



Grangeville Farmers' Market

2011 POLICIES AND PROCEDURES HANDBOOK

Market Dates and Hours:

The market is open from 9 a.m. to 1 p.m. on Saturdays, beginning Saturday, July 9th and ending Saturday, October 1, 2011. The season may be extended on a week-by-week basis, depending on the weather.

Market Manager:

The GFM Market Manager is Gina Campbell. She may be reached at (208) 451-0616 or send an email to: info@grangevillefarmersmarket.org

If the Market Manager needs to leave for some reason she will appoint a Day Manager who will assume on-site responsibilities until she returns.

Organization:

The Grangeville Farmers' Market (GFM) has a board that directs the market as a "not for profit" community minded organization. The board's jury committee works closely with the Market Manager to evaluate new vendors and products.

Postal Address:

Grangeville Farmers' Market
PO Box 586
Grangeville, Idaho 83530

Internet Address:

www.grangevillefarmersmarket.org

Local Health Dept:

Mike Kerley
Environmental Health Specialist
North Central District Health Department
(208) 983-2842

Please see General Rules below for more information. Please keep in mind that even though the Health Department may approve something for sale at the GFM, that doesn't always mean the Market Manager will also approve it.

Membership Terms:

Each vendor must agree to abide by the rules of the market as outlined below. The jury committee reserves the right to refuse a vendor's application or may terminate a vendor's membership at any time.

For the 2011 season, vendors become members of Grangeville Farmers' Market (GFM) upon submitting an application, paying applicable fees, and being approved by the committee.

Requirements for Vendors:

The committee has set forth the following requirements for vendor's:

All vendors will respect their fellow vendors and will treat one another kindly. No foul language allowed. Offensive remarks will not be tolerated.

All vendors will represent themselves in a professional manner when interacting with customers.

All vendors will maintain a clean, attractive display in their booths.

All vendors will respect the rights of our customers to come to the market and find a warm welcoming environment where they can feel safe and secure to enjoy the family friendly atmosphere.

Vendors may not set up before the Market Manager arrives which is 8:00 a.m. and must be completely set up by 8:45 a.m.

Limited electricity is available. Vendors must apply for use. Contact the Market Manger for details.

Assigned spaces are earned by pre-paying for the season.

New and Temporary Vendors must check in with the Market Manager prior to setting up the first time.

Early sales are not prohibited.

Vendor Fees:

The market vendor fee is 10% of your sales with a \$10.00 maximum charge.

Applications will be accepted the day of the market on a first come first serve basis.

Vendor Responsibilities:

Safety is of the utmost importance to the Grangeville Farmers' Market. Please abide by all requirements, responsibilities, and regulations to ensure a safe environment at the market.

Vendors must inform the Market Manager if they will not be attending the market on Saturday no later than Friday night prior to market day. Vendors may e-mail: info@grangevillefarmersmarket.org or call: (208) 451-0616 and leave a message. This communication is important to facilitate vendor placement at the market on Saturday mornings.

Each vendor is responsible for obtaining any applicable permits or licenses and posting them as required.

Tax Form ST-124 is required. These forms will be available the day of market from the Market Manager and must be completed prior to any sales.

Vendors provide their own shade, tables, chairs, change, bags, and other

supplies.

All vendors who erect canopies or umbrellas on the Farmers Market site are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. No permanent anchors or bolts are allowed (ie. please don't screw or bolt anything into the asphalt or concrete). Should an accident occur from an improperly anchored canopy, the owner/user of that canopy will be held responsible for damages resulting from the accident.

There will be NO vehicles coming into or leaving the market area between 8:45 a.m. through the end of the market at 1:00 p.m. If you arrive later than 8:45 a.m., you must carry your items into the market to set up. Drop off your items in your sales area and park in vendor designated parking areas (see below). Set up without your vehicle in the market area. If you must leave early, do NOT bring your vehicle into the market area. Abuse of this rule may suspend your privilege to sell at the market in the future.

Vendors are not allowed to park their transportation vehicles on Main Street or on the block surrounding the Farmers' Market (Heritage Square). This rule is in place to facilitate ease of customer access to the Market.

Vendors must stay within the market to sell their own items, except for emergencies. Please come prepared with boxes, change, garbage bags, etc. the day of the market.

Vendors are responsible for setting their own reasonable prices.

Each vendor is responsible for maintaining cleanliness in his/her space and immediate surrounding area. If you sample, please provide a small trash can for refuse. Each vendor must take their own trash home instead of filling the town trash cans and dumpsters.

No consumption of alcoholic beverages is allowed on the premises.

GFM is a smoke-free environment. Smoking is not permitted in the market area.

The Market Manager may refuse to allow any vendor or organization to set up or sell at the Market, and may ask any vendor or organization to leave at any point during the Market for non-compliance.

The Market Manager is the first and final authority at the market.

Food Safety and Regulations:

It is the vendor's responsibility to follow all applicable city, county, state, or federal regulations. This document provides information regarding food safety and regulations, but is not intended to replace or reproduce any applicable city, county, state, or federal regulations.

Additional information on food safety and regulations can be obtained by

contacting the Environmental Health Specialist at the North Central District Health Department at (208)983-2842 or by visiting the following website and clicking on food protection:

www.healthandwelfare.idaho.gov/Health/tabid/60/Default.aspx

Violations of food regulations are grounds for suspension of your privilege to sell these items at GFM. The Market Manager must approve the sale of any prepared food items not directly addressed in these regulations.

General Rules

Some food is unregulated by the Health Department. Like tomatoes or herbs that you've grown. No fees, no inspection.

Other food is regulated and you'll need to get an annual permit from the Health Department and abide by some rules the licenses, fee, and inspection need to be applied for and conducted PRIOR to operating.

Certain benevolent organizations are exempt from these regulations. Contact the Health Department for additional information.

Examples of Unregulated and Regulated Foods ^[1]	
<i>Generally Unregulated</i>	<i>Regulated (Need Permit)</i>
Your farm & garden produce Herbs Flowers/Plants ^[2] Properly labeled eggs ^[3] Jam & Jelly ^[4] Homemade baked goods (eg. cookies, cinnamon rolls, bread, etc.) Fresh salsa	Sprouts Cut melons Meat Canned goods Homemade baked goods (eg. rolls with meat, cream, or vegetable fillings, pumpkin/squash pies, etc.) Dairy products, including homemade cheese Certain prepared foods, like sandwiches, hamburgers, tacos, etc. Other high risk food

^[1] The market is subject to federal and state food safety rules and we take these rules seriously. For a more complete list of regulated and non-regulated foods, contact the Idaho Health Department.

^[2] Although the sale of flowers/plants is unregulated by the Health Department, if you are selling over \$500 of flowers annually, you may require a nursery license from the Idaho State Department of Agriculture.

^[3] Eggs must be labeled with the vendor's name and address, date, and the words "ungraded". Eggs must be kept in a cooler with a temperature no higher than 41 degrees Fahrenheit. Eggs must be inspected for cracks and must be in the shell.

^[4] Simple jams and jellies are the only home-canned goods that are unregulated. Other canned goods are regulated.