



2024 Nampa Farmers Market Vendor Rules and Regulations

Location of Market: The Nampa Farmers Market is located in downtown Nampa on Front Street and 13th Avenue South in Lloyd Square Park. Our 2024 Season begins on April 6th for our returning vendors, with our Grand Opening on April 20, 2024 and runs through November 30, 2024.

Hours of Operation: The Nampa Farmers Market is open from 9 a.m. to 1:30 p.m. on Saturdays. Rain or Shine, through October 26, 2024; Winter Market hours for November are 11 a.m. to 3 p.m. The last market day of the year is Santa Saturday, November 30 and will go from 11 a.m. until 7:30 p.m..

Terms of Membership: Membership must be renewed each year by paying the membership fee to reserve a space. See Membership Fees, below. Each vendor must agree to abide by the rules of the Market as outlined below. The Board of Directors reserves the right to deny a vendor's application for any reason and may terminate a vendor's membership at any time due to rule violations. Priority placement will be given to those returning members who have completed the application process, including membership fee payment, on or before March 1st. Photos taken by the Market belong to the Market.

Membership Fees: The annual Market membership fee is determined according to the 10-foot wide space your booth uses. Vendors must apply for space by submitting a vendor application. Applications are available on the market website: www.nampafarmersmarket.com. The yearly membership fee must be paid before the first Market day attended. Applications are not complete without membership payment.

The following fee structure has been approved by the Board of Directors for the 2024 Market Season:

- Membership fee is \$150.00 per year, per 10-foot-wide space.
- If an additional space is needed, there will be additional fees. Market Manager must approve the additional space.
- Weekly fee for each vendor will be \$20.00 per 10-foot-wide space, youth entrepreneur vendors will pay \$10.00 per 10-foot-wide space. Regular Membership is required for Information Only Vendors. Payment must be made by Thursday at 9:00 PM in advance of the week Vendor will attend the Market. If fee is not paid in advance, Vendor may not set up without express approval of the Market Manager. \$25 late registration will apply without exception. Late registration booth spaces are based on availability.

One-time vendors will pay \$50.00 for that week, payable in advance. This is to be used only once. \$30.00 of this fee will be applicable to their regular membership fee. The balance of the membership fee must be paid before attending again.

- Electricity is available on a limited, first come, first served basis. There is a \$5.00 per week fee for electricity. If you require electricity, you must request it, and it must be approved by the Market Manager.
- Electric space heaters may NOT be plugged into any power source belonging to the park. Heaters using other fuels may ONLY be used outdoors.

- All fees (including membership, weekly and reinstatement) are payable in advance and are Non-Refundable.
- All approved personal generators must not exceed sound levels of 70 dB.

Spring Vendor Meeting: An orientation meeting for new and returning vendors is held each year before the opening day of the market. All returning vendors will be notified as to the date, time and location of the spring meeting at least one week in advance of the actual meeting date.

Items for Sale:

- **We intend for our market to feature products that have been crafted, raised, produced, prepared, originated or grown inside of the 100-mile radius around Nampa, ID.**
- 90% of craft items and baked goods sold need to be locally made. Only 10% volume of items can be purchased for resale and have to be directly related to the vendor's product. **Board approval must be obtained for all items not locally made or produced by the vendor.**
- **All produce must be locally grown!** Produce vendors may not bring produce in from outside the 100-mile radius of Nampa, Idaho for resale at the market.

Rules for Vendors: The Board of Directors has set forth the following Rules for Vendors:

1. All Vendors will respect all Market staff and their fellow vendors and will treat one another kindly. No foul language allowed. Offensive, abusive or threatening remarks will not be tolerated. If you have an issue with another Vendor and cannot work it out, please ask the Market Manager to intervene.
2. All Vendors will represent themselves, staff, volunteers, entertainment, and the Market in a professional manner when interacting with customers and other vendors.
3. The Market Manager determines what is allowed to be sold at the Market with guidance from the Board of Directors.
4. **There is no product exclusivity.** If someone else is selling a similar item to what you are selling, it has been approved by the Market Manager according to the guidelines set by the Board of Directors. If you feel that a vendor is selling something they are not supposed to, **DO NOT CONFRONT THE VENDOR YOURSELF.** Contact the Market Manager with your concerns.
5. All Vendors will maintain a clean, attractive display in their booths.
6. No Vendor's animals are allowed in the Market area unless prior approval is given by the Market Manager.
7. Children of Vendors are always welcome. Children under the age of 10 must be under control of their parent or guardian at all times.
8. No consumption of alcoholic beverages unless it is a board-approved item for sale at the Market. Illegal drugs are not allowed on premises, at any time. Public intoxication by Vendors while at the Market will not be tolerated.
9. Smoking/Vaping by vendors is not permitted in the market area. Vendors may smoke in the designated vendor parking areas.
10. All sales pitches and sampling for customers must be inside or directly in front of vendor booths. All social media posts on the Nampa Farmers Market social media pages and groups must promote the Nampa Farmers Market and not other venues.
11. Come prepared with everything you need. You are responsible to bring your own change, bags, etc. Please do not depend on other vendors for these needs.
12. All vendors will respect the rights of our customers to come to the Market and find a warm welcoming environment and enjoy the family-friendly atmosphere.
13. Do not begin tearing down your booth early. Doing so will result in a suspension of your membership, and possible membership termination. Market Manager must approve any exceptions.

14. All equipment, signage, tables, etc. must remain within your booth space. Exceptions must be approved by the Market Manager. Do not place anything in foot-traffic areas.

15. Vendors must inform the Market Manager by 9:00 PM the Thursday prior to the missed Market if they will not be attending the Market on Saturday. This is important to facilitate vendor placement at the Market on Saturday mornings. Any vendor that is a no-show without communication to the Market Manager will have their Membership suspended and lose their weekly fee. Reinstatement of Membership is required before a Vendor is allowed to return to the Market. Membership may be reinstated by paying a \$25.00 reinstatement fee.

E-mail: marketmanager@nampafarmersmarket.com

Market Manager phone number: (208) 412-3814 (call or text)

Vendor Responsibilities:

- Vendors will provide all of their own equipment including canopy, tables, chairs, change, and bags.
- **Canopies:** All vendors who erect canopies on the farmers' market site during normal hours of market operations, including the setup and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up until the time it is taken down. Vendors who do not anchor their canopy properly will not be allowed to sell unless they take their canopy down. Canopies must be anchored at each ground contact point. Anchoring is defined as preventing canopy from moving. Minimum weight per leg is 25 pounds. Should an accident occur from an improperly anchored canopy, the owner/user assumes all responsibility for any damages.
- Vendors must park in designated areas adjacent to the Long Branch Station. The close section of the Long Branch Station parking lot is reserved for customer parking.
- It is the vendor's responsibility to keep track of their own financial records and sales for the season.
- Each vendor will be given a Weekly Stall Slip on which to report their total sales for the day. Stall slips must be submitted within 24 hours after the close of the market attended.
- All fees are due and payable by 9:00 p.m. of the Thursday prior to the next Market day attended.
- Vendors must stay within the market to sell their own items, except for emergencies. Please come prepared with boxes, change, etc. the day of the market.
- Vendors are responsible for setting their own prices, but are encouraged to avoid price gouging other vendors.
- Each vendor is responsible for maintaining cleanliness in their booth and the market area. If you provide samples, provide a small trash can for refuse. **Each vendor must take their own trash to the blue dumpster in the alley behind the long building located beside the Market Storage Shed. DO NOT use any other dumpster, nor the park trash cans.**

Vendor Loading and Unloading Procedures:

- No vehicles allowed in the market area (including trailers) except during loading times. Exceptions must be approved by the Market Manager.
- Unload your vehicle and move the vehicle to the parking area **BEFORE** you start setting-up. Conversely, you must pack up your booth and items **BEFORE** you bring your vehicle to load. Exceptions are allowed in the case of rain, when canopies may be set up, or remain set up to protect merchandise during loading and/or unloading. Vehicles of vendors who are not prepared to load/unload will not be permitted into the loading area.
- ***There will be NO vehicles coming into or leaving the market area between 8 a.m. and 1:45 p.m.*** If you arrive later than 8am, you must carry your items into the market to set up. Do Not begin tearing down your booth before 1:30 PM.
- Spaces are assigned at the discretion of the Market Manager.
- ***Vehicles must be turned off during loading/unloading times, NO IDLING!***
Vendors will observe all loading and unloading procedures, including the one-way traffic patterns and blockades
Vendors will respect and comply with the requests of traffic control personnel.
- Do not begin tearing down your booth until 1:30 PM. Tearing down early sends a signal to customers to leave, and is not respectful of your fellow vendors. Exceptions **must** be approved by the Market Manager. Violating this rule **WILL** result in suspension or termination of your Membership.

Market Management Policy for Vendor Issues:

The Market Manager is the first and final authority at the market.

- The Market Manager may refuse to allow any vendor to set up or sell at the Market.
- The Board of Directors will pursue the following procedure in the event a vendor violates any of the rules of the Market.
- **First Violation:** The vendor will be notified by the Market Manager and/or board member of the rule violation in writing. If the vendor refuses to correct the violation, they will be asked to leave immediately, and Membership may be suspended.
- **Second Violation:** The Vendor's Membership *will* be suspended immediately, they will be asked to leave the Market. A special board meeting will be held following the Market day to determine if the vendor will be terminated permanently.

The Board of Directors reserves the right to terminate membership immediately upon the first violation if the offense warrants such action. No portion of any membership fees or weekly fees will be refunded to any vendor.

Vendor Permit/License Requirements:

- Each vendor is responsible for obtaining any applicable permits or licenses and posting them as required. A copy of your permits and licenses also need to be given to the Market Manager before a vendor can set up and sell.
- The Market recommends for your protection, that **ALL** food vendors have insurance. The Market requires High-Risk food vendors to have insurance, list the Nampa Farmers Market as an additional insured, and have their insurance agent send the Market Manager proof of insurance.
- Vendors must obtain a tax number from the Idaho State Tax Commission. There is no charge to receive a tax number. Idaho State Tax Commission: (208) 334-7660. www.tax.idaho.gov
- Idaho sales tax registration for the Nampa Farmers Market is required before you can set up. Go to nampafarmersmarket.com to fill out the form online. Print out the email confirmation and turn it in with your application.
- Each vendor must have a copy of their tax certificate in their booth at all times.
- A copy of the sales tax certificate must be provided to the Market Manager and will be kept on file.
- ***Each vendor is responsible for paying their own state sales tax.***

Food Regulations

- Items must be produced and sold in accordance with applicable government regulations. Idaho Cottage Food Regulations dictate what items may be produced in the home and sold at the market. Submitting a Cottage Foods Risk Assessment Form is required for this market. This form is available from Southwest District Health. Southwest District Health is the regulating agency for our Market. They are happy to answer questions. (208) 455-5400.
- The Market recommends for your protection, that **ALL** food vendors have insurance. The Market requires High-Risk food vendors to have insurance, list the Nampa Farmers Market as an additional insured, and have their insurance agent send the Market Manager proof of insurance.
- All food items for sale must be displayed at least 6 inches above ground level or in closed, water-tight containers. Exceptions are melons, pumpkins, winter squash, and potatoes.
- Do not handle food items with bare hands. Exceptions: produce that has been washed for sampling (only after hands have been washed at a mobile hand washing station) and eggs.
- Whole, raw fruits and vegetables that are intended for washing by the consumer before consumption do not need to be washed before they are sold.
- Any vendor frying, or deep fat frying, is required to have a fire extinguisher.
- Violations of food regulations are grounds for suspension of your privilege to sell these items at the Market. The Market Manager must approve the sale of any prepared food items not directly addressed in these regulations.
- **PRODUCTS NOT ALLOWED FOR SALE OR SAMPLING:** Sprouts and wild game.

Standard Labeling

All processed and value-added food items require ***standard labeling*** including the following information on the label:

- Vendor's name
- Vendor's address or contact information
- Ingredients listed in order of volume (most to least)
- Bold or emphasized allergens. These include dairy products, eggs, wheat, soy, tree nuts, fish, sesame, and shellfish.
- Net weight or volume of goods in sealed packages.

Low-Risk Baked Goods

Baked goods including yeast breads, quick breads, cookies, pies and cakes containing no meat, cream or custard fillings are allowed. Fruit is allowed. Enclosed pastries containing no more than 20% vegetables by weight are allowed.

- These items may be prepared in a home kitchen with **sanitized** equipment.
- Must be in closed packages.
- **Standard label is required** *see above for instructions for standard labeling.

High-Risk Baked Goods:

- Baked goods including pastries, pies, breads etc. containing cream fillings, custard fillings, meat or 20% vegetables by weight must be prepared in a commercial kitchen and require a permit from Southwest District Health.
- Pumpkin or Squash pie is acceptable only if made with documented shelf stable ingredients (no fresh eggs or milk) or prepared in a commercial kitchen and kept cold (see below). Check with Southwest District Health.
- Items containing more than 2% meat by weight require a permit from Southwest District Health.
- Must be kept in a **powered** refrigerator or freezer. No coolers allowed.
- Temperature must be no higher than 41 degrees F.
- Must be in closed packages.
- **Standard label is required plus the words "keep refrigerated"**. *see instructions above*

Low-Risk Food Items:

- Jams and jellies, candy, honey, dried fruits and vegetables, granolas and unbuttered popcorn may be sold with the following restrictions:
 - These items may be prepared in a home kitchen with **sanitized** equipment.
 - Must be in closed packages.
- Products such as dips, salsas, and dressing using low risk ingredients may be prepared on site, and require a permit from Southwest District Health.
- **Standard label is required.** *see instructions above*
- Require a Cottage Foods Assessment Form from Southwest District Health.

High-Risk Food Items:

Items such as pasteurized juices, condiments and dressings, salsas, sauces, pickles, vinegar and herbed oils, and dairy products are considered high-risk.

- These items must be prepared in an approved commercial kitchen and must be licensed by Southwest District Health.
- Some High-risk food items may be prepared on site, with a permit from Southwest District Health.
- They must be stored under appropriate conditions.
- They must be packaged and labeled correctly. *see instructions above*

Commercial Kitchens:

- Processed or value added products must be approved by Southwest District Health Department. High-risk foods and some others are required to have a permit and must be prepared in a commercial kitchen licensed by Southwest District Health Department or a USDA Inspected Facility (meat products).
- The UI Food Technology Center in Caldwell offers classes on developing your food product, and also has a commercial kitchen that can be rented for food preparation. We urge vendors who would like to sell processed food to take advantage of this facility. (208) 455-9650.

Winter Squash:

Winter squash may be cut and sold by the piece with the following restrictions:

Winter Squash may be cut off site in a clean prep area, or on site with appropriate utensils sanitizing, and a handwashing station.

Must be in closed packages.

Samples:

- Southwest District Health requires that produce samples are not prepared in a home kitchen; Samples of baked goods may be prepared in a home kitchen.
- Samples may be cut on site, however utensils must be sanitized and rinsed before each use and hands washed at a handwashing station. They may be prepared in a commercial kitchen.
- Preferred sanitizing solution is 1.5 tsp. – 1 tbsp bleach to 1 gallon of water.
- Samples must be kept in a covered container.
- Samples must be distributed on toothpicks, in individual wrappers or packages, or in some other manner to prevent physical contact.
- Melons may **not be sampled** unless a permit is obtained from Southwest District Health. Then they must be cut on site and stored at a temperature no higher than 41 degrees F.

Eggs:

Eggs may be sold as regulated by the Southwest Health District and in accordance with their policies.

Contact Information

If you have questions concerning the Nampa Farmers Market or in case of emergency, please contact:

Market Manager Jeralynne Bobinski

Email: marketmanager@nampafarmersmarket.com

(208) 412-3814 (call or text)

Mailing Address:

Nampa Farmers' Market

P.O. Box 332

Nampa, Idaho 83653

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