



KOOTENAI COUNTY  
FARMERS MARKETS  
VENDOR HANDBOOK  
2024 SEASON



**P. O. Box 781, Hayden, ID 83835**

ADOPTED BY BOARD OF DIRECTORS ON 3/16/2024

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## Mission Statement

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.

## Vendor Categories

We are a “**PRODUCER-ONLY**” market, meaning that all items sold must be grown, gathered and/or made by the vendor themselves. Preference is given to residents of Kootenai County, though Agriculture Vendors from other counties may be accepted if their products are not adequately represented at market.

We have 3 categories of vendors:

- **Agricultural Vendors:** Persons who sell products they have grown or raised themselves, or wildcrafted. This would include products such as fruits, vegetables, plants, flowers, honey, meats and mushrooms. It may also include such value-added items as jams, cider or salsa (providing the primary ingredient(s) of these items were grown and harvested directly by the vendor and have been approved by the Artistic Review Committee (ARC). To qualify in this category, 75% of the products sold must be agricultural in nature (for instance, if an Agricultural Vendor also produces craft items, they must not exceed 25% of their display, or that vendor will be considered an Artisan Craft Vendor rather than an Agricultural Vendor). If the percentage of a vendor’s display is questionable, that vendor’s status will be reviewed at the next Board meeting.
- **Artisan Food and Craft Vendors:** Persons who sell food products that they have personally prepared but did NOT grow or raise the ingredients themselves (this would include such items as baked goods, jams, sauces, wines, and beer); and persons offering quality art, craft or body-care items made by them personally (pre-made or “slightly altered” pre-made products do not qualify). Note that this category does not include foods intended to be consumed on-site. Items are juried by the Artistic Review Committee (ARC) at one of 2-3 jury sessions per year (see calendar).
- **Food Court Vendor:** Vendors offering freshly made foods, available for sale and consumption at the market.

Participation is not open to groups or individuals whose primary focus is political or religious.

## Market Membership

Our market is made up of both Members and Non-Members, both participating as vendors. All vendors play an essential role in the function of the market. Members assume duties, have voting rights, and they have the option of paying reduced fees in exchange for their labor. They may also purchase season passes that provide them with a permanent booth space for the season.

To keep our market agricultural in nature, our bylaws dictate that 70% of the membership of our market must be Agricultural Vendors so, while Artisan Craft Vendors and Artisan Food Vendors are welcome to apply for membership, it may be many years before there are openings. Food Court Vendors do not qualify for membership. Agricultural vendors outside of Kootenai County may be granted membership only with the permission of the Board of Directors. Those who don't qualify (or desire) to be Members, can sell at our market as Non-Member Day Vendors if all other requirements are met.

### BECOMING A MEMBER

All members must participate on work party days – Set-Up Day (before the season) and Clean-Up Day (on the last day of the season). Those failing to uphold this agreement will forfeit their eligibility for this membership level the following season. All members (working or non-working) who do not participate on these days will incur a \$100 fine.

Three levels of membership are available:

- **Working Member:** A working member is one who willingly contributes a **minimum of 10 hours** of volunteer labor each season. This requirement shall be fulfilled by actively serving on one of the committees or otherwise volunteering in a Board-approved market activity.
- **Non-Working Members:** 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. The fees for this type of membership are higher. Non-working members are still required to participate during market Set-Up Day (before the season) and Clean-Up Day (on the last day of the season).
- **Associate Membership:** 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 type of membership is honorary and extended by invitation of the Board only. This membership is only a working membership and does not include voting privileges.

Members who joined the Market in 2006 or later will be limited to 3 days off-farm retail sales venues per week, other than the Market. Out-of-County Agriculture 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.

## Policies

In order to ensure a safe, efficient, customer-friendly Market, we require all vendors to comply with the following rules. Failure to abide by these policies is grounds for fines and/or revocation of selling privileges.

### MARKET OPERATING POLICIES

#### 2024 Operating Schedule

- Day:** Saturdays & Wednesdays
- Dates:** Saturdays: May 11 – October 26, 2024  
Wednesdays: May 15 – September 25, 2024
- Time:** Saturdays: 9:00am – 1:30pm  
Wednesdays: 4:00pm-7:00pm  
Hours for special events may vary. The market operates “rain or shine” but may cancel in the event of hazardous conditions. The Market Manager, in consultation with present Board members, may shorten the day in case of hazardous conditions.
- Where:** Saturdays: Southeast corner of Prairie and Hwy 95, Coeur d’Alene  
Wednesdays: Main Street & Beebe Blvd (Riverstone), Coeur d’Alene  
Weekly Booth Assignments for members with season passes will be determined before the season begins by the Board of directors. Day vendors will be assigned a space on the day of the market, through a lottery process held by the Market Manager.
- Payment:** Payments for membership is due by the annual member meeting held in March of each year. Payments for season passes can be split into three payments where 1/3 (\$200 minimum) is due by March 16, 1/3 is due by June 15, and the remaining amount is due by July 15. Day vendors will pay on the day of the market. Cash and checks are the only form of payments that will be accepted.
- Absence:** If season pass holders must be absent please contact the Market Manager before 7am on Saturdays and before 2pm on Wednesdays.  
Natalie’s phone number is 208-620-9888 (text or email is preferred)  
Brandi’s phone number is 208-277-8434
- Set-up:** Saturdays: 7:00am to 8:45am  
Wednesdays: 2:00pm to 3:45pm
- Take-down:** Saturdays: 1:30pm  
Wednesdays: 7:00pm
- Garbage:** Producer-generated garbage (including but not limited to sample cups, product packaging, etc) must be taken away from market by the vendor. The market garbage cans and dumpster are not for vendor use.

Do not pack up before the end of market hours. **Vendors are responsible for clean-up of their area including food or other product spills and will be charged if additional clean-up is required.**

## **APPLICATION SUBMITTAL**

### **Agriculture Vendors**

Application may be made at any time by submitting the completed Agriculture Vendor Application Form to the manager or Board of Directors. All agriculture vendors are required to have their farms and/or production site inspected by a Board member or designated agent prior to being allowed to sell. Additional information may be included or requested to assist the Board in making a determination of eligibility. Applying early in the season is recommended as season passes and working memberships may not be available if the application is made after the Annual Membership meeting held in March each year.

Prospective new agriculture vendors are strongly encouraged to attend the new vendor meeting on March 16 at 1:30pm at Grace Bible Church.

### **Craft & Artisan Food Vendors**

Prospective New Vendors in the Artisan Food and Craft categories are required to electronically submit an Artistic Review Request for prospective new products for jury, prior to February 24<sup>th</sup> (in order to sell those products during the 2024 market season). Artistic Review Requests received after 2/24 will not be considered.

Please include photos of all products intended for sale in the Artistic Review Request. Only approved products are allowed to be sold in the market. Email completed Artistic Review Requests to [ARC.KCFM@gmail.com](mailto:ARC.KCFM@gmail.com)

Approval or denial to the Artistic Review Requests will be emailed no later than March 1, 2024. Approval or denial is based upon whether similar products are already well represented at the market or not (amongst other qualifications). Upon approval, the vendor will be invited to attend our in-person new vendor jury session on Saturday, March 9, 2024. Prospective products are to be dropped off at the beginning of the session, the prospective vendor will leave the area, and product -as well as approval or denial- will be picked up at the end of the Jury session. There is a \$30 fee charged at this in-person session.

Approved Artisan Food and Craft Vendors will then be required to attend our New Vendor yearly meeting being held Saturday, March 16<sup>th</sup>, 2024 at 1:00pm.

## **CRAFT GUIDELINES**

The Kootenai County Farmers' Market is primarily an agricultural market where crafters are a welcome addition. Craft categories are divided into Artistic Crafts and Value-Added Crafts:

1. Artistic Crafts are non-food items that must be crafted by the vendor and contain artistic value. Plastic is discouraged. Silk/artificial flowers are not allowed.

2. Value Added Crafts are food products where the raw food material has been processed in some way, such as making jam out of berries.
3. Market Members may sell “low risk” foods, such as jams and breads, without health permits as long as the food was grown/produced on their farm or garden or comprised of items purchased at market. Any foods not considered “low risk” must be processed in a commercial kitchen and applicable permits from Panhandle Health apply. Non-Members must have a permit from Panhandle Health to certify they are processing their product in an approved commercial kitchen. This applies to any food they are processing. The Market does not allow nonmembers to sell foods processed under a Cottage Foods Permit.
4. In an effort to promote handcrafted artisan products, the Kootenai County Farmers market highly discourages the use of computer aided machines used in crafting. Examples of these machines are laser cutters, cricut or silhouette machines, plasma cutters, and computerized embroidery.
5. \*\*Value-Added Crafts MUST have proper labeling and product information as required by law.

The following are the guidelines for craft acceptance at our Market:

1. The policies and regulations of the Market apply to all craft vendors, including compliance with all government laws pertaining to the production and sale of that craft.
2. All crafters should live within 100 miles of the Hayden Market site.
3. Priority is given to residents of Kootenai County.
4. All crafts must be juried before they can be sold at market.
5. The ARC (Artistic Review Committee) will jury two-three times each year.
6. The last review will be held in October for crafters wanting to sell at the Winter Market in December. No other reviewing will be done for Winter Market outside the ARC Jury after that date. No exceptions.
7. Crafters wishing to sell at Winter Market must sell at least once during the regular season. Priority for Winter Market acceptance will be first given to those day vendors with 12 market days.

There is a non-refundable fee of \$30 for this review. Any approved vendor who does not participate in the Market for one season MUST be re-juried. Points will be assigned in the following manner for ALL CRAFT VENDORS:

1. Originality of Craft (Scale of 1-10)
2. Quality of Craftsmanship (Scale of 1-10)
3. Use of Homegrown/recycled/foraged components (Scale of 1-10)
4. Artistic Element (Scale of 1-10)
5. Theme (farmers market/garden/nature) (Scale of 1-10\_
6. Location – add 4 points for Kootenai County residents

## FEE STRUCTURE

Members:

- Membership Fees:
  - o Working Member - \$100, plus **minimum 10 hours** additional labor
  - o Non-Working Member - \$400
  - o Associate Member - \$100, plus **minimum 10 hours** additional labor



- Booth Fees:
  - Saturday Daily Rate - \$40
  - Wednesday Daily Rate - \$30
    - OR
  - Saturday Season Pass - \$500
  - Wednesday Season Pass - \$300
  - Combo Season Pass - \$700

#### Non-Members

- Booth Fees:
  - Saturday Daily Rate - \$60
  - Wednesday Daily Rate - \$45
  - Season passes not available
- Food Court Vendors:
  - Saturday daily rate - \$60, or \$550 for full-season (pre-pay only)
  - Wednesday daily rate - \$45, or \$400 for full season (pre-pay only)
  - Any vendor over 10' is a double booth and must pay accordingly

Booth Fees are as written. Booth sizes are approximate because of the nature of space on market grounds. Parking space is excluded from selling space. One third (minimum of \$200) is due by March 16. One third is due by June 15. The remaining amount is due by July 15. Membership fees paid in full at the annual spring meeting will be discounted by 10% (Only membership fees, not season pass fees).

#### **MARKET GROUND RULES**

1. To alleviate traffic problems, each vendor must unload as quickly as possible as close to their booth as possible to allow others to pass, and move their vehicle from the market site.
2. All vendors must comply with the Market policies and regulations.
3. The market manager is on site for the duration of each market day. This person represents the Board of Directors during market hours.
4. Children of vendors must stay within the vendor's space.
5. Smoking is not allowed on the Market grounds.
6. A maximum speed limit of 5mph will be strictly enforced.
7. Appropriate behavior must be displayed by vendors at all times. "Hawking" (peddling wares by leaving booth or calling out to customers) is never allowed. Violators may lose their vending privileges.
8. Tables and displays must be kept within the assigned space. Arrangement of displays must not block access to other vendor's booths. If you set up a canopy, you must attach weights.
9. Vendors using Market electricity, who repeatedly blow the circuit breakers, may lose their privilege to use Market electricity.

### **WEDNESDAY-SPECIFIC GROUND RULES**

1. Market hours are 4pm-7pm. No sales are to be made before the opening bell at 4pm. All vendors must stay until the end of market. Everything must be off the street by 7:45pm.
2. A space is 10'x10', with no vendor walk room between each space.
3. All vendor vehicles must be off the street by 3:45pm.
4. If a season pass holder is not in their space by 2:30pm, or contacted the manager, that space may be rented to another vendor.
5. "3 strikes you're out" – if you are signed up for a market space and you do not show up, this will count as a strike (unless the market manager has been properly notified in advance.). If a vendor receives 3 strikes, they may not be allowed back in the Wednesday market. This includes rainy days.

### **SATURDAY-SPECIFIC GROUND RULES**

1. Market hours are 9am-1:30pm. No sales are to be made before the opening bell at 9am. All vendors are encouraged to stay until 1:30pm
2. A space is approximately 12'x8' or 10'x10' with vendor walk room between each space. Tables and displays must be kept within the assigned space; arrangements or displays must not block access to other vendors' booths.
3. Members whose tables are on the West side of the market may unload and park one vehicle behind their booth. All other vendors are to unload in front of their booths and remove their vehicles from the site.
4. All vendor vehicles must be parked in the proper places no later than 8:45 a.m. The Market Manager will direct Day Vendors to the designated parking areas.
5. The dumpster in the southwest corner is not for vendor use. Please help keep the grounds clean by picking up any trash you see and disposing of it. Each vendor is responsible for keeping this area clean.
6. Each table, when viewed from the front, has a number on the right side. Keep this visible, as it will correspond with a directory.
7. Market benches are randomly placed for the convenience of our customers.
8. The planters are placed and maintained by the Grounds Committee. Please do not remove them.
9. The facilities director must approve any structural changes to a booth. Oversize tables built by an individual member (with Board approval) are that member's responsibility to be taken apart and moved to the storage area at tear down.
10. Only trained service animals are allowed on the Market Site.
11. If a Season Pass holder is not in their space by 7:30 a.m., that space may be rented to another vendor.
12. This Market has been designated a weapon-free location.
13. No vehicles will be permitted into the market before 1:45pm. When the bell is rung, Season Pass holders who are fully packed and ready to load may drive into the market. Day Vendors who are ready to load may drive into the market at 2:00. Vehicles are not allowed to line up in the driveway from Meadowbrook before 2:00 and nobody is to bring their vehicle into the market until they are fully packed up.

## **Vendor Operating Policies**

### **VENDOR CONDUCT**

1. Pre-sold products (including CSA shares) cannot exceed 50% of the products on a vendor's booth at the start of the Market Day.
2. Food Court Vendors are selected by the Board of Directors and must have proper permits from Panhandle Health Department.
3. Site Preference is given to active members based on length of membership and number of sale days attended from Market origin (1986) to date.

A vendor may not pack up their booth early, even if sold out. All set up items (including canopy, tables, product displays, etc.) must stay in place. A vendor may put up a "Sold Out" sign but do not remove any part of the set up. In an emergency (with prior notice to and approval from the Market Manager), a vendor may leave early, but all equipment and goods must be moved by hand or wagon.

Smoking (cigarettes, pipes, cigars, electronic-cigarettes) by vendors, their staff or market volunteers is not permitted anywhere on the KCFM grounds. Vendors who smoke MUST stand at least 25 feet from market grounds.

Any form of intoxication is not allowed.

Vendors should behave in a courteous manner to other vendors, Market management and the public. Annoying behavior, including unnecessary noise, will not be tolerated. Vendors are not allowed to play music. The running of any gasoline or diesel motors, compressors, or engines is not permitted. The only exception for some food vendors, is generators that operate below 50dB, with prior approval of the Market Board. They must be placed to minimize noise and fumes in selling areas; people must be able to easily converse.

Vendors utilizing oil should put down a protective barrier to prevent any spills from staining the concrete. Vendors must remove any stains prior to leaving. If stains are left, vendors will be fined. Failure of the vendor to clean the stain or pay the fine may result in removal from the market without refund of fees.

### **FARM PRODUCT & MEAT, AND PLANT PRODUCTS**

Kootenai County Farmers Markets proudly supports and promotes the quality of fresh, local, farm-direct products. All producers are encouraged to participate in the EBT/SNAP and Double Up Food Bucks programs and include signage at their booth. FRESH vegetables, fruits, cut flowers, herbs, nursery and bedding plants, meats and fish MUST be grown/raised by the vendor within 100 miles of the Kootenai County Farmers Markets. Preference for applications and products will be given to Kootenai County residents.

All plant material must be grown and improved by the vendor for at least 6 weeks prior to sale.

Vendors selling wild-caught ocean fish and other seafood will be individually considered based on its origins, and the uniqueness to KCFM. Other out-of-area products will be considered on a case-by-case basis.

## **FIRE DEPARTMENT RULES**

All food vendors, and vendors using electricity, must abide by fire safety regulations. Please contact the appropriate fire department (Saturdays: Kootenai County Fire & Rescue, Wednesdays: Coeur d'Alene Fire Department) for further information on required best practices for cooking and heating in the Market setting, whether a fire extinguisher is needed, type of fire extinguisher needed, use of open flame and hot oil/grease, electric cord use, etc. The fire department may come through the Market every week; be prepared for their visit by knowing your responsibilities.

## **HEALTH DEPARTMENT REQUIREMENTS**

ALL food vendors must follow Health Department regulations. Please call Panhandle Health District for further information on Health Department requirements.

Sellers of potentially hazardous foods must contact the Division of Health for approval and possible licensing prior to selling such foods. Licensing takes at least 14 days from date of application, depending on the type of license for which one applies. Please apply early to avoid a delay in starting at KCFM. Regular inspections by the Health Department will take place.

Potentially hazardous food as determined by Panhandle Health, means any food that requires temperature control, because it is in a form capable of supporting the rapid and progressive growth of infectious or toxic microorganisms. The Health Department reserves the right to restrict the sale of particular types of foods or products. Processed food must originate from a licensed establishment.

Samples can be offered according to Panhandle Health regulations.

Ill vendors should not prepare samples please see "Illness Policy" below.

## **PRODUCTS SOLD**

If you wish to sell products beyond those submitted as part of your initial application, please submit a written request to the Market Manager and include a description of what you would like to add to your product list. The Board will review your request and let you know if it is approved or not. All craft items (including value-added agriculture crafts) must be juried in and approved prior to being sold at any market.

## **VENDOR DISCIPLINE/TERMINATION**

Vendors are expected to cooperate with the KCFM management and obey all rules. If there is an infraction, the vendor will be notified first verbally, and then in writing. Repeat offenses may result in loss of selling privileges.

## **PRIVATE OR PERSONAL FUNDRAISING**

Vendors may not solicit personal or organizational donations unless they are nonprofits soliciting for their organization. This is only allowed with prior approval from the market Board and/or Market Manager.

## **HEALTH VENDORS**

To be considered a market “vendor”, these professionals must provide an actual service on-site (e.g. massage). Marketing your practice, without providing an actual service on-site, is not allowed.

## **CLUBS & TROOPS**

Unfortunately, we cannot accommodate the hundreds of individual youth groups, clubs and troops who wish to fundraise at KCFM. A group, club, or troop may participate only if it is a non-profit organization and if they’ve been approved by the Board and/or Market Manager to utilize the market’s “community booth”.

## **NO LICENSED PRODUCTS OR MULTI-LEVEL MARKETING ALLOWED**

Products featuring licensed imagery (such as NFL, NBA, or university team mascots or logos, cartoon characters, etc.) cannot be sold at KCFM Markets. No multi-level marketing products or home improvement services are allowed in the Market. All applications will be reviewed by the Kootenai County Farmers Markets Board of Directors to ensure appropriateness for KCFM Markets.

## **NO PRODUCTS RELATED TO SMOKING OF ANY SUBSTANCE ALLOWED**

No items that are designed to be smoked or items that facilitate smoking may be sold.

## **SALES TAX**

It is the vendor’s responsibility to collect and pay sales tax per the State of Idaho. All vendors must register for sales tax “events” set up by the Market Manager, regardless of whether the vendor holds a regular seller’s permit or not. Event IDs will be emailed to vendors prior to the beginning of markets.

If sales tax is included in the price of product, the vendor is required to display a sign that states “taxes are included in pricing”.

## **USE OF SCALES**

If a vendor chooses to sell products by weight, it is the vendor’s responsibility to obtain a scale and have it certified with the Idaho State Department of Agriculture, Weights & Measures division. Scales must be inspected annually for accuracy. Typically the Market Manager tries to schedule a representative to attend Set Up Day in the spring to inspect all scales, but ultimately it is the vendor’s responsibility.

## **INSURANCE**

Vendors are strongly encouraged to carry their own liability insurance. The market Board reserves the right to revisit this at a later date.

## **EMERGENCIES**

If you see an emergency (medical, fire, safety, etc.) please assure your own safety and call 911 first. Then alert Market staff who will assist in handling the situation.

## **VENDOR PARKING**

Customer parking is located throughout the business park where the market is located. All vendors must provide the license plate numbers of all the vehicles expected to be used at/around the markets. Please be sure to complete this information on your application.

Saturday vendors are expected to park at one of two locations: at the U-shaped parking lot located at Franklin/Aqua OR at Grace Bible Church located at Franklin/Prairie. Wednesday vendors are expected to park in the Riverstone parking lots or parking garage. The parking lots close to the market set up should be reserved for customer parking only.

## **LOADING & UNLOADING**

Vendors may drive into the market area and park as close as possible to their booth space to unload, without obstructing any other vendor's space. **Vendors must unload and park their vehicles prior to setting up their booth, including the canopy or tables.** Similar to unloading, in order to minimize wait times, vendors must completely break down their booth and collapse their canopy before moving their vehicles in for pickup. The canopy may stay up over your products if it is raining and if you are able to quickly load and pull the canopy down.

## **VEHICLES**

All vehicles are prohibited on the Market grounds during the hours of operation unless a special request is approved by the Market Board and management team. A vendor may submit to have a vehicle, including food trucks and trailers, in the product description section of their application; a picture of the vehicle must be included. Approval will be based upon necessity, appearance, and space availability. Management reserves the right to reject the application or issue a conditional approval.

## **BOOTH SIZE**

Booth size shall be approximately ten feet wide and ten feet deep (10' x 10'). Total booth space is approximately 100 square feet. Vendor canopies or equipment may not obstruct or cover established walkways. Special requests for additional space can be requested on your vendor application and will be considered based on availability. All products, display racks, and signage must remain inside the footprint of the booth. Do not place these items outside your booth space.

## **CANOPIES**

Canopies are recommended in order to produce an overall visual effect to KCFM. A standard 10'x10' EZ-UP, or equivalent, with no overhang is recommended. The vendor is responsible for the purchase and maintenance of their canopy. Saturday markets do have permanent booth booths, and the vendor is responsible for their own tarp in case of rain or shade coverage. **Vendors must secure their canopy with weights. A minimum of 25 pounds per corner is recommended.**

## **ELECTRICITY REQUIREMENTS**

Electricity is available on a limited basis and is allocated to vendors based on absolute necessity (e.g. food refrigeration or preparation). Please be sure to request access to electric outlets on your application.

**SIGNAGE**

Each vendor is required to display a sign stating business name and location (city and state is OK). No other signs can be permanently affixed to booth structure.

**PETS & ANIMALS**

Customer or vendor pets, walked or carried, are not allowed in the Saturday Market area. ADA approved service dogs are allowed anywhere in the Market. These regulations may change based on guidance from the Panhandle Health District.

**KCFM NOTICE OF BREAKING RULE/POLICY**

In the event that a vendor breaks a rule/policy of the Kootenai County Farmers Market, the vendor will be issued a notice including the date, rule or policy that was broken, as well as any additional information necessary. One copy will be given to the vendor and one copy will be retained in the vendor file by the market manager.

Failure to correct the broken rule/policy, or repeated penalties may result in a fine and/or removal of selling privileges at market events without refund of fees paid.

A copy of the notice is found below.

<b>KCFM NOTICE OF BREAKING RULE/POLICY</b>
You have been observed breaking a rule or policy listed in market documentation. Please see details below:
Date _____
Vendor Name _____
<b>BROKEN RULE</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Selling before the opening bell</li> <li><input type="checkbox"/> Selling unapproved products</li> <li><input type="checkbox"/> Vendor behavior</li> <li><input type="checkbox"/> Non-compliant booth</li> <li><input type="checkbox"/> Leaving early</li> <li><input type="checkbox"/> Driving/parking infraction</li> <li><input type="checkbox"/> Other _____</li> </ul>
Details: _____
_____
_____
Additional infractions may result in loss of selling privileges. Issued by: _____





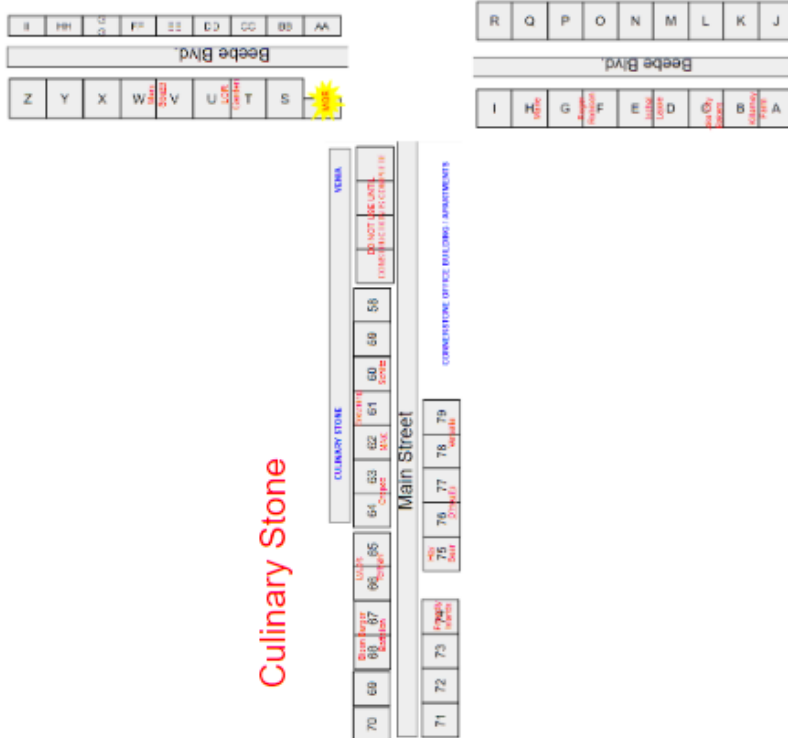
WEDNESDAY BOOTH MAP

Parking Garage

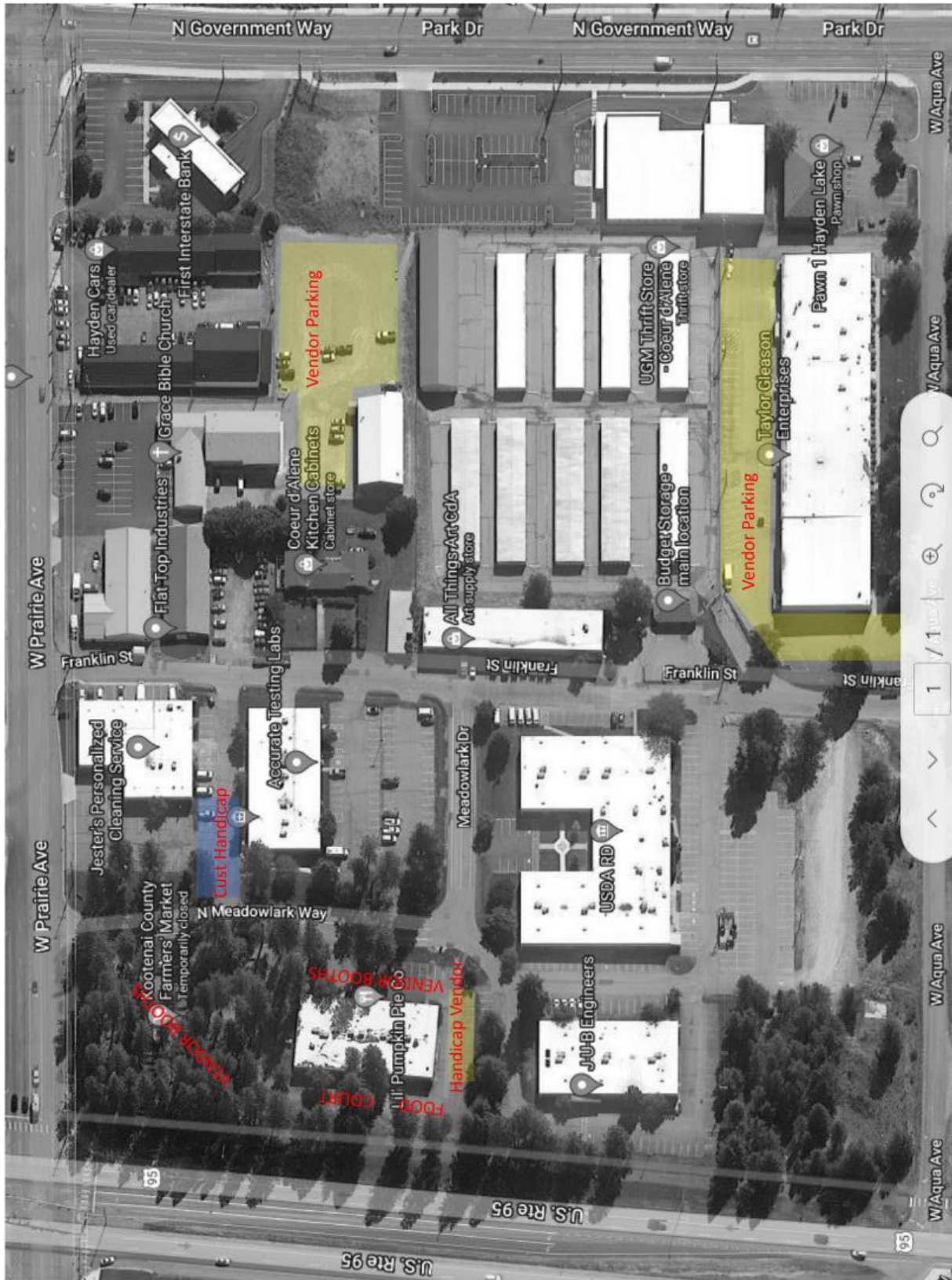
Culinary Stone

Regal Cinema

Red Robin



# VENDOR PARKING MAP



**2024 Kootenai County Farmers' Market  
Agricultural Vendor Application**  
(rev 2/24)

Name \_\_\_\_\_ Business Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Text? Yes/No \_\_\_\_\_  
 Kootenai County Yes/No Out of County (where): \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Web Site Address \_\_\_\_\_  
 Vehicle(s), plate #, year, make, & color: \_\_\_\_\_

Products you will have for sale. Please be specific and include any value added agriculture products. Ag products should be circled below : \_\_\_\_\_

Are any of these products new this year? Any craft products need to be juried in. Please Specify: \_\_\_\_\_

Other sites where your products are sold: \_\_\_\_\_

Where are products grown, gathered, or made if different from above address: \_\_\_\_\_

Please list anyone involved in the selling and production of your product & their relationship to you: \_\_\_\_\_

75% of my product mix each sale day will be agricultural: Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*\*\*

**Growers & producers of agricultural products: please circle all that apply. You may not sell other items without the permission of the Board. Indicate with an "H" any produce that is hothouse grown.**

**Fruits:** apples apricots blackberries blueberries cherries grapes melons peaches pears  
 plums raspberries rhubarb strawberries \_\_\_\_\_

**Vegetables:** asparagus beans beets broccoli brussels sprouts cabbage carrots celery chard  
 corn cucumbers eggplant garlic leeks lettuce onions peas peppers potatoes pumpkins  
 radishes salad mix spinach summer squash winter squash tomatoes \_\_\_\_\_

**Other Crops:** cut flowers fresh herbs nuts \_\_\_\_\_

**Plants:** vegetable starts bedding plants berry plants perennials ornamental plants trees/shrubs

**Wild Harvested:** cranberries huckleberries \_\_\_\_\_

**Other Agriculture:** beef pork poultry bison eggs milk cheese \_\_\_\_\_

\*\*\*\*\*

**2024 Kootenai County Farmers' Market**  
**Crafter Vendor Application**  
(rev 2/24)

Welcome to the Kootenai County Farmers Market. This application is for crafters only (including artisan food vendors). **If you are a new vendor or your products have not been juried**, please complete an Artistic Review Request form and email to [ARC.KCFM@gmail.com](mailto:ARC.KCFM@gmail.com) by February 24, 2024.

**2024 Jury Date:**

- Saturday, March 9 @ 10:00am - Current members and Day vendors with new products
- Saturday, March 9 @ 12:30pm - New Vendors who have been invited to jury

Both of these jury sessions will take place at Grace Bible Church near the Hayden market site

1. Vendors must follow all market rules & regulations.
2. Vendors with food items must provide proper permits/applicable Health department approval, along with proof of a commercial kitchen (the Market does not recognize "cottage food" permits for non-member agriculture vendors).
3. All craft items must be approved through the Market's jury process. If you are a seasoned vendor but have a new product for your booth, you must jury it before selling it at market.
4. Do not use copyrighted logos, symbols, names or characters on any of your products. This is a copyright law.
5. We are a "producer-only" market, meaning the producer must be present to sell their product. You may not hire other people to work your booth on a regular basis.
6. New producers with storefronts are not eligible to be vendors.
7. Crafts must have proper labeling as required by law.

Name \_\_\_\_\_ Business Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Text? Yes/No \_\_\_\_\_  
Kootenai County Yes/No Out of County (where): \_\_\_\_\_  
Email Address \_\_\_\_\_  
Vehicle(s), plate #, year, make, & color: \_\_\_\_\_  
Products you wish to sell (be specific): \_\_\_\_\_  
\_\_\_\_\_  
Do YOU (personally) make your product? Yes / No Other sites where your products are sold: \_\_\_\_\_  
Where do you make your product (include city/county and description of building/facility) \_\_\_\_\_  
\_\_\_\_\_  
Where do you source your materials? \_\_\_\_\_  
Have you been juried before for this product? Yes / No If so, what year? \_\_\_\_\_  
If this is a food item, do you have the proper permits and Health Department approval? Yes / No / NA  
Do you have a storefront? Yes / No (If so, you are not eligible to sell at market)  
Please list anyone involved in the selling and production of your product & their relationship to you: \_\_\_\_\_  
\_\_\_\_\_  
Any Additional information you think would be helpful in evaluating your application: \_\_\_\_\_  
\_\_\_\_\_

PO Box 781, Hayden, Idaho, 83835      (208) 620-9888      [marketmanager@kootenaifarmersmarkets.org](mailto:marketmanager@kootenaifarmersmarkets.org)



**2024 Kootenai County Farmers' Market**  
**Food Court Vendor Application**  
 (rev 2/24)

Welcome to the Kootenai County Farmers Market. Definition of Food Court: Ready-to-eat foods in the food court at market. 75% of your product on display must be for immediate consumption at market. Also, no commercialized packaged foods (i.e. chips, soda, energy drinks, etc). No exceptions!

Name \_\_\_\_\_ Business Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Text? Yes/No \_\_\_\_\_  
 Kootenai County Yes/No Out of County (where): \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Vehicle(s), plate #, year, make, & color: \_\_\_\_\_  
 Products you wish to sell (be specific include food & drink): \_\_\_\_\_  
 \_\_\_\_\_  
 Where are these products made: \_\_\_\_\_  
 Name of Certified Kitchen (if any): \_\_\_\_\_  
 Do you have the proper permits and Health Department approval? Yes / No / NA  
 Describe your efforts to use recycled, recyclable, or compostable serving containers and utensils at market:  
 \_\_\_\_\_

I hereby acknowledge that I am the producer of the goods that I intend to sell at the Kootenai County Farmers' Markets. I have read the policies, rules and regulations, and ground rules of said Market and agree to abide by them. 75% of the product on display in my booth will be for immediate consumption. I agree to provide the Market, anonymously, with my market sales figures for the 2024 Season, by the last market.

Applicable permits from Panhandle Health are attached.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

I am interested in:

- **Season Pass - 2024 Prices may change after membership vote**
  - any vendor over 10' is considered a double spot and must pay accordingly
  - \_\_\_\_\_ Saturday (\$550) \$ \_\_\_\_\_
  - \_\_\_\_\_ Wednesday (\$400) \$ \_\_\_\_\_
- **"Day Vendor" (booth fees paid daily) - 2024 prices may change after membership vote**
  - \_\_\_\_\_ Saturday (\$60) \_\_\_\_\_ Wednesday (\$45)
- **Electricity** \_\_\_\_\_ Saturday (\$30/Season, \$5/Daily) \$ \_\_\_\_\_
- **Additional Fees** \_\_\_\_\_ \$ \_\_\_\_\_
- **TOTAL DUE** ..... \$ \_\_\_\_\_

## **2024 Kootenai Farmers' Market Calendar**

- March 9**      **ARC Jury Session, returning @  
10am, new at 12:30pm**
- March 16**     **Membership Meeting**
- April 29**     **Set Up Day, Hayden 9:00**
- May 6**        **Alternate Set Up Day, Hayden 9:00**
- May 11**       **First Market Hayden  
9:00am - 1:30pm**
- May 15**       **First Wednesday Market  
4:00pm - 7:00pm**
- July 24**       **Wednesday Kid's Day**
- August 24**    **Saturday Kid's Day**
- Sept. 25**      **Last Wednesday Market**
- Sept. 28**      **Fall Fest, Hayden**
- October 12**    **Customer Appreciation, Hayden**
- October 21**    **Last Market Hayden**
- October 26**    **Harvest Festival @ Riverstone  
10:00am - 3:00pm**
- Dec 7**         **Winter Market @ Fairgrounds  
10:00am - 3:00pm**

# KOOTENAI COUNTY FARMERS MARKETS

## SATURDAY

9AM - 1:30PM

PRAIRIE AVE &  
HIGHWAY 95

## WEDNESDAY

4PM - 7PM

MAIN STREET  
RIVERSTONE

**NEW SEASON  
BEGINS MAY 11TH**

## MARKET EVENTS

- 5/11 - OPENING DAY HAYDEN
- 5/15 - FIRST WEDNESDAY RIVERSTONE
- 7/24 - KIDS' DAY WEDNESDAY
- 8/24 - KIDS' DAY SATURDAY
- 9/25 - LAST WEDNESDAY MARKET RIVERSTONE
- 9/28 - FALL FESTIVAL
- 10/12 - CUSTOMER APPRECIATION DAY
- 10/19 - LAST HAYDEN MARKET
- 10/26 - HARVEST FESTIVAL RIVERSTONE
- 12/7 - WINTER MARKET FAIRGROUNDS



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