



FARM TO FORK FARMERS

MARKET 2024 Guidelines

MARKET HOURS

The market will run every Tuesday from May 14th, 2024, to September 24th, 2023, in conjunction with Tuesdays on the Creek Concert Series. Hours of operation are 5:00 pm to 8:00 pm. All vendors must be ready for business by 4:45 pm and may not begin tear down until 8:00 pm. Vendors will be given 1 hour for tear down and must have all items removed from the plaza by 9:00 pm, unless prior arrangements have been made with the Market Manager.

SELECTION OF VENDORS

The Farm to Fork Farmers Market promotes having everything someone needs to prepare a meal with locally sourced food. Vendors that promote farm-fresh goods, locally made specialty food items, wines from the Sunnyslope Wine region and AgVenture Trail Members will be given preference. All items will be curated based on quality, value, and contribution to the market mix, and remains at the sole discretion of Indian Creek Plaza (ICP) and Destination Caldwell (DC) Staff. Products considered for sale at the market include:

- Fresh and dried vegetables and fruits, potted plants, cut fresh or dried flowers, meat, dairy, other agricultural products, specialty and prepared foods, and items grown or made regionally in Southern Idaho/Eastern Oregon or a 100-mile radius from ICP.
- Preference will be given to vendors within a 30-mile radius of Caldwell.
- Exceptions may be made at the discretion of ICP and DC staff for products unavailable within a 100-mile radius.
- Items not permitted for sale at the market include but are not limited to: resale or mass-produced (items not created by the seller) products as well as weapons.
- If you are a commercial business and would like to be a part of the market, please contact Mari Isaac and Brittan Aebischer at mari@destinationcaldwell.com and brittan@destinationcaldwell.com for partnership opportunities.
- All items offered for sale at the Farm to Fork Farmers Market shall be subject to inspection and approval by ICP and DC designees.

ICP and DC reserve the right to deny vendor applications and may terminate vendor participation at any time.

ARTISAN VENDOR REQUIREMENTS

- Artisans must self-produce their products. If an artisan uses employees, the artisan must be in complete control of all aspects of production.
- Artisans may not sell work produced with commercial kits, models, prefabricated forms, or other commercial printing or fabrication methods.
- Artisans may not sell purchased or second-hand items.

- All artisan products should be clean and well displayed.
- Artisan should be able to describe their creation process and where their materials come from.

MARKET FEES

Standard booth fee is \$45 per week for a 10' x 10' space. Your fee includes a white 10' x 10' canopy with weights, 8' table and 2 chairs. Discounts are available to accepted vendors who pre-pay on a monthly or annual basis, or are AgVenture Trail Members.

- \$45 per week (\$900 for the whole year)
- \$40 per week when paid in advance for a month (monthly fees based on number of Tuesdays in the month)
- \$750 for the year when paid for an entire year in advance (\$150 savings)
- Payments can be made by check or online by card. Additional fees may apply for online payments.
- Cash payments may be accepted in our business office Monday through Friday from 9:00 am to 5:00 pm in EXACT amount only.
- Power is available at no extra charge on a limited basis.
- Extra tables may be available for \$10 each.

Fees paid on a weekly basis are due to Destination Caldwell no later than 5:00 pm on the Friday prior to the market. **No exceptions!** Unpaid vendors will not be put on the map and your space will be forfeited for the week.

CANCELLATIONS

If a vendor will be absent, notice must be received by 5:00 pm the Friday prior to the scheduled market date to allow for reassignment of the booth space. If the vendor does not provide notification of an absence by 5:00 pm on Friday, the vendor will be charged the regular rate for their space.

If a vendor is a no show without communication to the market manager or cancels after 12:00 pm on the day of the market a \$15 cancellation fee will be charged for the day missed unless there is an illness, emergency or other unforeseen circumstance that kept them from attending the market. Vendors will receive ONE warning before being charged a cancellation fee.

Market fees are non-refundable but may be used towards other market dates or ICP and DC events if notice of cancellation is received by 5:00 pm the Friday prior to the scheduled market.

VENDOR BOOTH ASSIGNMENTS

Placement is at the sole discretion of ICP and DC staff and subject to change at any time. Consideration will be made for products that require shade. Secondly, consideration may be made to keep recurring vendors in the same or similar locations throughout the season. No spot is guaranteed.

SET UP

Vendors may use designated loading zones to unload items and promptly park in approved parking areas. You may NOT begin setup of your booth until your vehicle is removed from loading zones. No vehicles may employ loading zones after 4:30 pm. Please see the map in your approval documentation for details.

Vendor booths should be complete and ready for business to sell by 4:45 pm.

TEAR DOWN

Vendors may not begin tear down until 8:00 pm, no exceptions. Load out may not extend past 9:00 pm, unless prior arrangements have been made with the Market Manager.

Safety is our #1 priority. NO VEHICLES WILL BE ALLOWED IN LOADING AREAS UNTIL 8:15 PM OR UNTIL ALL SHOPPERS AND CONCERT GOERS ARE CLEARED FROM THE AREA. Vendors must have booths fully disassembled and ready to load prior to bringing your vehicle into the market area. Please plan accordingly.

CLEAN UP

Each vendor is responsible for leaving their area clean: table and chairs wiped down and clean, ground free of debris or spills, trash hauled completely off-site. Examples include but are not limited to boxes, sample/tasting cups, and used product. Any additional cleaning required by plaza staff will be billed to the vendor as an extra fee after one (1) warning. ICP is not responsible for items left on the premises.

Carts, brooms, rakes, and tools needed for loading or clean-up will be provided by the vendor and not the market.

BOOTH REGULATIONS

- All tables will be required to have a tablecloth.
- Marking or painting on the gravel or asphalt is prohibited.
- **Trash must be packed out. You may not use public receptacles or dumpsters in the vicinity of the plaza.**
- No animals are allowed in the market area or Indian Creek Plaza except service animals.
- All vendors must have 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.
 - Signage must not obstruct the view or interfere with neighboring vendor spaces or walkways.

PRODUCT SCOPE AND QUALITY

We're always working to cultivate the right market mix and ensure quality – in our produce, in our people, and in everything we do.

Vendors are only allowed to display and sell products for which they were approved. If at any time they wish to provide additional offerings outside their current scope, they must contact the Market Manager for prior approval. Selling unapproved products is grounds for immediate dismissal from the market. For example: a vendor is approved to sell produce; in August, the vendor would also like to sell savory baked bread. The vendor must receive additional approval, as the vendor's approved application only specified produce.

All produce and products should be 'store ready' and be mostly free of dirt, chemicals, debris, bruises and insects. Vendors may be asked to remove food, plants, and products that do not meet the market's quality standards. For example, produce that displays major weather damage is not acceptable.

EBT/DOUBLE UP FOOD BUCKS

All vendors whose products are eligible for purchase by EBT will be required to accept our market's EBT tokens. EBT Program policies and payment methods will be distributed with the approval announcement to qualifying vendors. *(Items NOT covered by SNAP/EBT include beer, wine, liquor, cigarettes/tobacco, vitamins/medicines, ready to eat foods, prepared drinks, non-food items (pet food, soaps, paper products, and household supplies.)*

SENIOR FARMERS MARKET PRODUCE PROGRAM

All vendors whose products are eligible for purchase by SFMPP funds will be required to accept our market's SFMPP tokens. SFMPP policies and payment methods will be distributed with the approval announcement to qualifying vendors. (*Eligible items include fresh ID grown fruits/veggies, food producing plants, fresh herbs, mushrooms, honey, and eggs.*)

SOLICITATION OR PROMOTION FOR OUTSIDE PURPOSES

Vendors may market and network with the intent of promoting their business and their market products. Verbal or written propaganda shared or distributed in conjunction with the market, for any other purpose, be it religious, political or otherwise, is not permitted.

PRICING AND TAXES

Pricing of goods sold at the market is at the discretion of the vendor. We encourage vendors to avoid price gouging other vendors. Collecting applicable taxes is the sole responsibility of the vendor. All vendors are responsible for paying taxes, obtaining all pertinent licenses needed to do business in the State of Idaho, and must act in accordance with all city, county, state, and federal laws. Any violation is grounds for removal from the market.

SALES REPORTING

Final sales reports for each week must be reported to the Market Manager the Thursday following the market by 5pm. All sales will be confidential and will only be used as totals to show market growth, advertising material, and for grants. No personal information will be shared in any way without prior approval from a vendor.

HEALTH PRACTICES

All vendors must adhere to sanitary procedures as outlined by Southwest District Health. All food concessionaires, and food samplers are responsible for obtaining proper health, food handlers permit and registration needed to do business at the market. Any vendor found to be selling contaminated food or produce shall be suspended from selling operations until satisfactory clearance has been obtained from Southwest District Health. ICP and DC highly recommend that any vendor handing out samples have a wash station available. All pet foods for sale must adhere to the Department of Agriculture's food safety rules and must be certified.

ORGANIC LABELING

- If a product is labeled "organic" it must be certified as required by Federal and Idaho State Law. Producers who market less than \$5,000 worth of organic products annually are not required to apply for organic certification. They must, however, comply with the organic production and handling requirements of the regulations, including recordkeeping (records must be kept for at least 3 years). The products from non-certified operations cannot be used as organic ingredients in processed products produced by another operation. Non-certified products also are not allowed to display the USDA certified organic seal.
- Produce may not be advertised as "certified organic" unless it has been certified organic with the Department of Agriculture. A current organic certification must be displayed by the vendor.
- The Idaho Department of Weights and Measures (208) 332-8690 must certify all scales used for sales. If using a scale, vendors must display the Certification from the Idaho Department of Weights and Measures in a clearly

visible space within the booth. Items may be sold individually, by the bunch, or by the bag if a scale is not available.

- Bedding and landscape plants and flowers must be disease and pest free. Small vendors may sell less than \$500 worth of plants without a nursery permit. If a vendor sells more than \$500 worth of plants, a nursery permit from the Idaho Department of Agriculture is required. A copy of the permit must be displayed at the market.

VENDOR BEHAVIOR AGREEMENT

1. I agree to treat all vendor participants, staff, and guests with mutual dignity and respect.
2. I agree that harassment of any kind will not be tolerated. Every vendor participant at Indian Creek Plaza/ Caldwell Farm to Fork Farmer's Market has a responsibility to foster a harassment-free environment.
3. I understand that my actions have consequences; and if I act against the statements agreed to above, the Caldwell Farm to Fork Market Manager has the right to remove me permanently from the event and refuse my entry to future events.