

KOOTENAI COUNTY FARMERS' MARKET ASSOCIATION, INC.

POLICIES and REGULATIONS

2017

MISSION

The Kootenai County Farmers Market Association, Inc. is incorporated by the state of Idaho as a non-profit corporation. Its purpose is to foster local family operated agriculture, forestry, and arts and crafts. This purpose then provides a special opportunity for direct dialogue between consumers and producers. A fee is charged for membership and space rental, to provide a market site, nursery license, and Market Manager. An elected Board of Directors guides the Market.

POLICIES

Each year preference will be given by discretion of the Board of Directors to producers/crafters residing in Kootenai County. Agricultural vendors outside of Kootenai County may be granted membership only with the permission of the Board. Others are not eligible for membership, but may apply to the Board of Directors for selling privileges according to regulation #4. Members who join the Market in 2006 or later will be limited to 3 days off-farm retail sales venues per week, other than the Market. Any other vendor (excluding Food Court vendors) with a permanent storefront will not be allowed selling privileges. Out-of-County Agricultural Members, as of 2013, will be allowed to continue to sell the products sold the previous year. Any new products added after this date must be approved by the Board.

Membership is limited to 1) Producer/Growers, i.e., those who cultivate and/or raise vegetables, flowers, fruits, herbs, plants, (small animals, and animal products) for public sale 2) Harvester/ Gatherer, i.e., those who gather/pick wild growing fruits, plants or other material for public sale 3) Crafters/Artisans, i.e., those who create products primarily from raw materials. To maintain the agricultural nature of the market, producers of crafts of non-agricultural nature in this category shall not exceed 30% of total Market membership. (For a vendor to qualify as an agriculture member, at least 75% of the products offered for sale must meet the requirements of items 1 or 2 above. If the percentage of a vendor's display is questionable, that vendor's status will be reviewed at the next Board meeting. 4) Food Producer: those who make value-added products from agricultural or wildcrafted material in accordance with all Health Department and Market regulations for sale at the Market primarily for off-site consumption. (Craft category shall include both food and nonfood crafts not exceeding 30% of membership.) Pre-sold products cannot exceed 50% of the products on a vendors booth at the start of the Market Day.

Food Court Vendors: Those persons preparing food primarily for immediate consumption on the premises. At least 75% of products offered must be for immediate consumption. Food Court Vendors are selected by the Board of Directors, must meet all government and Market health regulations, and are not eligible for membership.

Two levels of membership are available: A working member is one who willingly contributes a minimum of 10 hours each season in addition to participating in the two work party days for set up at the beginning of the season and clean-up at the end. This requirement shall be fulfilled by actively serving on one of the committees or otherwise volunteering in a Board-approved Market activity. Those failing to uphold this agreement will forfeit their eligibility for this membership level the following season. All members must participate on work party days, *or pay a \$75 fine.*

A non-working member is one who is unable or does not wish to volunteer his/her time for the Market other than the two workdays.

An Associate membership may be extended to craft vendors who are not eligible for regular membership but have been active in the Market for at least two years. This membership is only a working membership and does not include voting privileges.

FEE STRUCTURE:

Memberships: Working--**\$50**; Non-working--**\$300** Associate Working Member--**\$50**

Season Pass is available with membership only. Saturday--**\$250/space**, plus \$1 per square foot for any space over 12' X 8' standard space, with Manager approval; parking space is excluded from selling space; and Wednesday --**\$150**. A Combo Season Pass (Saturday & Wednesday) is available for \$350/space. One half of seasons pass fees is due by Set Up Day and the balance must be paid by July 15. Fees paid in full at the annual spring meeting will be discounted by 10%.

(Daily) Saturday Site Fee: Member, **\$25**; Non-member, **\$40**; Associate Member, **\$25**

Wednesday Site Fee: Member or Associate Member: **\$20**; Non-member **\$30**

Food Court: **\$35** Saturday; **\$25** Wednesday; or a pre-paid fee of **\$325** for Saturday; **\$200** for Wednesday.

SITE PREFERENCE: Site Preference is given to active members based on length of membership and number of sale days attended from Market origin (1986) to date.

QUALITY:

All products are subject to Market inspection and may be rejected for sale because of rot, defects, insects, or failure to meet Market requirements.

PRICING:

It is not the Market policy to fix prices; however, vendors are encouraged to price their items for sale at prices that reflect cost of materials, labor, marketing expenses, and a profit.

REGULATIONS:

1. Days and hours of the Market operation, charges for season passes, daily site fees, and any special assessment for non-pass holding members and non-member vendors will be recommended by the Board of Directors and approved by membership vote at a regular membership meeting.
2. **Season Passes must be reserved by April 1.** Members are advised to make application at the annual spring meeting or soon thereafter to secure a permanent site with the payment of membership dues and pass charges. Memberships and season passes are not transferable or refundable. Two qualified members may share a season pass; their names will be registered with the Market Manager in advance of the first sale day. Partnerships: two non-related persons producing and selling one product together may be considered as one "member". A season pass holder who does participate in at least 50% of the Markets in a given year may forfeit their right to a season pass for the following year. Season Pass holders must notify the Market Manager if they are going to miss three consecutive Markets. Failure to do so will result in their space being reallocated for that year.
3. KCFM is a producer only market. Producer/Growers may offer for sale: fruits, vegetables, fresh cut and dried flowers, plants, honey, animals and animal products, and handcrafted items. All of these must be grown, raised or crafted and sold by the Producer/Grower. All plant material must be grown and improved by the vendor for at least 6 weeks prior to sale. All crafts must be approved by the Artistic Review Committee. Inspections may be made at the discretion of the Board of Directors.
4. Products not grown/gathered by the vendor or grown/gathered outside Kootenai County may be sold **only with the permission of the Board of Directors.** A written application must be received by the Board no less than seven (7) days prior to the first expected day of sale at the Market. The applicant shall specify what items he/she would like to sell, quantity and dates. Priority is given to local growers. Processed products and prepared foods may be approved for sale provided they meet all Market and government standards. Grounds for approval may include expansion of the variety of items for sale, and to ensure quality. All vendors must label where their products are grown or produced.
5. Saturday season pass holders must be in their assigned spaces by 7:30 am to guarantee their regular space. Unoccupied spaces will be filled by the Market Manager by drawing names starting at 7:30 a.m. Selling will not begin until 9:00 a.m. Wednesday vendors must be in their spaces by 3:00 pm, with the street cleared by 3:45 pm. Selling will not begin until 4:00 pm.
6. The Kootenai County Farmers Market Association, Inc. will provide on-site liability insurance. However, individual product liability is the responsibility of each vendor. Each vendor is responsible for meeting all government regulations, obeying state, county, and local laws, paying sales tax, and obtaining the proper licenses to sell.
7. Food Sales: Foods deemed "low risk foods" by Panhandle Health District may be sold by Market members without a food service permit from PHD, but they must be juried by the ARC. These foods include (1) fresh fruits or vegetables or nuts in the shell, but not cut melons, raw sprouts or wild mushrooms; and (2) breads, cookies, cakes, fruit pies, jams and jellies, featuring member or market grown ingredient(s). Vendors wishing to sell items other than those above must have valid permit from the PHD, filed with the Market Manager.
8. Each vendor will keep his Market space free from refuse, keep items within his own space, will remain in his own space while selling products, and conduct sales in an orderly business-like manner. No religious or political promotions are permitted at market.
9. The Market Manager is the first and final authority on Market Day.
10. All vendors at the Market will register with the Market Manager, and sign an agreement that they have read and will abide by the Market rules, including the ground rules. Each vendor must submit, anonymously, a statement of gross earnings from the Market on their last Market day. These figures are for insurance and grant purposes only.
11. The Market rules and regulations are to be enforced by the Board of Directors. The Market reserves the right to revoke the privileges of any vendor who, in the judgment of the Board of Directors, has willfully violated the rules and regulations of the Market.