



Grangeville Farmers Market

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 development 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 the middle of June and ending the last week of September. There is no market over Fourth of July weekend.

Organization:

The Grangeville Farmers Market (GFM) formed in 2006 and 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 and also completed the online tax form and obtained a valid Event Code, assigning vendor locations, collecting equipment rental fees, resolving disputes should any arise, and in general insuring a positive market experience for customers and vendors.

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.

Vendor Terms:

Prospective vendors are required to submit an application and be approved by the steering committee to participate in the market season.

Vendors younger than 18 years of age must have their applications signed by a parent or responsible adult. Young vendors must also have adult supervision during the entirety of 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.

All vendors must register online with the State of Idaho Tax Commission in order to participate in the market. Proof of registration is required before any sales can be made.

Vendors that need Temporary Seller's Tax Permit: If you do not already have a seller's permit/business license you can obtain a Temporary Seller's Tax Permit while registering online with the State Tax Commission. This permit 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.

PLEASE READ THE DETAILS OF THIS PERMIT TO UNDERSTAND YOUR TAX RESPONSIBILITIES.

Vendors that already have a seller's permit/business license: All participants need to register, but if you already have a permit/license then simply select that you already have one and complete the information needed.

Vendors must have their Temporary Seller's Tax Permit/Sellers Permit/Business License with them at each market in order to sell. The District Health Department will do random inspections of the market and check vendors for permits to ensure compliance. Failure to register or not having a permit on hand could lead to the market being fined.

Detailed instructions on how to register and/or obtain a temporary seller's permit are attached to this handbook. (Note: There is an Event ID for the first half of the market and a separate Event ID for the second half of the market. If planning on selling all summer, vendors will register twice to get the permit necessary for each session.)

Have ALL your event PARTICIPANTS do the following:

1. Go to tax.idaho.gov/GoToTAP and under "Sellers and Promoters" click "Register as a Temporary Seller or Promoter."
2. Choose "Seller WITH Event ID" > "Next"
3. Choose "I am going to an event" > "Next"
4. Enter the Event ID > "Next"
5. Enter your Seller Information > "Next"
6. Choose Purpose: "I am not making taxable sales," "I have a regular permit" or "I need a temporary permit." > "Next"
7. Review your entry > "Submit"
8. Check your email account for further instructions or attached Temporary Sellers Permit (if applicable).

YES, all participants need to register but NO, Regular Sales & Use Tax holders do NOT need a Temp Permit.

More information is available on our website at tax.idaho.gov/pse1.
If you have any technical difficulties, contact us at sas@tax.idaho.gov.

City picnic tables can be used by vendors on a first come/first serve basis.

Vendors can start setting up at 7:30 am and must be completely set up by 8:45 a.m. Early Sales are permitted.

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

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, he/she is 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.

The market is run by volunteers. To continue to have a market, vendors may be asked to assist occasionally with market duties as requested.

Vendor Fees:

There are no vendor fees to participate in the market. We greatly appreciate any vendors who support us during fundraising efforts throughout the year.

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 while enjoying 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 (Main Street) as soon as they have unloaded. This rule is in place to facilitate ease of customer access to the market. The Camas Prairie Eye Clinic across the street from the park has granted us permission for vendors to park in their parking lot during market hours.

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.

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.

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. The program will run most Saturdays, from 10am-12pm. 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, agricultural products (such as honey), and edible plants. They cannot be used to purchase items such as baked goods, beverages, 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.

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 current Cottage Foods Law can be found at:

<https://forrager.com/law/idaho/>

If selling homemade food at the market, vendors are required to complete a Cottage Food Assessment Form and have the form approved by the local health department prior to selling at the market. A link to the form can be found on our Facebook page or our website.

Violations of food regulations are grounds for suspension of your privilege to sell these items at GFM.

If food samples are being offered, all samples must follow state guidelines. All samples must be “whole”, ex. a whole apple, tomato, cherry. When the sample is cut, the guidelines become more strict. Vendors are responsible for following the state’s guidelines.

Examples of Unregulated and Regulated Foods ^[1]	
<i>Generally Unregulated</i>	<i>Regulated (Need Permit)</i>
Your farm & garden produce Herbs Flowers/Plants ^[2] Properly labeled eggs ^[3] Jam & Jelly ^[4] 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

^[1] 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.

^[2] 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.

^[3] 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.

^[4] 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 weeks or permanently suspended depending on the severity of the violation, as determined by the market steering committee.