



# Grangeville Farmers Market

## 2019 POLICIES AND PROCEDURES HANDBOOK

**Mission Statement:**

The Grangeville Farmers' Market's mission is to benefit the community by providing home-grown and home-made local products. Our focus is local, encouraging and supporting the developments of a sustainable venue for Grangeville area residents to obtain healthy food and hand-made items in a way that is mutually beneficial to both the vendors and community members.

**Market Dates and Hours:**

The market is held at Pioneer Park from 9 a.m. to 1 p.m. on Saturdays, beginning June 22<sup>nd</sup> and ending September 28<sup>th</sup> 2019, and 5 p.m. to 8 p.m. on Thursdays during the Grangeville Arts Summer Concert Series.

**Organization:**

The Grangeville Farmers Market (GFM) formed in 2006, is directed as a "not for profit", community-minded organization. The market's steering committee works to set policy, solicit and evaluate new vendors and products, set market dates, promote the market, and ensure the Market is compliant with local, state, and federal laws and regulations as they are applicable. It is the goal of GFM to have 50% of the Market vendors be agricultural vendors (produce, livestock and value added).

**Postal Address:**

Grangeville Farmers Market  
PO Box 586  
Grangeville, Idaho 83530

**Local Health Dept:**

Mike Kerley  
Environmental Health Specialist  
North Central District Health Department  
(208) 983-2842

**Market Manager:**

A Market Manager is present at each market. Their job is to oversee the running of the market on market day. Responsibilities include enforcing the policies and procedures, answering questions, ensuring that all vendors have filled out an application to sell at the market, ensuring that vendors have completed and returned Tax Form ST-124, assigning vendor locations, collecting vendor fees and rental fees at the end of each market day, resolving disputes should any arise and in general insuring a smooth running market.

The Market Manager may refuse to allow any vendor or organization to set up or sell at the Market, and may ask any vendor or organization to leave at any point during the Market for non-compliance. The Market Manager is

the first and final authority at the market.

The Market Manager may exercise the right to close the Market due to unsafe conditions or severe weather.

If the Market Manager needs to leave for some reason she will appoint a Day Manager who will assume on-site responsibilities until she/he returns.

Please see General Rules below for more information.

#### **Membership Terms:**

For the 2019 season, vendors become members of GFM upon submitting an application, and being approved by the committee. Vendors younger than 18 years of age must have their application signed by a parent or responsible adult. Young vendors must also have adult supervision during the Market.

Each vendor must agree to abide by the rules of the market as outlined below. The steering committee reserves the right to refuse a vendor's application or may terminate a vendor's membership at any time.

#### **Requirements for Vendors:**

Vendors' products/merchandise must fit the mission statement of the market.

**Tax Form ST-124 is required for ALL vendors.** These forms will be available the day of market from the Market Manager and must be completed prior to any sales. PLEASE READ THIS ENTIRE FORM, FRONT AND BACK, TO UNDERSTAND YOUR TAX RESPONSIBILITIES. IF you do not already have a seller's permit/business license, this form acts as your temporary sales permit for the entire market season. It does not allow you to sell at any other event/market, only GFM. Vendors must have their copy with them at each market in order to sell.

Vendor spaces are assigned by the Market Manager. If special accommodations are needed, please contact the Market Manager or a steering committee member.

Vendors may not set up before the Market Manager arrives, which is Saturdays at 7:30 a.m., and must be completely set up by 8:45 a.m.; Thursdays during Music in the Park set up starts at 5:00pm and vendors must be completely set up by 6:00pm. Early Sales are permitted.

New and temporary Vendors must check in with the Market Manager prior to setting up the first time.

Vendors or designated agents must stay within the market to sell their items, except for emergencies.

Come prepared with change, boxes, garbage bags, etc. the day of the market.

Each vendor is responsible for maintaining cleanliness in his/her space and immediate surrounding area. If you have samples, please provide a small trash can for refuse. Each vendor must take their own trash home instead of

filling the park trash cans.

Vendors provide their own canopies, tables, chairs, and other supplies. All vendors who erect canopies or umbrellas on the Farmers Market site are required to have their canopies sufficiently and safely anchored from the time their canopy is put up to the time it is taken down, using some type of weight. **NO STAKES OR BOLTS** are allowed (ie. **PLEASE DON'T POUND ANYTHING INTO THE GROUND** because of the sprinkler system). Should an accident occur from an improperly anchored canopy, the owner/user of that canopy will be held responsible for any damages.

The market has canopies, weights, tables, and chairs available to rent on a first come first serve basis. Prices are as follows:

Canopy	\$5 per day (Weights cost included in the \$5.)
Weights	\$1 per day (Weights only)
Table & chair	\$2 per day

If a vendor rents equipment from the market, they are responsible for set up and take down of the rented equipment.

Each market vendor gives permission to GFM to publish the vendor's name and business name in Market publications as well as photographs, video, or print for promotional purposes.

**Vendor Fees:**

**The Vendor fee is 10%, up to \$50, of your daily sales.** Vendor fees are to be paid promptly at the close of each market day to the Market Manager. Vendors are responsible for setting their own reasonable prices.

**General Rules:**

Safety is of the utmost importance to the Grangeville Farmers Market. Please abide by all requirements, responsibilities, and regulations to ensure a safe environment at the market.

All vendors will respect their fellow vendors and will treat one another kindly. No foul language allowed. Offensive remarks will not be tolerated.

All vendors will represent themselves in a professional manner when interacting with customers.

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

There is plenty of parking around the park. Vendors are asked to move their vehicles away from the Market area parking spaces as soon as they have unloaded. This rule is in place to facilitate ease of customer access to the Market.

There will be **NO** vehicles allowed on the grass. You may park close to the Market area, drop off your items in your sales area, and park in vendor designated parking areas. Abuse of this rule may suspend your privilege to sell at the market in the future.

No consumption of alcoholic beverages is allowed on the premises.

GFM is a smoke/vape-free environment. Smoking is not permitted within the market area.

No dogs are allowed in Pioneer Park per City of Grangeville.

**SNAP Benefits:**

This section is only applicable to vendors selling SNAP approved goods. See list below:

The market currently accepts SNAP benefits (AKA food stamps). The Food and Nutrition Act of 2008 (the Act) defines eligible food as any food or food product for home consumption and also includes seeds and plants which produce food for consumption by SNAP households.

Households CAN use SNAP benefits to buy foods for the household to eat such as:

- Breads and cereals
- Fruits and vegetables
- Meats, fish, and poultry
- Dairy products
- Seeds and plants which produce food for the household to eat.

The Act precludes the following items from being purchased with SNAP benefits: alcoholic beverages, tobacco products, hot food and any food sold for on-premises consumption. Nonfood items such as pet foods, soaps, paper products, medicines and vitamins, household supplies, grooming items, and cosmetics, also are ineligible for purchase with SNAP benefits. **Vendors that plan to sell SNAP eligible items need to complete the SNAP training.** This consists of a short video and review of general rules and regulations. The market offers a SNAP training prior to the start of the market. If you are unable to attend the training other arrangements can be made for you to complete the training at another time

**Grub Club:**

Grub Club is a program sponsored by the Grangeville Farmers Market. Its goal is to promote healthy eating habits and active living for children ages 4-12. Children sign up at the Grub Club booth during the market and if they participate in the “activity” outlined for that day, can earn a \$1 token to be used at the Farmers Market. The tokens can only purchase fresh produce, herbs, ag products (such as honey), and edible plants. They cannot be used to purchase items such as baked goods, crafts, soaps, etc. If a vendor receives tokens as payment for an eligible item, they will be reimbursed by the Market Manager at the end of the market day. The tokens may also be used to pay vendor fees.

**Special Event Days:**

The Market may choose to sponsor special event days such as “health awareness”, “resale/retail days” for items generally outside the mission statement, “cultural diversity day emphasizing song, dance or teaching a

traditional art/skill, cooking demonstrations, etc. where a non-mission oriented vendor may be allowed a booth for the special event day.

**Food Safety and Regulations:**

It is the vendor’s responsibility to follow all applicable city, county, state, or federal regulations.

Additional information on food safety and regulations can be obtained by contacting the Environmental Health Specialist at the North Central District Health Department at (208)983-2842 or by visiting the Idaho Department of Health and Welfare’s Food Protection Program website at <http://healthandwelfare.idaho.gov/Health/FoodProtection/tabid/96/Default.aspx>. You can access the Idaho Food Safety Manual and Idaho Food Code by clicking on the links on the left hand side of the web page. Helpful information on Idaho’s 2016 Cottage Foods Law can be found at <https://forrager.com/law/idaho/>.

Violations of food regulations are grounds for suspension of your privilege to sell these items at GFM. The Market Manager must approve the sale of any prepared food items not directly addressed in these regulations.

Some food is unregulated by the Health Department, like tomatoes or herbs that you've grown.

Other food is regulated and you'll need to get an annual permit from the Health Department and abide by some rules. The licenses, fee, and inspection need to be applied for and conducted PRIOR to operating.

Certain benevolent organizations are exempt from these regulations. Contact the Health Department for additional information.

<b>Examples of Unregulated and Regulated Foods <sup>[1]</sup></b>	
<i>Generally Unregulated</i>	<i>Regulated (Need Permit)</i>
Your farm & garden produce Herbs Flowers/Plants <sup>[2]</sup> Properly labeled eggs <sup>[3]</sup> Jam & Jelly <sup>[4]</sup> Homemade baked goods (eg. cookies, cinnamon rolls, bread, etc.)	Sprouts Cut melons Meat Canned goods (except jellies and jams) Homemade baked goods (eg. rolls with meat, cream, or vegetable fillings, pumpkin/squash pies, etc.) Dairy products, including homemade cheese Certain prepared foods, like sandwiches, hamburgers, tacos, etc. Other high risk food

<sup>[1]</sup> The market is subject to federal and state food safety rules and we take these rules seriously. For a more complete list of regulated and non-regulated foods, contact the Idaho Health Department.

<sup>[2]</sup> Although the sale of flowers/plants is unregulated by the Health Department, if you are selling over \$500 of flowers annually, you may require a nursery license from the Idaho State Department of Agriculture.

<sup>[3]</sup> Eggs must be labeled with the vendor's name and address, date, and the words "ungraded". Eggs must be kept in a cooler with a temperature no higher than 41 degrees Fahrenheit. Eggs must be inspected for cracks and must be in the shell.

<sup>[4]</sup> Simple jams and jellies are the only home-canned goods that are unregulated. Other canned goods are regulated.

**Penalties:**

If a vendor violates any of the rules and regulations outlined in the policies and procedures an official warning will be given. If the violation is made again the vendor may be suspended from the market for a set number of markets or permanently suspended depending on severity of violation, which will be determined by the market steering committee.