

KOOTENAI COUNTY
FARMERS' MARKETS
LOCAL FARMERS & ARTISANS
P. O. Box 781, Hayden, ID 83835



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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.

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: 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 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 a 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. By limited exception, Agricultural Vendors 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 Vendors: 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 Vendor: 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. Vendors are selected by the Board, and must meet all government and KCFM health regulations.

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

Market Membership

The 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 the market agricultural in nature, the bylaws dictate that 70% of the membership of the market must be Agricultural Vendors so, while Craft and Artisanal 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 the market as Non-Member Day Vendors if all other requirements are met.

BECOMING A MEMBER

All members must participate during 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 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** 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 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 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.

2025 Operating Schedule

Day: Saturdays & Wednesdays

Dates: Saturdays: May 3 – October 26, 2025
Wednesdays: May 7 – September 24, 2025

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 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 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: Saturday Market Manager: Natalie Selbe - Phone: 208-366-4237
Wednesday Market Manager: Ninarae Kieffer - Phone: 208-704-0797

Vendor Application Process

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 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.

In addition to selling raw agricultural products, Agricultural Vendors may also sell value added agricultural products. Value added agricultural products are agricultural items that have been grown or gathered by the vendor 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 vendor's craft or labor.

Example 1: A vendor 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 vendor grows tomatoes, beans, and other vegetables for sale at the market. Additionally the vendor dries/freezes 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 vendor 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 vendor'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 vendors are strongly encouraged to attend the new vendor meeting on March 15 at 1:00pm at Grace Bible Church.

Craft & Artisanal Food Vendors: Prospective new vendors 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 vendors.

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 vendor 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 Vendors will then be required to attend the annual new vendor meeting.

Guidelines for acceptance of Craft and Artisanal Food Vendors: All Craft or Artisanal Food vendors 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 vendors, and returning vendors with new products, each year in early March. The ARC will also hold jury sessions in July and October for current vendors 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 vendors 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.

Vendors 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 Vendors will be charged 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 1-5) - 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 vendor 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 produced by the vendor 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.

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:
 - o Saturday - **\$40/day** or **\$500/season** pass
 - o Wednesday - **\$30/day** or **\$300/season** pass
 - o Combo Season Pass - **\$700**

Non-Members

- Booth Fees:
 - o Saturday Daily Rate - **\$60**
 - o Wednesday Daily Rate - **\$45**
 - o Season passes not available
- Food Court Vendors:
 - o Saturday - **\$60/day** or **\$550/season** (plus 10 hours work)
 - or **\$850** non-working – for entire season if paid by opening day
 - o Wednesday daily rate - **\$45**, or **\$400** (plus 10 hours work)
 - or **\$700** non-working – for entire season if paid by opening day
 - o Any vendor over 10' is a double booth and must pay accordingly
 - o Electricity Saturday - **\$5/day** or **\$50/season** (Wednesday - included)
 - o Combo Passes save **\$100** for the season for working and non-working

Season passes are only available to members who attend the annual members 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 March 15, 1/3 is due by June 14, and the remaining amount is due by July 19

Day vendors will pay on the day of the market.

Cash and checks are the only form of payments that will be accepted.

Policies

In order to ensure a safe, efficient, customer-friendly Market, we require that all vendors 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.

GENERAL MARKET GROUND RULES

All vendors must comply with the Market policies and regulations. Violators may have their selling privileges revoked.

To alleviate traffic problems, each vendor must unload as quickly as possible and as close to their booth as possible to allow others to pass.

After unloading, vendors must park their vehicles in the specified vendor parking areas prior to setting up their booths. This includes setting up tents.

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

Children of vendors must stay within the vendor's space.

Smoking is not allowed on the Market grounds.

A maximum speed limit of 5mph will be strictly enforced.

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

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.

Vendors using Market electricity, who repeatedly blow the circuit breakers, may lose their privilege to use Market electricity.

Booth assignments for season pass holders will be determined by the Board prior to the start of the season.

WEDNESDAY SPECIFIC GROUND RULES

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.

A single booth space is 10'x10', with no space between.

All vendor 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 vendor.

“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.

Booth assignments will be made by the Wednesday Market Manager. Vendors are encouraged to contact the Market Manager prior to 2:30pm each market day, to state their booth preferences. Booth spaces will be assigned on a “first come, first served” basis. Vendors who choose not to contact the Market Manager will be assigned a space based on the needs of the market.

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 vendors are to unload in front of their booths and remove their vehicles from the site.

All vendor vehicles must be out of the market area and parked in the designated vendor parking areas no later than 8:30am. After 8:30am, vendors 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 vendors 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 2:00pm and nobody is to bring their vehicle into the market until they are fully packed and ready to load.

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 the market clean.

A single booth space is approximately 10’x10’ or 12’x8’ with a 2’ corridor between booths for vendors to walk through. Tables and displays must be kept within the assigned space; arrangements or displays must not block access to other vendors’ booths.

Each 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.

Only ADA approved service dogs are allowed anywhere in the Market.

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 vendor.

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 vendors who have received approval and paid for usage. Market vendors 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 vendors under any circumstance.

Weekly booth assignments for vendors without a season pass will be conducted on the basis of a lottery. Vendors 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 Day Vendors & Member Day Vendors
- 2) Day Vendors with Green Cards*
- 3) All others

* In order to recognize Day Vendors with a record of commitment to the KCFM, vendors 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 VENDOR CONDUCT

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

Food Court Vendors are selected by the Board of Directors and must have 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 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 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 vendor may leave early, but all equipment and goods must be moved by hand or wagon.

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

Smoking (cigarettes, pipes, cigars, electronic-cigarettes, vapes) by vendors, their staff, or market employees 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 employees, and the public. Annoying behavior, including excessive 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 Board may approve some exceptions for some Food Court Vendors 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 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.

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 vendor 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 vendor for at least 6 weeks prior to sale. Receipts to support compliance with this regulation should be retained by the vendor.

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. 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. Vendors are responsible for knowing and following all applicable rules and regulations.

HEALTH DEPARTMENT REQUIREMENTS

ALL food vendors 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 vendors 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.

VENDOR DISCIPLINE/TERMINATION Vendors are expected to cooperate with the Market 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. Especially egregious violations, as determined by the Board, may result in the immediate termination 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 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, 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 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. The ISDA Weights & Measures Division can be contacted at <https://agri.idaho.gov/ag-inspections/weights-and-measures/>

INSURANCE

Vendors are strongly encouraged to carry their own liability insurance.

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.

VENDOR PARKING

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

Wednesday vendors 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

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, this includes setting up 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 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.

GARBAGE

Vendors 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. Vendors 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.

BOOTH SIZE

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 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. Vendors' 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 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.

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

PORTABLE CANOPIES

Canopies are recommended in order to produce an overall harmonious visual effect to the market. A standard 10'x10' EZ-UP, or equivalent, with no overhang is recommended. Vendors are responsible for the purchase and maintenance of their canopy. **Vendors must secure their canopy with weights. A minimum of 25 pounds per corner is required.**

ELECTRICITY REQUIREMENTS

Electricity is available on a limited basis and is allocated to vendors based on absolute necessity (e.g. food refrigeration or preparation). If needed, 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 the minimum). No other signs may be permanently affixed to booth structure.

PETS & ANIMALS

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

KCFM NOTICE OF RULE/POLICY VIOLATION

In the event that a vendor violates 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 violation or repeated penalties may result in a fine and/or removal of selling privileges without refund of fees paid.

The Board reserves the right to abridge this process as necessary.

Example Violation Notice

KCFM NOTICE OF BREAKING RULE/POLICY

You have been observed breaking a rule or policy listed in market documentation. Please see details below:

Date _____

Vendor Name _____

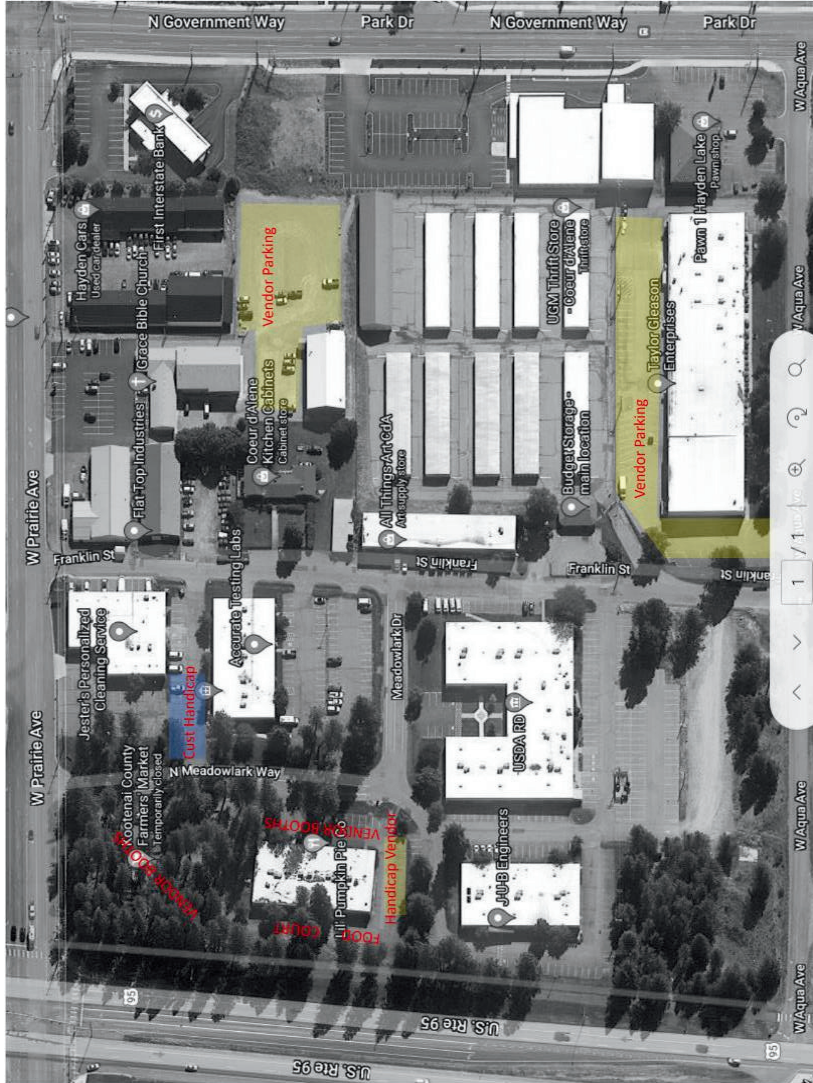
BROKEN RULE

- Selling before the opening bell
- Selling unapproved products
- Vendor behavior
- Non-compliant booth
- Leaving early
- Driving/parking infraction
- Other _____

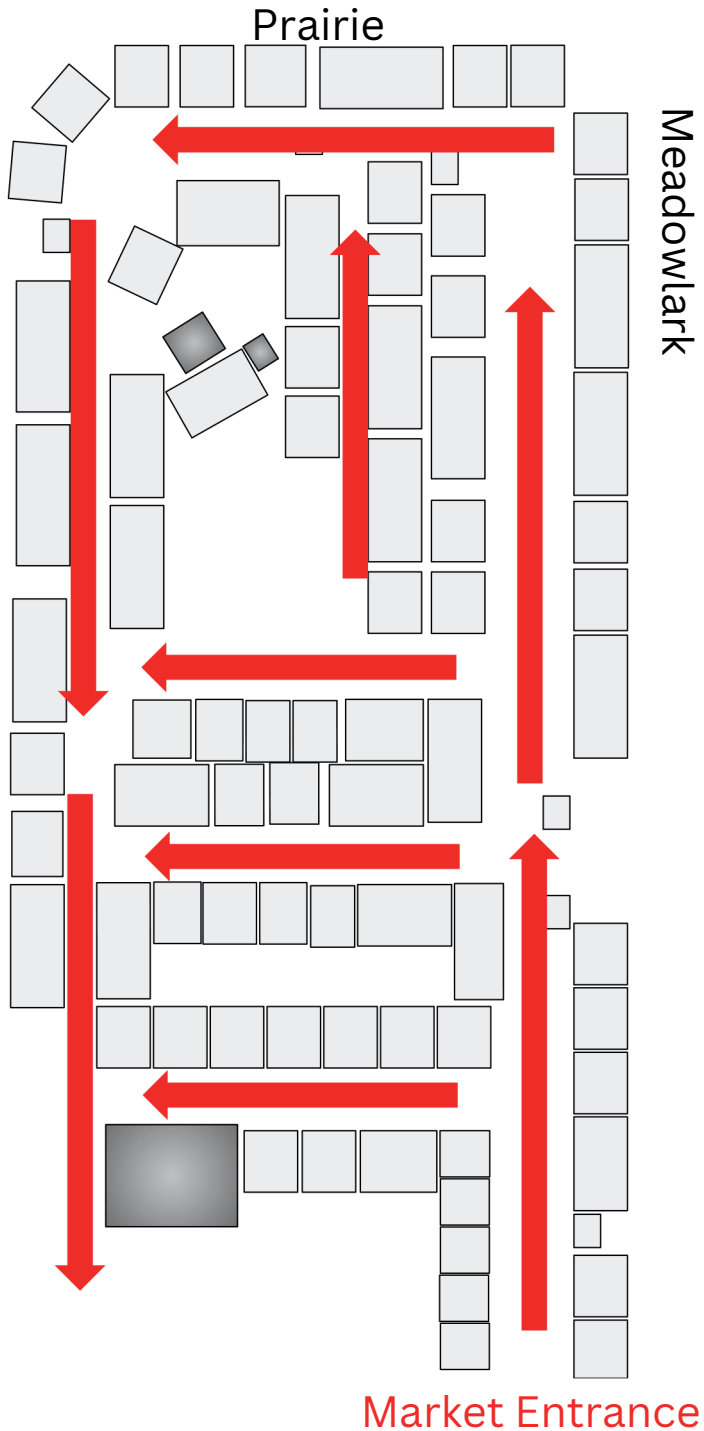
Details: _____

Additional infractions may result in loss of selling privileges. Issued by: _____

Approve Saturday Vendor Parking



SATURDAY TRAFFIC FLOW



2025 KCFM Important Dates

March 1 -Jury Day

March 6 - Vendor Meetings

April 19 - Set Up Day, Hayden 9am

April 26 - Alternate Set Up Day, Hayden 9am

May 3 - Opening Day Hayden! 9am-1:30pm

May 7 - Opening Day Riverstone! 4-7pm

June 7 - First POP Club, Hayden

July 5 - Jury Day, Current Vendors, 2pm Hayden

September 24 - Final Wednesday Market Riverstone

September 27 - Fall Festival, Hayden

October 1 - Vendor Dinner Pot-luck 5pm Hayden

October 11 - Customer Appreciation, Hayden

October 18 - Last Market Hayden

October 25 - Harvest Festival, Riverstone 10am-3pm

December 6 - Winter Market KC Fairgrounds

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Vendor Dinner Pot-luck	2	3	4 Music by: Dallas Kay Winter Jury Day
5	6	7	8	9	10	11 Customer Appreciation Music by: Courtney & Co Board Meeting
12	13	14	15	16	17	18 Last Day Hayden Music by: TBA
19	20	21	22	23	24	25 Harvest Fest Riverstone Music by: TBA
26	27	28	29	30	31	

NOTE

WINTER MARKET DECEMBER 6TH!



KOOTENAI COUNTY

FARMERS' MARKETS

LOCAL FARMERS & ARTISANS

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 Music by: Carli Osaki	4	5	6 Music by: Heartbreak Pass
7	8	9	10 Music by: Brendan McCoy	11	12	13 Music by: TBA Board Meeting
14	15	16	17 Music by: Scott Reid	18	19	20 Music by: Bill Bozly
21	22	23	24 Final Wednesday Market! Music by: Bill Bozly	25	26	27 Fall Festival Music by: TBA
28	29	30				

NOTE

2025 • 40 SEASONS & COUNTING



KOOTENAI COUNTY

FARMERS' MARKETS

LOCAL FARMERS & ARTISANS

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6 Music by: Dallas Kay	7	8	9 Music by: Riley Anderson & the Radicals
10	11	12	13 Music by: Riley Anderson	14	15	16 Board Meeting
17	18	19	20 Music by: Scott Reid	21	22	23 Music by: Monroe Bridg
24	25	26	27 Music by: Bill Bozly	28	29	30 Music by: Rusty Jackson
31						

NOTE

2025 • 40 SEASONS & COUNTING



KOOTENAI COUNTY

FARMERS' MARKETS

LOCAL FARMERS & ARTISANS

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 Music by: Brendan Mc Coy	3	4	5 Music by: Bill Bozly Jury Day
6	7	8	9 Music by: Riley Anderson	10	11	12 Music by: Rusty Jackson Board Meeting
13	14	15	16 Music by: Carli Osaki	17	18	19 Music by: Buck 99
20	21	22	23 Music by: Bill Bozly	24	25	26 Music by: Nick Grow
27	28	29	30 Music by: Scottish Fiddlers	31		

NOTE

2025 • 40 SEASONS & COUNTING



KOOTENAI COUNTY

FARMERS' MARKETS

LOCAL FARMERS & ARTISANS

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Music by:
Bill Bozly

Music by:
Courtney
and Co.

Music by:
Pamela
Jean

Music by:
Dallas Kay

Pop Club
Begins!
Music by:
Buck 99

Music by:
Bill Bozly

Music by:
TBA

Music by:
Monroe
Bridge

NOTE

2025 • 40 SEASONS & COUNTING



JUNE

SUN	MON	TUE	WED	THU	FRI	SAT	NOTE
			7 OPENING DAY RIVERSTONE! Music by: Bill Bozly	1	2	3 OPENING DAY HAYDEN! Music by: Buck 99	----- ----- -----
4	5	6		8	9	10 Music by: Bill Bozly Board Meeting	----- ----- -----
11	12	13	14 Music by: Pamela Jean	15	16	17 Music by: Deep Roots	----- ----- -----
18	19	20	21 Music by: Daniel Hall	22	23	24 Music by: TBA	----- ----- -----
25	26	27	28 Music by: Brendan Mc Coy	29	30	31 Music by: Ben Vogel	----- ----- -----

BIKE TO MARKET MONTH WEDNESDAYS!

2025 • 40 SEASONS & COUNTING



FARMERS' MARKETS

KOOTENAI COUNTY

LOCAL FARMERS & ARTISANS

MAY



KOOTENAI COUNTY



FARMERS' MARKETS

LOCAL FARMERS & ARTISANS

2025

MARKET

CALENDAR