

# 2023 Latah Farmers Market Rules

## Potlatch Market Overview

**Vision:**

The goal of the Latah Farmers Market is to unite Latah County communities and foster pride by bringing local producers and shoppers together in an inclusive, safe, family-friendly weekly event, that is open to all.

**Date:**

The Latah Farmers Market in Potlatch begins on Wednesday, June 21, 2023 and will continue every Wednesday through September 27, 2023. Market will be held rain or shine.

**Time:**

The Market will open to customers at 4:00 PM and close at 7:00 PM. Vendors may start setting up at 3:00 PM, and must be set up, ready to receive customers by 4:00 PM. Vendors must stay for the entire market. Tear down and clean up will begin at 7:00 PM and must be completed by 8:00 PM.

**Location:**

The Farmers Market is held at the WI&M Depot in Potlatch, ID. There are restrooms, electricity, and hand washing facilities at the WI&M Depot. Vendors and patrons are responsible for leaving the WI&M Depot in a clean, usable condition to ensure we can all continue to benefit from this resource.

**Set Up and Clean Up:**

Vendors may arrive between 3:00 and 4:00 PM to unload their booth and merchandise. Vendors may set up their booths only AFTER their vehicle has been removed from the loading area and parked at the approved parking lot. After the Farmers Market is over, vendors will take down their booth and make it ready for pick up before picking up their vehicles and driving them to the loading area. Vendors are responsible for removing any trash from their booth area, and for leaving the space in good condition before departing. Loading out will take place between 7:00 and 8:00 PM.

**Parking:**

Vendors must park in the gravel lot across the train tracks. Parking in WI&M Depot parking lot is restricted to customers only, with the only exception being vendors with valid Idaho disabled plates or placards.

**Booth supplies:**

Vendors are responsible for providing their own booth supplies, including an optional canopy, no larger than 10'x10', as well as any tables, chairs and displays required for their booth. Canopies must be properly weighted down with a minimum of 15 pounds per leg. The Latah Farmers Market, its sponsors and/or managers will not be held responsible for damages or injuries caused by unsecured or incorrectly secured canopies. The Vendor may be expected to replace property belonging to another Vendor if your negligence causes them damage.

**Booth spaces:**

Each individual booth footprint is 10' x 10'. Vendors may extend signs or products up to 6' out of the front of their booth if desired.

**Power at booth:**

Electrical outlets are available for a very limited number of vendors each week, and must be reserved in advance. Only U/L approved extension cords with GFCI power strip may be used. Cords must be covered to prevent hazard to the public. Preference for electrical outlet use will be given to food trucks and hot food vendors.

**Qualifying Vendors and Products:**

Products and services sold at the Farmers Markets must be grown, sourced, produced, crafted, foraged, made, or raised locally within Latah County by Latah County residents. Products and services produced in the neighboring counties of Nez Perce County, ID, Benewah County, ID, Clearwater County, ID or Whitman County, WA may apply to participate in the Farmers Market, but acceptance is not guaranteed.

**Reselling products:**

A vendor may sell another producer's products at their booth, so long as the products are produced in Latah County by a

Latah County resident. Proof of source will be required for compliance. Sourced products must be in addition to a vendor's qualifying products, and may not represent more than 25% of the vendor's total products being sold at their booth.

## Vendor Types & Product Categories

### Overview of product categories:

The Latah Farmers Market recognizes the need for increased access to local agricultural, perishable, and food products during the local growing season, and has established product categories to help guide selection of vendor types in an effort to meet this need. If you're unsure whether your product falls into the agriculture/food category or the craft category, consider the following questions:

- Is the product seasonal? *If yes, agricultural or consumable, if no, craft*
- Is the product perishable? *If yes, agricultural or consumable, if no, craft*
- Is the product edible? *If yes, agricultural or consumable, if no, craft*
- Will buyers use up the product before the next market? *If yes, agricultural or consumable, if no, craft*

**Agriculture Vendor:** Any vendor whose products include 51% or more agricultural products. These products include:

- Plants, flowers, trees, vegetable starts
- Seasonal fruit, vegetables, seeds, nuts, mushrooms, herbs and grains
- Eggs, meat, poultry, dairy
- Livestock or pet animals
- Honey

**Consumable Vendor:** Any vendor whose products include 51% or more edible or non-edible products made for human or animal use or consumption. Examples of these products include:

- Value added agricultural products
  - Jams, jellies, pickled or canned fruits & vegetables
  - Roasted coffee beans
  - Cheeses, yogurt
  - Consumable health products, tinctures, natural soaps, lotions etc.
  - Oils, bottled beverages, cider, beer, wine
- Ready to eat foods:
  - Baked goods, breads, pastries
  - Candy, dried fruit
  - Popcorn, kettle corn
  - Granola
- Prepared-to-order foods
  - Coffee beverages, lemonade
  - Hot, ready to eat food, sandwiches, etc.
- Consumable animal products
  - Dog biscuits
  - Animal food

**Craft Vendor:** any vendor selling 51% or more non-edible or non-consumable products. These products include:

- Yarn, pelts, fleeces, fiber, furs, antlers, etc. (even if made from agricultural products)
- Textiles, fabric arts, quilts, blankets and apparel
- Art, sculpture, photography, books, cards, journals, paper crafts, etc.
- Ceramic pottery, woodcrafts, metalwork, furniture, baskets, etc.
- Upcycled, handmade, engraved or laser-printed products
- Jewelry, hair accessories, bookmarks, magnets, mugs etc.

**Service Vendor:** any vendor offering a service as 51% of its business. These services may include:

- Massage, health, or beauty treatments
- Facepainting, henna or body art
- Balloon creations, custom portraiture, etc.

**Youth Vendors:**

Vendors under the age of 18 qualify for the youth booth rate if they are the primary owner and operator of the business, and/or producer of the goods sold. The Youth Vendor designation is intended to incentivize youth entrepreneurship and business ownership; therefore, it is expected that the youth perform the majority of the business activities with the support and supervision of a parent or guardian. Products made or produced by adult family members are not permitted to be sold at Youth Vendor booths. Parent/Guardians are required to supply their contact information for tax documents and hold harmless release of liability.

**Non-Profits:**

There is no charge for 10' x 10' booths held by qualifying non-profits. Larger booths or a second booth for non-profits will be charged the second booth fee. Non-profits that sell merchandise at the Market are still responsible for obtaining an Idaho State Tax Commission Seller's Permit.

**Food Trucks:**

Advance reservation is required for participation, along with a list of what resources are required at the parking site, (i.e. power, water, etc.) Food trucks are subject to the same fees as other vendors.

**Multiple product categories:**

Vendors may sell products from multiple categories at one booth. Whichever category represents the majority of the products sold (51% or more) will be the type of vendor you are.

Examples:

1. Mary signs up to sell eggs for the entire season, but she also plans to bring a few handmade bookmarks to sell. Mary would be an Agricultural Vendor.
2. Lawrence makes and sells jewelry, but his garden started producing extra zucchini, which he brings to sell at the market. Lawrence is a Craft Vendor.

**Determining vendor type:**

Vendors should consider how they would like their business to be known by customers. Whatever the business's primary brand and identity is, select that vendor type. If you are unsure which category your product(s) fall(s) in, ask the Market Manager. The Market Manager's category determination is final.

**Cost:**

Vendor fees are based on a voucher system. The more market vouchers you purchase at a time, the lower the cost per market. Vendors are welcome to purchase additional market vouchers at any point in the season. There will be no refunds issued for any unused market vouchers.

## MARKET VOUCHER PRICING STRUCTURE FOR POTLATCH

	AGRICULTURE, CONSUMABLE & YOUTH VENDORS			CRAFT & SERVICE VENDORS			SECOND BOOTH (ALL VENDOR TYPES)		
	Number of market vouchers	Vendor Fee	Cost per market	Number of market vouchers	Vendor Fee	Cost per market	Number of market vouchers	Vendor Fee	Cost per market
Full Season	15	\$75.00	\$5.00	15	\$120.00	\$8.00	15	\$75.00	\$5.00
Part Season	5	\$35.00	\$7.00	5	\$50.00	\$10.00	5	\$35.00	\$7.00
One-time	1	\$10.00	\$10.00	1	\$15.00	\$15.00	1	\$10.00	\$10.00

**Second Booth:**

Any vendor may purchase a second booth of the same type to make a double (10'x20') booth space, as long as availability permits. Second booth must be the same type as the vendor's primary category.

**Reservation:**

Vendors should notify Market Management of their intent to participate in the weekly market by the Monday prior to that Wednesday's market. Booth spaces will be assigned upon arrival at the market. Preference will be given to Agriculture and Consumable Product vendors. Walk on vendors are welcome, but must arrive no later than 3:00 PM on Wednesday to qualify for participation, and participation is subject to space and availability.

**Cancellation:**

If you are unable to attend a Market for which you are scheduled, please notify management no later than the Tuesday before the market. Any vendor who repeatedly fails to notify management of absences will lose their preferred booth location, and may be denied participation in future markets without refund.

**Securing a booth:**

- Fill out the online Vendor Application on the website at [www.latahfarmersmarket.com](http://www.latahfarmersmarket.com). Or email [latahfarmersmarket@hotmail.com](mailto:latahfarmersmarket@hotmail.com) to request a copy of the Vendor Application.
- Submit the completed Vendor Application, a copy of your completed Idaho ST-124, Temporary Seller's Permit or Regular Seller's Permit number, along with your signed Hold Harmless agreement, and any additional compliance documentation to [latahfarmersmarket@hotmail.com](mailto:latahfarmersmarket@hotmail.com).
- You will receive confirmation from the Market Management that your application has been received, and that your booth is reserved.
- Pay for your booth online or make arrangements to pay in person at the Market.

## Public Health Management

### COMPLIANCE IS YOUR RESPONSIBILITY! KNOW THE LAW!

**Compliance:**

Each vendor is required to know and adhere to all State, Local, and Federal laws concerning sales tax, licensing, health, safety, food sales, and product handling. Each vendor is required to keep at their booth copies of any applicable licensing or certification necessary by law to offer their specific goods or services for sale as proof of their compliance. Any authorized governing body or regulatory agency has the right to inspect any vendor for compliance.

**Idaho Sales Tax Reporting:**

Market Vendors must register for the Latah Farmers Market with the Idaho State Tax Commission to obtain a Temporary Seller's Permit for the event. Vendors will receive instructions on how to register as a seller for the Latah Farmers Market with the Idaho State Tax Commission when their application is approved to participate in the Market. The State Tax Commission will be checking for tax compliance throughout the Market Season. All Market Vendors are required by law to have a copy of their sales tax form in their Vendor space at all times.

Sellers with a Temporary Sellers Permit must report sales to the Tax Commission within 15 days of the end of the event they are registered for. Sellers who already have an Idaho Sellers Permit Number must register for the event using their existing permit number, and may report sales according to their normal reporting schedule. A Market space will not be assigned to a vendor without either a Temporary or Regular Sellers Permit. Vendors under the age of 18 must name a responsible party over the age of 18 on their permit for the purposes of tax compliance.

**Insurance:**

Vendors should have their own liability and/or product insurance. The Latah Farmers Market, its sponsors, organizers, or managers assume NO responsibility or liability for the products and services offered for sale by independent vendors at the Farmers Market. The Farmers Market offers a list of resources for information on its website as a courtesy to Vendors. Please take responsibility for ensuring your products are compliant and that all certifications have been obtained prior to signing up for the Market. If the Farmers Market management is notified that a vendor is non-compliant, the vendor may be required to forfeit his/her booth fees and lose his/her ability to sell goods at the Farmers Market.

**Health and Safety:**

DO NOT attend the Farmers Market if you are sick, are experiencing any potentially contagious symptoms.

**Waste:**

Vendors are responsible for their own set-up, clean-up, and safe operation of their space. Vendors will provide their own trash receptacles/bags to manage waste, and must take the waste generated at their booth with them at the end of the day.

**Damages:**

Vendors assume responsibility for any damages directly resulting from their use of the Facility.

## Additional Market Guidelines

**Food:**

Vendors who offer prepared foods must make these items in accordance with local and state regulations. State Code requires the use of commercial kitchens to prepare certain foods. Hot food vendors selling food intended to be consumed immediately are subject to Idaho Department of Health temporary food establishment regulations as well as local fire code. If using open flame cooking appliances, vendor must have a working fire extinguisher on site and a flame retardant booth canopy.

**Organic or special labels:**

Vendor must provide proof of certification in order to advertise a product as certified by any third party, i.e. "Organic", "Certified Humanely Raised", "Certified Grass Fed". No products may be labeled "ORGANIC" unless Vendor has an Idaho Health Department Organic Certificate.

**Samples:**

Produce samples must be cut at Market and individually packaged in a manner to prevent contact by anyone other than the intended consumer. Please provide a trash receptacle for sample rubbish. Absolutely no samples may be offered of high-risk foods. See Department of Health and Welfare for a list of high-risk food.

**Low-Risk Cottage Foods:**

The Idaho Department of Health keeps a list of low-risk "Cottage Foods" which can be viewed at [www.foodsafety.idaho.gov](http://www.foodsafety.idaho.gov). These foods may be produced in a home kitchen and sold at the Market. To determine if your product qualifies, contact the local Health and Welfare office or complete the Cottage Food Risk Assessment Form on the Idaho Health and Welfare website. Foods that do not qualify as Cottage Foods may only be sold when they have been produced in an approved commercial kitchen.

**Eggs:**

Eggs must be cleaned and kept in a cooler with a temperature no higher than 45°, and cartons should be dated and labeled with producer's name, phone number and address, and the words "UNGRADED EGGS".

**Nursery Plants:**

Plants and starts may be sold without a license as long as the annual sales are under \$500.00.

**Selling by weight:**

Products sold by weight must be weighed on a scale certified by the Idaho Department of Weights and Measures **(208) 332-8690**. Vendors must display the Certification from the Idaho Department of Weights and Measures in a clearly visible space within the booth. Alternatively, items may be sold individually, by the bunch, or by the bag if a scale is not available.

**Respect and Language:**

Be courteous and respectful to customers and other Vendors. Being disrespectful to customers, park patrons or other Vendors will not be tolerated. Foul and inappropriate language at the Market will not be tolerated. The Market is a community centered, family-friendly event and everyone is responsible for their behavior.

**Smoking/Vaping:**

Smoking and/or vaping is not permitted in the Vendor or food areas. Please be respectful to the non-smokers around you and use another area of the park or sidewalk for smoking.

**Animals:**

Animals are not permitted inside the WI&M Depot or on the Depot platforms. All animals must be contained, and under

direct control of their owner/handler at all times, and vendor is responsible for cleaning up after their animals. Any loose, uncontrolled, loud or unruly animals will be required to leave.

**Consent with Rules:**

Participation in the 2023 Latah Farmers Market is voluntary and as such, any Vendor's participation will be construed as his/her consent to abide by and uphold the 2023 Latah Farmers Market Rules. Rules are subject to change with or without notice. The most current copy of the Rules will be posted on the Farmers Market website at [www.latahfarmersmarket.com](http://www.latahfarmersmarket.com).

**Consequences:**

Vendors failing to follow the 2023 Latah Farmers Market Rules will be given a warning on their first offense. A second offense could result in expulsion from the Market at the discretion of the Market management. **The Market Manager is the final authority at the Market.**

**Organization and Promotion:**

The Latah Farmers Market is being operated by Idaho Market LLC. All proceeds from vendor fees will be used to offset expenses related to insurance and administrative costs, advertising, promotion, and events. Management, promotion, and community outreach will be performed by both volunteers and Market participants. The primary point of contact for the Latah Farmers Market is Erika Sattler, PO Box 333, Troy, ID 83871, 208-827-3363.

**Agreement to Hold Harmless, Defend, and Indemnify:**

In order to participate in the Market, every Market Vendor shall sign an agreement that holds Idaho Market LLC and the WI&M Depot harmless for any and all actions or inactions of every Market Vendor or person associated with such Market Vendor and that agrees to defend and indemnify Idaho Market LLC, Market Management, and the WI&M Depot Ownership and Management for any claim filed related to any and all activities which are associated with the Market Vendor, the Market, or the Market Vendor's business.