program - (208) 332-8673
- 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