

KOOTENAI COUNTY  
**FARMERS' MARKETS**  
LOCAL FARMERS & ARTISANS



## **2026 Handbook of Market Policies and Procedures**

**Proposed for member adoption March 14, 2026**

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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, as well as locally produced 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 employees. An elected Board of Directors guides the Market.

## **Board of Directors Requirements and Duties**

The Board of Directors of the Kootenai County Farmers Market shall consist of 7-9 members, who shall be elected (or re-elected) by a majority of the Membership at the annual meeting held each spring, plus the Market Manager.

To be considered for the Board, each candidate must be a current member, must have been selling at the KCFM for at least three years, one year as a member. Upon election, each board member must personally sell at a majority of the Wednesday or Saturday markets that calendar year, and attend 80% of the Board Meetings. If, at any point, a board member is unable to fulfill this expectation, they may be asked to step down and will not be eligible for a board position for the following season.

Board members have the option to be compensated for one season pass booth fee in exchange for their board service. This was approved by vote at the membership meeting in 2025.

Board meetings are usually held at 2 pm, at the Prairie Ave. market site, on the second Saturday of the month, during the Market Season. Off season, the board generally meets at 1pm, on the second Tuesday of each month, often at the Hayden or Coeur d'Alene Library. However, the time, date, and location of board meetings is subject to change by discretion of its members. Board members are also required to stay in contact between meetings via email.

A majority of the Board members must reside and be in production in Kootenai County. This requirement may be waived when no candidate from within the county has been nominated.

[approved by membership vote 3/17/18]

Officers, to be elected by the Board, shall consist of President, Vice-President, Secretary, Treasurer, and 3-5 Directors. The Board may appoint community members to act as Advisory Board Members. They will have no voting rights.

## **2026 Board of Directors - to be added following the 3/14/2026 voting**

President:

Vice President:

Secretary:

Treasurer:

Additional Directors:

## Producer Categories

We are a “**PRODUCER-ONLY**” market, meaning that all items sold must be grown, gathered, and/or made by the seller themselves. Preference is given to residents of Kootenai County, though Agriculture Producers from other counties may be accepted if their products are not adequately represented at market. Participation is not open to groups or individuals whose primary focus is political or religious in nature.

We have 3 categories of producers:

**Agricultural Producers:** Individuals who sell products that they have grown, raised, or harvested from the wild. This would include products such as fruits, vegetables, plants, flowers, honey, meats, and mushrooms. It may also include such value-added agricultural products such as jams, cider or salsa, providing the primary ingredient(s) of these items were grown and harvested directly by the producer 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 Producer also produces craft items, they must not exceed 25% of their display, or that producer will be considered a Craft Producer rather than an Agricultural Producer. If the percentage of a producer’s display is questionable, that producer’s status will be reviewed at the next Board meeting. By limited exception, Agricultural Producers may also sell a limited quantity of non-producer items if the items are locally produced and not otherwise represented at the market and only with the explicit approval of the Board.

**Artisanal Food and Craft Producers:** Individuals 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 individuals offering quality art, craft, or body-care items made by them personally. Preference is given to individuals whose products incorporate homegrown or locally sourced components (e.g. handmade soap made with locally sourced ingredients). 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. All items must be juried by the Artistic Review Committee (ARC) at one of 2-3 jury sessions per year (see calendar).

**Food Court Producer:** Individuals who prepare a specialty food for immediate consumption on the market premises. At least 75% of the products on display and/or advertised must be for immediate consumption. Producers are selected by the Board, and must meet all government and KCFM health regulations.

## **Market Membership**

The market is made up of both Members and Non-Members, both participating as selling producers. All producers 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, May through October.

To keep the market agricultural in nature, the bylaws dictate that 70% of the membership of the market must be Agricultural Producers so, while Craft and Artisanal Food Producers are welcome to apply for membership, it may be many years before there are openings. Food Court Producers do not qualify for membership, but may also apply for a season pass prior to our yearly producer meeting in March. Agricultural producers 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 the market as Non-Member Producer Day-vendor if all other requirements are met.

### **BECOMING A MEMBER**

All members must participate during work party days – Set-Up Day (before the season) and Winter Prep Day (on the last day of the season). Those failing to uphold this agreement will forfeit their eligibility for membership 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 contributes a **minimum of 10 hours per booth space** 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 mandatory 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 Winter Prep Day (on the last day of the season).

**Probationary Ag Members:** New agricultural producers wishing to obtain membership should apply using the same application as seasoned members. A tiered system of membership has been created to protect seasoned members and allow a producer to earn and take ownership of the market as they become more involved and aware of yearly operations.

1. **Fledgling Farmer-** Trial selling privileges selling raw agricultural items at the market. No inspection necessary. Maximum of 2 selling opportunities per season at this level. No voting privileges. Producer pays a discounted \$10 day rate in order to sell, must contact KCFM Manager by phone or email for approval 1 week prior to selling.
2. **Inspected Agricultural Producer-** Application submitted prior to market season or 1 month in advance of selling. With board approval, Kootenai County agricultural producers will be accepted as probationary sellers with voting privileges considered in their 2nd year with the market, if all other requirements are met. Out-of-county agricultural producers meeting all requirements will be considered for a voting membership in their 3rd year with the market. All producers will have

an inspection prior to selling with KCFM. Out-of-County producers will be required to pay a \$200 inspection fee prior to visiting their farm. Any products not able to be seen (in the process of being grown or raised) will not be allowed for sale. Out-of-county producers with new products approved for sale in following seasons will be subject to a new inspection and assessed an additional fee. Probationary membership or producer day-vendor selling status does not allow for blatant disregard for policies, and so a potential candidate for full membership should become fully familiar with and abide by all market standards.

3. **Voting Member-** After their probationary period has passed, members will be considered Full Voting Members of the Kootenai County Farmers Market Association. Members vote on subjects such as: 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 producers as recommended by the Board of Directors. Voting Members continue to be subject to all market rules and regulations and may have selling privileges revoked for a failure to follow those policies. Out-of-county producers will continue to be subject to inspection fees for any newly approved raw products.

**Associate Membership:** An associate membership may be extended to craft producers 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 of 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.

**All members may attend board meetings at any time. If a member wishes to speak during the meeting, that person should ask the Market Manager to be placed on the upcoming agenda a week prior to the meeting. Any non-member may also request to attend and speak, however, the board may decline the request.**

## **2026 Operating Schedule**

**Day:** Saturdays & Wednesdays Saturdays: May 2  
– October 31, 2026

**Dates:** Wednesdays: May 6 – September 30, 2026

**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 those Board Members present, may shorten the day in case of hazardous conditions.

**Where:** Saturdays: Southeast corner of Prairie Ave & 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. Producer Day-vendors will be assigned a space on the day of the market, through a lottery or other process as determined by the respective Market Manager.

**Set-up:** Saturdays: 7:00am to 8:30am

Wednesdays: 2:00pm to 3:45pm

**Take-down:** Saturdays: 1:30pm

Wednesdays: 7:00pm

**Contact Info:** General Market Manager: Natalie Selbe - Phone: 208-366-4237

## **Producer Application Process**

**All those with interest in becoming a producer selling at the Kootenai County Farmers Markets should attend our required annual meeting held mid-March. The 2026 meeting for new producers is scheduled for March 14, 2026 at the LDS Church 477 E Honeysuckle Ave, Hayden at 2pm.**

**Agriculture Producers:** Application may be made at any time by submitting the completed Agriculture Producer Application Form to the manager or Board of Directors. All agriculture producers are required to have their farms and/or production site inspected by a Board Member or designated agent prior to being allowed to sell. Out-of-county producers will be assessed a \$200 inspection fee prior to the inspection taking place. 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 working memberships may not be available if the application is made after the annual membership meeting held in March each year. Season passes are only available for purchase at the annual member's meeting. Booth assignments for season pass holders will be determined by the Board of Directors prior to the start of the season.

In addition to selling raw agricultural products, Agricultural Producers may also sell value added agricultural products. Value added agricultural products are agricultural items that have been grown or gathered by the producer and have undergone minimal processing. Minimal processing is defined as the steps necessary to harvest/gather the items plus ONE additional processing step. Additionally, the primary value of the product, as assessed by the ARC, must be derived from the agricultural nature of the product and not the producer's craft or labor.

**Example 1:** A producer raises pigs and harvests the fat when butchering them for sale. If the fat is then rendered (processed) into lard, the lard would be considered a value-added agricultural product. However, if that lard were used to make soap, regardless of the percentage of the ingredients, then the soap would NOT be a value-added agricultural product. Instead, it would be a craft product.

**Example 2:** A producer grows tomatoes, beans, and other vegetables for sale at the market. Additionally, the producer dries/freeze dries many of these items for sale as well. Individually the dried/freeze dried items are value added agricultural products. However, if the items are combined to make a premade soup mix, it would NOT be a value-added item; it would be an Artisanal Food item.

**Example 3:** If a producer gathers wood or other materials from the forest and then crafts those items into a product for sale at the market, those products would be considered craft items because the primary value is from the producer's crafting.

Value added agricultural products must be juried by the KCFM Artistic Review Committee (ARC) along with craft and artisanal food products.

Exceptions to this policy can be made by the KCFM Board at any time.

\*\*Value-added agricultural products MUST have proper labeling and product information as required by law.

Prospective new agriculture producers are required to attend the new producer meeting in March. Date and time to be announced.

**Craft & Artisanal Food Producers:** Prospective new producers in Artisanal Food and Craft categories will have their products juried by the Artistic Review Committee (ARC). Individuals interested are required to electronically submit an Artistic Review Request for prospective new products to be juried. Requests must be submitted prior to the deadline published on the KCFM ARC page in order to sell in the current season. Requests received after that date will not be considered.

Submit completed Artistic Review Requests as directed on the KCFM ARC page.  
(<https://kootenaifarmersmarkets.org/become-a-vendor/artisans-and-crafters/>)

Approval or denial to the Artistic Review Requests will be emailed to prospective producers. Approval or denial is based upon whether similar products are already well represented at the market or not, as well as other considerations. Upon approval, the producer will be invited to attend the in-person jury session where their items will be reviewed by the ARC. There is a \$30 fee charged at the in-person session.

Approved Artisanal Food and Craft Producers will then be required to attend the annual new producer meeting.

**Guidelines for acceptance of Craft and Artisanal Food Producers:** All Craft or Artisanal Food producers must live within 100 miles of the Hayden Market site; exceptions may be made by the Board. Priority is given to residents of Kootenai County.

All crafts and foods must be juried before they can be sold or distributed at the market, this includes free samples.

The ARC will jury new producers, and returning producers with new products, each year in early March. The ARC will also hold jury sessions in July and October for current producers wishing to bring new products to the market. No products may be sold at the market without having gone through the ARC Jury process.

The last review will be held in October for current producers wanting to sell at the Winter Market or Cabin Fever Markets. No other reviewing will be done for these markets outside the ARC Jury after that date. No exceptions.

Producers wishing to sell at Winter Market must sell at least 12 times during the regular season. All others interested in selling will be placed on a wait list and assigned space as available.

**Artistic Review Committee Jury Process:** New Producers will be charged a non-refundable fee of \$30 for this review. Any approved producer 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 PRODUCERS:

1. Originality of Craft (Scale of 1-5) - Is the product unique to our market?
2. Quality of Craftsmanship (Scale of 1-5) - Is the product well made?
3. Use of Homegrown/recycled/foraged components (Scale of 1-5) - The market encourages crafts utilizing these types of recycled or natural materials.

4. Artistic Element (Scale of 1-5) - Does the product reflect true workmanship and artistic talent?  
\_\_\_\_  
New machine and computer assisted crafts are highly discouraged.
5. Theme (farmers market/garden/nature) (Scale of 1-5) - Does this product fit the feel of a  
\_\_\_\_  
farmer's market?
6. Location – add 2 points for Kootenai County residents

Each of these categories are scored points from 0-5 (Location being worth 2 for residents, 0 for nonresidents). A total of 20 points must be achieved at the in-person jury date in order for product to be approved to be sold.

Proper labeling and information for products must be provided as required by law and KCFM Craft Guidelines.

**Craft Guidelines:** Crafts are non-food items that must be crafted by the producer and contain artistic value. Plastic is strongly discouraged. Silk/artificial flowers are not allowed. In an effort to promote handcrafted, artisan products, the Kootenai County Farmers market strongly discourages the use of computer aided machines used in crafting. Examples of these machines include but are not limited to; laser cutters, Cricut or silhouette machines, plasma cutters, and computerized embroidery.

**Artisanal Food Guidelines:** Artisanal Foods are food items that are created by the producer utilizing store bought ingredients and are juried using same policies and procedures as other craft items. Furthermore, in an effort to promote the principles and values of the KCFM, foods that incorporate fresh, locally grown, and healthy components will be given preference over other food items.

**Food Court Producers:** Food Court Producers are defined as selling ready-to-eat, scratch-made foods, cooked on site (no microwaves) in the food court at market. These vendors are selected by the Board of Directors and must meet all government and KCFMA health regulations. ***This vendor category is not eligible for membership, but may be eligible for a season pass with discounted season rates.*** If the above requirements are satisfied, grounds for selection include originality, health consciousness, use of market and locally produced ingredients, and attention to recycling.

All items for sale must be approved by the board and craft/food items that are not for immediate consumption must be approved by the ARC. 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! At any point, the market may sell bottled water or give away soups, pastries, etc. for special events. These promotions may compete with your sales.

Application may be made at any time by submitting the completed Food Court Producer Application Form to the manager or Board of Directors. 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 working vendor rates may not be available if the application is made after the annual membership & new producers meetings held in March each year. Season passes are only available for purchase at the annual meetings. All vendors are required to attend.

## Fee Structure

### Members:

#### Membership Fees:

- Working Member - **\$125**, plus **minimum 10 hours** additional labor per booth
- Non-Working Member - **\$425**
- Associate Member - **\$125**, plus **minimum 10 hours** additional labor per booth

#### Booth Fees:

- Saturday - **\$40/day** or **\$550/season** pass
- Wednesday - **\$30/day** or **\$300/season** pass
- Combo Season Pass - **\$800**

### Non-Members

#### Booth Fees:

- Saturday Daily Rate - **\$60**
- Wednesday Daily Rate - **\$45**
- Season passes not available

#### Food Court Producers:

- Saturday - **\$65/day** or **\$700/season**(plus 10 hours work)  
or **\$1050** non-working—for entire season if paid by opening day
- Wednesday daily rate- **\$45**, or **\$400**(plus 10 hours work)  
or **\$700** non-working for entire season if paid by opening day
- Any producer over 10' is a double booth and must pay accordingly
- Combo Passes save **\$50** for the season for working and non-working

#### Saturday Electricity Use

- Non-Food Court \$5/Day | \$50/Season
- Food Court- \$10/Day | \$100/Season

Season passes are only available to members & food court producers who attend the annual meeting.

Booth sizes are approximate because of the nature of space on market grounds. Parking space is excluded from selling space.

Membership fees paid in full at the annual spring meeting will be discounted by 10% (Only membership fees, not season pass fees).

Payments for season passes can be split into three payments where 1/3 (\$200 minimum) is due by April 18, 1/3 is due by June 13, and the remaining amount is due by July 18, 2026. Any fees paid after this date will be assessed a late fee equal to 10% of the remaining balance and selling privileges will be removed until paid in full.

Producer day-vendors will pay on the day of the market.

Cash and checks will be accepted. Credit Cards may be charged with additional processing fees added.

## **Policies**

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

The Market Manager is on site for the duration of each market day. This person represents the Board of Directors during market hours.

### **WEDNESDAY SPECIFIC GROUND RULES**

Market hours are 4pm-7pm. No sales are to be made before the opening bell at 4pm. All producers must stay until the end of market. Everything must be off the street by 7:45pm.

A single booth space is 10'x10', with 2ft space between each booth whenever possible.

All producer vehicles must be off the street by 3:30pm

If a season pass holder is not in their space by 2:30pm, or has not contacted the manager in advance, then that space may be rented to another producer.

“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 producer receives 3 strikes, they may not be allowed back in the Wednesday market. This includes rainy days.

Producer day-vendor booth assignments will be made by the Wednesday Market Manager based on the needs of the market. Wednesday market maps are made weekly on Tuesdays. Producer day-vendors are encouraged to contact the manager in advance of that if attending.

### **SATURDAY SPECIFIC GROUND RULES**

Market hours are 9am-1:30pm. The Market Manager, or their designee, will ring a bell at 9am to announce the opening of the market day. No sales are to be made before the opening bell at 9am. Similarly, a bell will be rung at 1:30pm to signal the closing of the market.

Members whose booths are on the west side of the market may unload and park one vehicle behind their booth. All other producers are to unload in front of their booths and remove their vehicles from the site.

All producer vehicles must be out of the market area and parked in the designated producer parking areas no later than 8:30am. After 8:30am, producers who still wish to take items to their booth must do so by hand or by using a hand pulled cart.

After the Market Manager has determined it is safe to do so, (typically around 1:45pm) the barrier at the market entrance will be removed and only at that time will producers be allowed to bring their vehicles into the market to load out their belongings. Only the Market Manager, or their designee, may move the barrier. Vehicles are not allowed to line up along Meadowbrook before 1:30pm and nobody is

to bring their vehicle into the market until they are fully packed and ready to load. An air horn will also sound when it is safe for vehicles to move within the market.

Each permanent booth, when viewed from the front, has a number on the right side. Keep this visible, as it will correspond with a directory.

Market benches are randomly placed for the convenience of the customers. Do not move them.

The planters are placed and maintained by the Grounds Committee. Do not move them.

If a Season Pass holder is not in their space by 7:30am or has not contacted the manager in advance, then that space may be rented to another producer.

This Market has been designated a weapon-free location.

All tarps must be rolled up and secured at the end of the market day.

Water and Electricity use: Electric outlets throughout the market grounds are for use by producers who have received approval and paid for usage. Market producers are welcome to use the sprinkler system water found in the underground box on the hill to the southwest of market grounds - near the berm on the west side of the building. **Outlets and water spigots on the building are not to be used by market producers under any circumstance.** Producers using Market electricity, who repeatedly blow the circuit breakers, may lose their privilege to use Market electricity.

Weekly booth assignments for producers without a season pass will be conducted on the basis of a lottery. Producers must arrive prior to 7:30am and sign in with the Market Manager. At 7:30am the Market Manager will randomly draw cards in each category to assign spaces. The categories by priority are as follows.

- 1) Agricultural Producer Day-vendors & Member Day-vendors
- 2) Producer Day-vendors with Green Cards\*
- 3) All others

\* In order to recognize Producer Day-vendors with a record of commitment to the KCFM, producers who meet the following criteria will be designated with a green card.

Criteria: 3 consecutive years selling at the KCFM,

+80% attendance in the previous market year, and the completion of 10hrs of volunteer work as part of a market committee.

### **INDIVIDUAL PRODUCER CONDUCT**

Pre-sold products (including CSA shares) cannot exceed 50% of the products on a producer's booth at the start of each market day.

Animals are not allowed anywhere in the Market except by specific permission given by the Board.

Food Court Producers are selected by the Board of Directors and must have and provide copies of proper permits from Panhandle Health Department.

Preference for booth space assignments is given to active members based on length of membership and number of sale days attended from Market origin (1986) to date.

A producer 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 producer may put up a "Sold Out" sign but no part of the booth may be packed up and removed from the booth space. In an emergency (with prior notice to and approval from the Market Manager), a producer may leave early, but all equipment and goods must be moved by hand or wagon.

Any producer employees who sell at the market must be actively involved in all aspects of the production process. Producers may not hire employees whose sole job is to sell at the market.

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

Any form of intoxication is not allowed.

Producers should behave in a courteous manner to other producers, market employees, and the public. Annoying behavior, including excessive noise, will not be tolerated. Producers are not allowed to play music.

Appropriate behavior must be displayed by producers at all times. "Hawking" (peddling wares by leaving booth or calling out to customers) is never allowed.

Children of producers must stay within the producer's space.

The running of any gasoline or diesel motors, compressors, or engines is not permitted. The Board may approve some exceptions for some Food Court Producers with generators that operate below 50dB. They must be placed to minimize noise and fumes in selling areas; people must be able to easily converse.

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

## **MEAT, VEGETABLE, FRUIT, AND PLANT PRODUCTS**

Kootenai County Farmers Markets proudly supports and promotes quality 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/wild harvested by the producer within 100 miles of the Kootenai County Farmers Markets. Preference for applications and products will be given to Kootenai County residents.

All purchased plant material must be grown and improved by the producer for at least 6 weeks prior to sale. Receipts to support compliance with this regulation should be retained by the producer.

Producers 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 producers, and producers using electricity, must abide by fire safety regulations. 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. Producers are responsible for knowing and following all applicable rules and regulations.

### **HEALTH DEPARTMENT REQUIREMENTS**

ALL food producers must follow Health Department regulations. Please contact the Panhandle Health District for further information on Health Department requirements.

**(<https://panhandlehealthdistrict.org/licensing-and-permitting/food-establishments/>)**

Sellers of potentially hazardous foods as defined below must contact the Division of Health to determine approval and licensing requirements prior to selling such foods. Licensing takes at least 14 days from date of application, depending on the type of license applied for. Be sure to 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. Sick or ill producers should not prepare samples.

### **PRODUCTS SOLD**

If you wish to sell agricultural products beyond those submitted as part of your initial application, submit a written request to the Board through 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 and approved prior to being sold at any market.

## **PRIVATE OR PERSONAL FUNDRAISING**

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

## **HEALTH PRODUCERS**

To be considered a market “producer”, 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, the Market 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 Board to ensure appropriateness for the KCFM Market.

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

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

## **USE OF SCALES**

If a producer chooses to sell products by weight, it is the producer’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 producer’s responsibility. The ISDA Weights & Measures Division can be contacted at <https://agri.idaho.gov/ag-inspections/weights-and-measures/>

## INSURANCE

Kootenai County Farmers Market will require all vendors to maintain their own General Liability Insurance policy with a minimum limit of \$1,000,000. A Certificate of Liability naming the Kootenai County Farmers Market as an additional named insured must be submitted before vendors can participate in KCFM markets even if approved for participation by the board.

Additional Insured Information:

Kootenai County Farmers Market Association  
PO BOX 781  
Hayden, ID 83835

New vendors may wait to purchase liability insurance until they have officially been accepted to the Kootenai County Farmers Market. If you are purchasing a new policy, your policy effective date must be on or before our Season Opening Day in May.

Resources for insurance coverage:

[www.campbellriskmanagement.com](http://www.campbellriskmanagement.com)

[www.fliprogram.com](http://www.fliprogram.com)

[www.actinsurance.com](http://www.actinsurance.com)

## EMERGENCIES

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

## PRODUCER PARKING

All producers must provide the license plate numbers for all the vehicles expected to be used at/around the markets; this includes vehicles used by employees. This information is required to be filled out on the application form

Saturday producers 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. Parking for disabled producers, or those needing extra assistance (at the Market Managers discretion), may park inside the market grounds on the southern end of the building.

Wednesday producers are expected to park in the Riverstone parking lots or parking garage. The parking lots closest to the market set up are reserved for customer parking only.

## LOADING & UNLOADING

A maximum speed limit of 5mph will be strictly enforced. Producers may drive into the market area and park as close as possible to their booth space to unload, without obstructing any other producer's space. **Producers must unload and park their vehicles prior to setting up their booth, this includes setting up the canopy or tables.** Similar to unloading, in order to minimize wait times, producers 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 Board and management team. A producer 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.

## **GARBAGE**

Producers are responsible for the clean-up of their area, including food or other product spills, and will be charged if additional clean-up is required. Producers must remove their own waste; the use of the market trash cans and the dumpsters adjacent to the food court area is prohibited and can result in a fine.

The dumpster in the southwest corner is not for producer use. Please help keep the grounds clean by picking up any trash you see and disposing of it. Each producer is responsible for keeping the market clean.

## **BOOTH SIZE & STANDARDS**

Saturday booth size will be approximately ten feet wide and ten feet deep (10' x 10') or twelve feet wide by 8 foot deep (12' x 8'). Some Saturday booth spaces may have permanent structures, policies and guidance regarding these structures will be determined by the Facilities Committee. Total booth space is approximately 100 square feet. Producers' pop-up canopies or equipment may not obstruct or cover established walkways. Tarps attached to permanent booth structures may, with the agreement of affected neighbors, be extended to cover adjacent walkways. Special requests for additional space can be requested on your producer application and will be considered yearly based on availability and market needs. A maximum of 2 booth spaces may be requested. All products, display racks, and signage must remain inside the footprint of the booth. Do not place these items outside your booth space. Saturday booth spaces are provided with a table and may or may not have a structure to support a tarp. Vendors should arrive prepared to provide their own canopy as needed. For booth spaces that can accommodate a tarp, vendors may cover their space with a neutral-colored tarp. Color choice should match the market's park-like aesthetic.

Saturday season pass holders may, with the approval of the Board and Facilities Committee, build a booth, using their own labor and materials, to meet the needs of their business. An approved plan must be made in a fashion that is easily moved, taken apart, and meets the visual standard of the current market booth spaces. This proposed booth plan should be presented with a membership application on or before the Annual Membership Meeting date. An approved booth would then need to be safely and professionally constructed prior to set-up in April. Any required time from the facilities committee and board members for construction, repair, or removal of a custom booth would be assessed a \$30/hr fee, per member needed. A season pass holder who builds a booth will also need to make sure their space would be fully usable for a producer day-vendors, in the event of the season pass holder's absence. If a season pass holder no longer plans to sell with KCFM; they are responsible for the removal of their custom booth. The market will not purchase a booth that the producer does not wish to take with them.

It is important to note that each booth space, whether market built, or custom built by the season pass holder, is subject to yearly approval by the Board and Facilities Chair. Season passes are granted on a May-October basis and, as necessary, booths may need altered or moved according to the market's needs.

Wednesday booth size will be 10' x10' and located as designated by the Market Manager or the Board.

### **PORTABLE CANOPIES**

Canopies are recommended in order to produce an overall harmonious visual effect to the market on Wednesdays, and also on Saturdays, in booth spaces without tarps. A standard 10'x10' EZ-UP, or equivalent, with no overhang is recommended. Producers are responsible for the purchase and maintenance of their canopy. **Producers must secure their canopy with weights. A minimum of 25 pounds per corner is required.**

### **ELECTRICITY REQUIREMENTS**

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

For vendors requiring power but unable to access outlets on Wednesdays or Saturdays, a whisper quiet generator may be used with permission from the Manager and Board. Generator use should be noted on your application. Loud generators are not acceptable for use.

### **SIGNAGE & DISPLAYS**

Each vendor is required to display a sign stating business name and business location (city and state). Season Pass holders may semi-permanently attach their name/location sign to their booth space for the market season. It is suggested that signage should be easily visible for customers, but no larger than a 10ft by 2ft banner displayed outside of single booth or a 15ft by 2ft banner on a double booth. Any other permanently fixed signs or banners, menus, etc. of questionable size or style must be approved by the KCFM Board. No flag /feather flag type banners or electronic signage may be used. All signage, including A frames and menu boards, must be displayed within your assigned booth space. Banners on canopies should not extend taller than the peak of the canopy roof. Double sided banners may be used by vendor booths along streets. Sign style, art, color choices, etc., should be fitting of a family friendly, agriculture centered, and park-like atmosphere. The market encourages vendors to share their production process, so silent sideshows and videos for educational purposes may be shared within a booth space with prior board approval. Vendors will be asked to remove signage that does not fit these guidelines. Tables and displays must also be kept within the assigned space. Arrangement of displays must not block access to other producer's booths.

### **PETS & ANIMALS**

Producer pets, walked or carried, are not allowed in the Wednesday or Saturday Market area. Only ADA approved service dogs are allowed anywhere in the Market.

### **ADVERTISING**

The market spends a portion of their budget on advertising. This is through the KCFM website, our weekly emailed newsletter - The Fresh Sheet, social media, banners, posters, etc. If you want your business listed on the website, shown on social media, or featured in The Fresh Sheet, it is important that you respond to requests for information about your production. We may take photographs,

ask “what’s fresh?”, or ask for contact information to share in our Producer listings. Our advertising committee does a better job and customers show more interest when you provide us with interesting, new, or exciting information to share. Producers that share information with us or tag us in their social media posts are often the most visited by customers at the market. KCFM Producers are also welcome to join the KCFM Vendors Only Facebook group in order to share and gather information important to the market and their fellow producers.

The Fresh Sheet



Facebook Vendor Group



### **PRODUCER COMPLAINTS, DISCIPLINE, TERMINATION**

Producers are expected to cooperate with the Market Management and follow all rules. If there is an infraction, the producer will be notified first verbally, and then in writing. Repeat offenses may result in loss of selling privileges. Especially egregious violations, as determined by the Board, may result in the immediate termination of selling privileges. The Board reserves the authority to remove any vendor for any reason at any time.

In order to create a standard format for voicing concern regarding producer behaviors/products or other problems within the market, there are electronic forms available in the Member Resources tab of the KCFM website, which may easily be sent anonymously, or in paper format at the manager’s booth. Forms submitted will be discussed at the soonest upcoming board meeting unless circumstances are warranting immediate concern by the board and management. Using discretion regarding privacy and safety, the board will handle each complaint to the best of their ability. If contact is requested by the person making the complaint, the form must contain contact information.



## BY LAWS OF KOOTENAI COUNTY FARMERS MARKET ASSOCIATION, INC

### ARTICLE I

*NAME.* The name of the Corporation shall be Kootenai County Farmer's Market Association, a non-profit organization, organized by the citizens of Kootenai County.

### ARTICLE II

*OBJECT.* The object of the corporation shall be for the mutual benefit of the members of the corporation to provide for management and promotion of the Kootenai County Farmer's Market; to provide a forum from which regional growers and makers can offer their products to the public; to educate the public about agricultural products and concerns; to study the needs of the members and promote the general welfare of the corporation, and to do all things legally necessary and proper to the conduct and furtherance of the business of the Kootenai County Farmer's Market.

### ARTICLE III

*GOVERNMENT.* The government and the management of the funds, properties, and affairs of the corporation shall be vested in the Market Association, comprised of paid up and honorary members of the Corporation.

### ARTICLE IV

*SECTION 1 – MEMBERSHIP.* There shall be three classes of members a follows:

- A. Active Members – comprised of persons selling agricultural and forest products, nursery stock, home crafts and certain foods, who have paid annual dues.
  - B. Honorary Members – comprised of persons who have rendered notable service to the Kootenai County Farmer's Market, to agricultural interests in general and who may, by unanimous vote of the members present at any regular or duly called meeting, be elected to honorary memberships. Honorary members shall pay no dues to the Market Association.
  - C. Other Paying Members – comprised of persons other than sellers and honorary members who want to further the interest and the business of the Kootenai County Farmer's Market Association.
- SECTION 2 – EXPULSION.* By a majority vote, the Board of Directions expel members who do not abide by the rules of the Market Association.

### ARTICLE V

*DUES.* The annual dues of the active and other paying members of this corporation shall be determined by a majority vote of members at the annual meeting of the Market Association. Dues are payable at the time of application for membership. Upon payment of dues, applicant is considered a member in good standing.

### ARTICLE VI

*SECTION 1. MEETING – ANNUAL.* There shall be an annual meeting of the Corporation to be held during each calendar year. Date, time and place shall be determined by the Board of Directors. This meeting shall, in addition to the regularly scheduled business be for the election of officers, and for the receiving of annual reports. Notice of the annual meeting of the Corporation shall be mailed to the last recorded address of each member at least ten (10) days and not more than fifty (50) days before the time appointed for the meeting. Any person shall have the privilege of attending the meeting of the Corporation. However, only Association members shall have the privilege of voting.

*SECTION 2. MEETINGS – OTHER.* Regular meetings will be set by majority vote of the Association.

*SECTION 3. QUORUM.* 1/10 of membership shall constitute a quorum.

*SECTION 4. VOTING.* All Market Association members shall be entitled to vote at any annual, regular or special meeting of the Corporation. A family or partnership which has paid for one membership shall be considered a unit with one vote. Proxies will not be recognized at any meeting of the Corporation. A simple majority vote will decide all actions.

### ARTICLE VII

*SECTION 1.* The order of business for meetings shall be as follows:

- (A) Call to order
- (B) Action on minutes
- (C) Treasurer's report
- (D) Receiving communications
- (E) Reports of officers
- (F) Reports of committees
- (G) Unfinished business
- (H) New business
- (I) Any other business

*SECTION 2.* The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules shall govern all debates, when not in conflict with these by-laws.

### ARTICLE VIII

*SECTION 1. ANNUAL ELECTIONS.* At the annual meeting of the Corporation, the Board of Directors shall be elected by paper ballot for a term of one year. Board members shall be members of the Corporation, and will serve from when they are elected until they are re-elected the following year, or until they resign.

### ARTICLE IX

*SECTION 1. OFFICERS.* Immediately following the annual meeting, the Board of Directors will elect the following from within the Board: President, Vice-president, Secretary, and Treasurer.

*SECTION 2. PRESIDENT.* The president shall be the executive officer of the Corporation, and shall preside at meetings. Further, he/she shall be a member ex officio with the right to vote on all committees except the nomination committee.

*SECTION 3. VICE-PRESIDENT.* IN case of death or absence of the president, or of his/her inability from any cause to act, the vice-president shall be designated by the Board to perform for the time being, the duties of the president's office.

*SECTION 4. SECRETARY.* The secretary shall keep a manual of procedure for conducting the various activities of the Corporation; shall keep a record of their proceedings; shall conduct or delegate all correspondence; shall carry into execution all order, votes and resolutions not otherwise committed; and shall keep a list of all members of the Corporation.

*SECTION 5. TREASURER.* The treasurer shall keep an account of all monies received and expended for the use of the Corporation and shall make disbursements authorized by the Board. All sums received shall be deposited in such bank or banks or trust companies, approved by the Board; the treasurer shall make a report at the annual meeting or when called upon by the president. Funds may be drawn only upon two signatures. The treasurer shall further receive annual dues.

### ARTICLE X

*MARKET MANAGER.* The Market Manager shall be appointed by the Board for a term of one year.

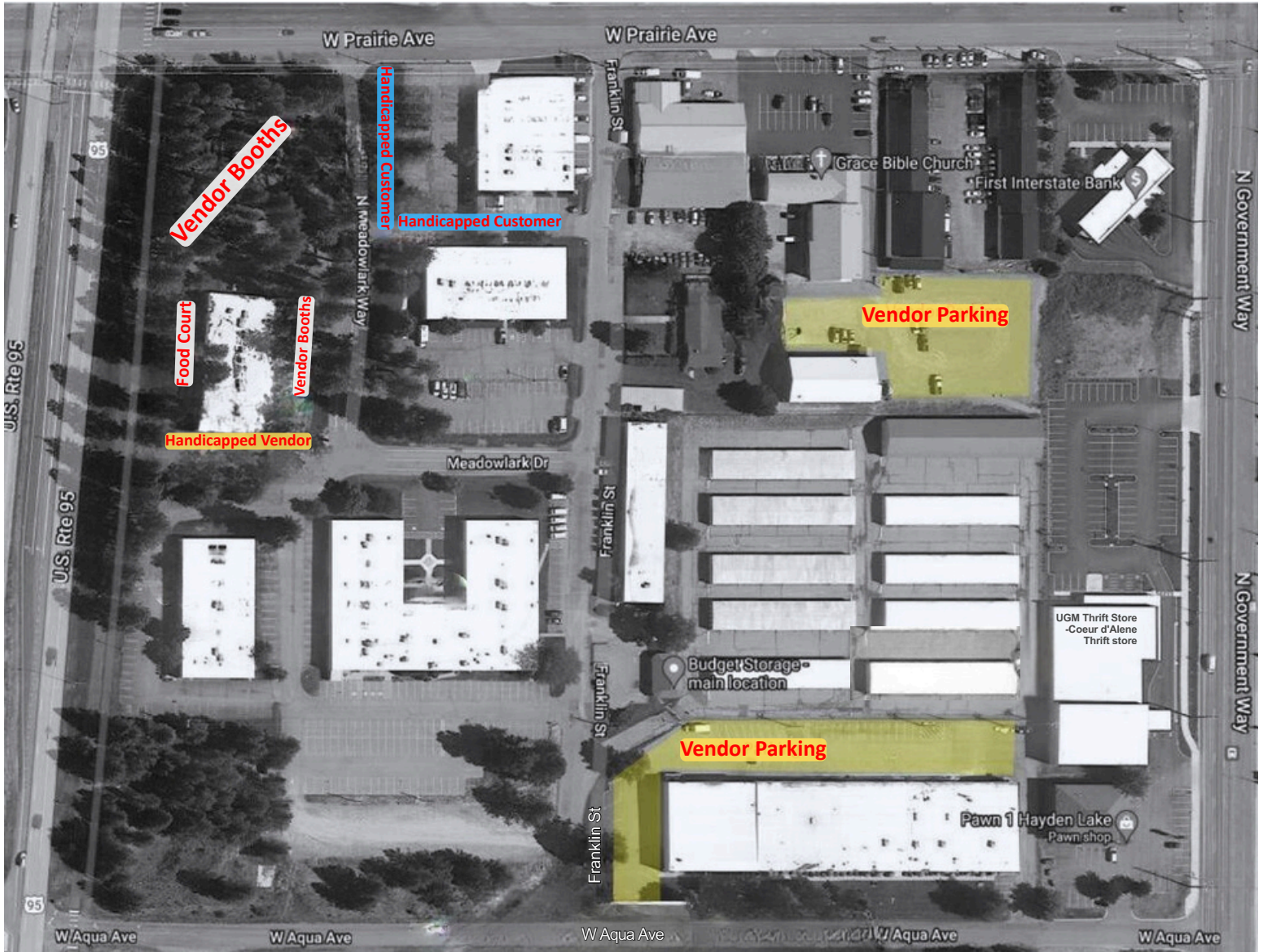
### ARTICLE XI

*STANDING COMMITTEES.* The president shall appoint such committees as the Association deems necessary.

### ARTICLE XII

*AMENDMENTS.* These By-laws may be amended, repealed or altered in whole, or in part, by a majority vote at any regular meeting of the corporation, providing that such desired change is stated in any official publication of the Corporation or the membership is given other written notice, at least thirty (30) days prior to the date at which the amendment will be considered.

# Approved Saturday Producer Parking



## **2026 Season Calendar**

February 14 – Last Day for ARC Review Apps  
March 7 – Spring Jury Day  
March 14 – Membership and New Producer Meetings  
March 17 – Application Processing  
April 18 – Set-up Day Prairie  
April 25 – Back Up Set-up Day  
May 2 – Opening Day Prairie  
May 6 – Opening Day Riverstone  
May 27 - Hometown Heroes Day  
May 6, 13, 20, 27 - Bike to Market Month (Wednesdays)  
June 20 & 24 - Strawberry Days!  
July 4 - Independence Day Celebration at Saturday Market  
July 25 & 29 - Huckleberry Days!  
August 2-8 - National Farmers Market Week  
August 22 & 26 - Pickle Days!  
Sept 26 – Fall Fest  
Sept 30 – Last Wednesday  
Oct 17 – Customer Appreciation  
Oct 24 – Last Hayden Market  
Oct 31 – Harvest Fest

## **Off-Season 2026-2027**

Nov 14 – Autumn Market  
Dec 12 – Winter Market  
Jan 30 – Cabin Fever #1  
Feb 27 – Cabin Fever #2  
March 27 – Cabin Fever #3