

**How Our Market Works**  
**KOOTENAI COUNTY FARMERS' MARKET ASSOCIATION, INC.**  
**POLICIES and REGULATIONS**  
(rev. 2/20)

**OUR MISSION:**

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

**MEMBER VS NON-MEMBER VENDORS:**

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 they can be accepted. 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:**

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. They are also required to participate during market Set-Up Day (before the season) and Clean-Up Day (on the last day of the season).

Fine print: Those failing to uphold this agreement will forfeit their eligibility for this membership level the following season. All members must participate on work party days, or pay a \$75 fine.

- **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.

Member fine print: Members who join the Market in 2006 or later will be limited to 3 days off-farm retail sales venues per week, other than the Market. Out-of-County Agricultural Members, as of 2013, will be allowed to continue to sell the products sold the previous year. Any new products added after this date must be approved by the Board.

#### WHO CAN SELL:

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 Agricultural 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 3 jury sessions per year (see calendar).
- Food Court Vendor: Vendors offering freshly made foods, available for sale and consumption at the market.

#### FEE STRUCTURE:

##### MEMBERS:

- Membership Options:
  - Working Member - \$50, plus minimum 10 hours additional labor
  - Non-Working Member - \$300
  - Associate Member - \$50, plus minimum 10 hours labor
- Booth Fees:
  - Saturday Daily Rate: \$25
  - Wednesday Daily Rate: \$20
  - Or -
  - Saturday Season Pass: \$250 per space
  - Wednesday Season Pass: \$150 per space
  - Combo Season Pass: \$350 per space

##### NON-MEMBERS:

- Booth Fees:
  - Saturday Daily Rate: \$40
  - Wednesday Daily Rate: \$30
  - Season passes not available.
- Food Court Vendors:

- Saturday Daily Rate: \$35, or \$325 for full-season (pre-pay only)
- Wednesday Daily Rate: \$25, or \$200 for full season (pre-pay only)

FEE FINE PRINT: Booth fees are as written, plus \$1 per square foot for any space over 12' X 8' or 10' X 10' standard space, with Manager approval. Parking space is excluded from selling space. One half of season pass fees is due by Set Up Day and the balance must be paid by the second Saturday in July. Membership fees paid in full at the annual spring meeting will be discounted by 10%.

**RULES:**

1. PRE-SALES: Pre-sold products (including CSA shares) cannot exceed 50% of the products on a vendors booth at the start of the Market Day.
2. PERMITS: Food Court Vendors are selected by the Board of Directors, must have proper permits from Panhandle Health Department
3. SITE PREFERENCE: Site Preference is given to active members based on length of membership and number of sale days attended from Market origin (1986) to date.
4. QUALITY: All products are subject to Market inspection and may be rejected for sale because of rot, defects, insects, or failure to meet Market requirements.
5. PRICING: It is not the Market policy to fix prices; however, vendors are encouraged to price their items for sale at prices that reflect cost of materials, labor, marketing expenses, and a profit.
6. REGULATIONS: Days and hours of the Market operation, charges for season passes, daily site fees, and any special assessment for non-season pass holding members and non-member vendors will be recommended by the Board of Directors and approved by membership vote at a regular membership meeting.
7. SEASON PASSES: Season Passes must be reserved by April 1. Members are advised to make application at the annual spring meeting or soon thereafter to secure a permanent site with the payment of membership dues and pass charges. Memberships and season passes are not transferable or refundable. Two qualified members may share a season pass; their names will be registered with the Market Manager in advance of the first sale day. Partnerships: two non-related persons producing and selling one product together may be considered as one "member". A season pass holder who does not participate in at least 50% of the Markets in a given year may forfeit their right to a season pass for the following year. Season Pass holders must notify the Market Manager if they are going to miss three consecutive Markets. Failure to do so will result in their space being reallocated for that year.
8. WHAT CAN BE SOLD: All items sold must be grown, raised, and/or produced by the selling vendor.
9. PLANTS: All plant material must be grown and improved by the vendor for at least 6 weeks prior to sale.
10. CRAFTS: All crafts must be approved by the Artistic Review Committee. Inspections may be made at the discretion of the Board of Directors.
11. LOCATION PRODUCED: Products not grown/gathered by the vendor or grown/gathered outside Kootenai County may be sold only with the permission of the Board of Directors. A written application must be received by the Board no less than seven (7) days prior to the first expected day of sale at the Market. The applicant shall specify what items he/she would like to sell, quantity and dates.
12. PRIORITY: Priority is given to local growers. Processed products and prepared foods may be approved for sale provided they meet all Market and government standards. Grounds for approval may include expansion of the variety of items for sale, and to ensure quality. All vendors must label where their products are grown or produced.
13. BOOTH LOTTERY: Saturday season pass holders must be in their assigned spaces by 7:30 am to guarantee their regular space. Unoccupied spaces will be filled by the Market Manager by drawing names starting at 7:30 a.m. Selling will not begin until 9:00 a.m. Wednesday vendors must be in their spaces by 3:00 pm, with the street cleared by 3:45 pm. Selling will not begin until 4:00 pm.

14. **INSURANCE:** The Kootenai County Farmers Market Association, Inc. will provide on-site liability insurance. However, individual product liability is the responsibility of each vendor. Each vendor is responsible for meeting all government regulations, obeying state, county, and local laws, paying sales tax, and obtaining the proper licenses to sell.
15. **FOOD SALES:** Upon approval, all vendors may sell fresh vegetables, fruits and nuts that they produce or wildcraft (such as fiddleheads). Agricultural Members may sell low-risk (as determined by Panhandle Health Department), value-added products (such as jams and jellies, pastries, dried herbs and candy) produced in their home kitchen, provided they use ingredients that they have produced (ie. eggs, milk, produce), or purchased from another KCFMA member. All other vendors may sell such products only if produced in a certified commercial kitchen. Furthermore, a letter from Panhandle Health Department as documentation of compliance is required. The sale of mushrooms or raw sprouts requires special approval from PHD. Note: Offering samples of certain foods (such as cut melons and cut tomatoes) without meeting stringent sanitation requirements is considered high risk and thus disallowed.
16. **VENDOR CONDUCT:** Each vendor will keep his Market space free from refuse, keep items within his own space, will remain in his own space while selling products, and conduct sales in an orderly business-like manner. Hawking (approaching customers outside your booth or calling out) is never allowed. No religious or political promotions are permitted at market.
17. **VENDOR REQUIREMENTS:** All vendors at the Market will register with the Market Manager, and sign an agreement that they have read and will abide by the Market rules, including the ground rules. Each vendor must submit, anonymously, a statement of gross earnings from the Market on their last Market day. These figures are for insurance and grant purposes only.
18. **ENFORCEMENT:** The Market rules and regulations are to be enforced by the Board of Directors. The Market reserves the right to revoke the privileges of any vendor who, in the judgment of the Board of Directors, has willfully violated the rules and regulations of the Market.
19. **MANAGER AUTHORITY:** The Market Manager is the first and final authority on Market Day.