

LEWISTON FARMERS MARKET POLICIES

1. Paperwork - All paperwork must be filled out and received by June 1, 2011.

- Including applications, Idaho Health Department permit (if applicable), and fees.

2. Unloading & Parking Policies

- Seasonal vendors may begin set up at 2:00 PM
- Daily vendors may begin set up at 2:30 PM
- Spaces are assigned on first come, first serve basis
- All extra vehicles will be parked off the market space
- No vehicles will be allowed in market during hours of operation
- Vendors may not leave until market is finished

3. Set up and Take down Policies

- Vendors must supply all necessary equipment (tables, chairs, signs, extension cords, etc) needed to conduct business.
- Keep spare stock, packing materials, boxes, and bags concealed.
- Keep market space and product clean at all times.
- If you will not be in attendance the day of the market you must call manager at least 1 hour prior to the start of market. If you do not arrive promptly the following week your booth space will be assigned to someone else.
- Leave space clean - \$50 fine if not left clean.

4. Operation Guidelines

- Vendors should not use any lewd or offensive language or behavior. Vendors must be an asset to the market. We want to generate a pleasant place to do business and inappropriate behavior will lead to immediate expulsion.
- Sales must be confined to your own space (10' x 10').
- Sublease of Spaces is strictly prohibited and can lead to suspension and expulsion.
- No pets allowed in market space.
- No hawking customers.
- Vendors shall not allow seepage and leakage of water or fluids from stand.
- Vendors are responsible for actions of all their employees.
- All vendors must have signage with prices posted and legible.
- Proper labeling and signage with place of origin is required for all products. No exceptions.
- Vendors who require a Health Department permit must follow health dept. labeling guidelines.
- Vendors must keep all food 6 inches off the ground as required by the Health Department.

Variances for large food items must be applied for and granted by the Health Inspector.

No flea market, garage sale, or resale items at the market unless it is in conjunction with an event in the downtown area or downtown businesses.

Offenses

- A) Warning
- B) Fine -- \$50
- C) Permanent Expulsion

GENERAL INFORMATION

- Vendors must comply with all applicable ordinances, laws, and rules. BDL and/or their representatives reserve the right to refuse any application and deny space to any vendor who does not conform to this agreement or whose produce is not suitable for market.
- Persons who circulate false reports to upset or destroy the operation are subject to expulsion. Price fixing will not be allowed. Keep in mind the market value of your product. No lower than 25% of current market value.
- All vendors must fill out a Health Department application, including those exclusively selling fruits and vegetables.
- Inspections of farms may take place throughout the current season. You must allow inspections whenever they may occur.
- Vendors must anonymously report number of sales and gross sales information immediately following weekly market (this information is strictly confidential and used solely by market management for Electronic Benefit Transfer/EBT qualification and reports).

VENDOR CATEGORIES

- A) Farmers - 100% Growers – someone who is responsible for both planting and harvesting the produce regardless of whether or not they own the property.
- B) Organic – must be certified to market your produce as organic.
- C) Baked/Packaged Goods – must meet health dept. requirements for license.
- D) Artist/Crafters – 100% made by vendor
- E) Artist/Crafters Commercial – no more than 50% commercial products may be sold.
- F) Retail Food – must meet city requirements for license
- G) Nursery- locally grown nursery stock, must meet state license requirements.

FOOD ITEM SALES

If you will be selling or sampling food and are unsure if you need a permit, fill out the Food Risk Assessment and contact **Angela D. Scott** at the Public Health Department.

- Selling or sampling food that is prepared or cooked on-site may need to have a health permit from the Health Department. There are some exemptions for non-profit and fraternal benevolent organizations.
- Whole, uncut produce does not need a health permit.
- **Permits are needed** to cut produce in order to provide samples to customers.
- Baked goods are exempt, provided they are thoroughly cooked at time of sale.
- Food Risk Assessment form and Food Permit Application are located on the website.

Food Safety and Sanitation Website
<http://idahopublichealth.com/environment/food/>

Angela D. Scott, Environmental Health Specialist

Public Health - Idaho North Central District

Phone: (208) 799-3100 ext. 1358

E-mail: ascott@phd2.idaho.gov

215 10th Street

Lewiston, ID 83501

Website: <http://idahopublichealth.com>

SALES TAX

All vendors at the Lewiston Farmer's Market are **REQUIRED** to fill-out an Idaho Sales Tax Declaration (form ST-124).

Patricia Gilmore, Compliance Officer

Idaho Sales Tax Commission

Phone: (208) 799-3491 ext. 24

E-mail: patricia.gilmore@tax.idaho.gov

1118 "F" Street

P.O. Box 1014

Lewiston, Idaho 83501

Website: <http://tax.idaho.gov/i-1049.cfm>

ISDA FARMERS MARKET

The Idaho State Department of Agriculture (ISDA) has several marketing programs that are designed to stimulate economic diversification in Idaho agriculture in direct marketing and food processing.

Website: <http://www.agri.state.id.us/Categories/Marketing/FMmarketing.php>

Phone: 208.332.8500 (general office line)

LABELING INFORMATION AND REQUIREMENTS

1. Pre-Packaged Food Items Intended for Later Consumption -- must have the following information on a package label, on a sign or placard, or as a recipe available to the consumer:

- Common name of product
- Name, address and zip code of the packer, processor, manufacturer, etc
- Net contents (weight or number)
- List of ingredients in descending order of predominance by weight
- List of any artificial color, artificial flavor or preservatives used
- Approved date marking system that shows either the date opened/prepared or discard date

2. Foods Prepared On-Site & Intended for Immediate Consumption -- must have the following information available on a label or in a Time and Temperature log book for inspection purposes (keep records for a minimum of 60 days):

- Time and date product was opened or prepared
- Cooking and Holding Temperatures

3. Nutritional Labeling – required when:

- A health claim is made (relieves or cures some disease or condition, etc)
- A nutritional claim is made (no fat, low salt, etc)
- When foods are manufactured in a processing plant
- When foods are repackaged for retail sale
- When foods are prepared at the retail level

4. Allergens – the Big 8 Must Be Declared, they are:

- | | | |
|-----------------------|-------------|--------------|
| • Shellfish | • Tree Nuts | • Soy / Tofu |
| • Fish | • Milk | • Wheat |
| • Peanuts, Peanut Oil | • Eggs | |

Lewiston Farmers Market Happy Vendor Checklist

- Market Application
- Hold-Harmless Agreement
- Market Policies Acknowledgement
- Photo Release Form
- Fee Payment
- Proper Signage for Booth (name and location)
- Sales Tax Declaration Form (St-124)
- Food Risk Assessment (if applicable)
- Health Permit (if applicable)
- Nursery License (if applicable)

2011 LEWISTON FARMERS MARKET APPLICATION

Business Name _____

Vendor Name _____

Vendor Address _____

Home Phone _____ Cell Phone _____

E-mail _____

Please list all family members participating in your operation who may be attending the market as your representative during the 2011 season:

Please provide a complete list of all land used to grow produce for the 2011 season.

Please provide a complete street address and directions. If the property is not owned by you, please include owner's contact information.

Please provide a complete list of produce and/or other items to be sold at the 2010 Farmer's Market:

List any produce or other items (type and amount) which have been stored over the winter for the purpose of being sold at this year's farmer's market and indicate location of storage facility for inspection purposes:

Approximate first date you plan to attend the market:

Approximate last date you plan to attend the market:

Do you plan to sell any processed/prepared food at the market during the 2010 season? Yes No

If so, have you attached the proper permits/licenses? Yes No

Vendors without the proper paperwork will not be allowed to sell at market.

City of Lewiston and Beautiful Downtown Lewiston Hold Harmless Agreement

I, _____, a participant in the Lewiston Farmers Market, acknowledge the terms and conditions established by the City of Lewiston Resolution 98-24 and agree to abide by those terms. I acknowledge and accept liability, responsibility and control for all products that are sold by me in the Lewiston Farmers Market and for all activities conducted by me in conjunction with the Lewiston Farmer’s Market. By this agreement, I also agree to hold the City of Lewiston and/or Beautiful Downtown Lewiston and/or University of Idaho Extension harmless and indemnify the City of Lewiston and/or Nez Perce County for any liability or loss, which might result from my participation in the Lewiston Farmers Market.

Signature _____ Date _____

Lewiston Farmers Market Policies Acknowledgement

I hereby certify that I have read and agree to comply with the 2011 Lewiston Farmers Market Policies and Guidelines. I also certify that I have read the literature from the Idaho Health Department and agree to comply, as applicable with my product.

Signature _____ Date _____

Photo Release Form

I do hereby grant permission to Lewiston Farmers Market, its agents, and others working under its authority, full and free use of video/photographs containing my image/likeness. I understand these images may be used for promotional, news, research and/or educational purposes.

I hereby release, discharge, and hold harmless the Lewiston Farmers Market and its agents from any and all claims, demands, or causes of action that I may hereafter have by reason of anything contained in the photographs or video.

I do further certify that I am either of legal age, or possess full legal capacity to execute the foregoing authorization and release.

Signature _____ Date _____