

MOSCOW FARMERS MARKET COMMISSION



Adam Reed
Commission Chair

~Agenda~

Jen Pfiffner
Staff Liaison

fmc@ci.moscow.id.us

208.883.7123

<http://www.ci.moscow.id.us/commissions/Pages/farmers-market.aspx>

**Tuesday
January 2, 2018**

4:00 PM

**Mayors Conference Room
City Hall 206 E Third Street**

Welcome and Attendance

1. Approval of Farmers Market Commission December 5, 2017 Minutes

2. Public Comment (10 minutes)

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Farmers Market Commission. Please state your name and address for the record and limit your remarks to three (3) minutes.

3. Strategic Planning Monthly Update - Jen Pfiffner, Assistant City Supervisor

Monthly update of the staff deliverables as outlined in the Moscow Farmers Market Strategic Plan.

ACTION: Receive report and provide staff further direction as deemed necessary.

4. Business Survey Report - Jen Pfiffner, Assistant City Supervisor

Work to finalize the Business Survey was delayed this month. No additional feedback was provided since the December meeting and the survey draft will be updated per December meeting comments and shared at the February meeting.

ACTION: Receive report and provide staff further direction as deemed necessary.

4. 2018 Vendor Handbook and Policies - Daniel Stewart, Community Events Manager

Per Commission direction and as outlined in the Moscow Farmers Market Commission Strategic Plan, the policy document for the 2018 Farmers Market season has been thoroughly revised and updated. Changes from the previous seasons document to the proposed include clarification of unclear policies, inclusion of policy information that was previously accidentally excluded such as restrictions regarding the use of generators. The policy document has been updated to serve as a handbook for vendors and now includes Commission information, definitions (including vendor type definitions), as well as more comprehensive references throughout the document.

The document was routed in early December for Commission review, with final comments being received as late as December 29, 2017. No additional changes were recommended following the comment period.

This document is presented for consideration and recommendation of approval to the City Council at the January 16 City Council meeting.

ACTION: Receive 2018 Vendor Handbook and Policies document and recommend approval to City Council for 2018 Moscow Farmers Market Season or take such other action as deemed necessary.

- 5. Manager's Report and Immediate Market Concerns - Daniel Stewart, Market Manager**
Farmers Market Manager will report on items relevant to the Farmers Market.

ACTION: Discuss and provide direction to staff as needed.

- 6. Tabled Business for Future Agendas - Email items to Jen Pfiffner at jpffner@ci.moscow.id.us**

- 7. Upcoming Dates**

- a) **City Council Meeting – January 16, 2018 at 7:00 P.M. in the Council Chambers**
- b) **FMC Regular Meeting – February 6, 2018 at 4:00 P.M. in the Council Chambers**

Adjourn

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

December 05, 2017
Farmers Market Commission Meeting

The meeting was called to order at 4:00 PM

<u>Members Present</u>	<u>Members Absent</u>
Linda Heath	
David Pierce	Erin Carroll, Chair
Jamie Hill	
Joann Muneta	
Jeremy Ritter	
Jenny Ford	
Colette DePhelps	
	Adam Reed

ALSO IN ATTENDANCE: Jen Pfiffner, Staff Liaison; Jim Boland, Council Liaison; Daniel Stewart, Farmers Market Manager; Jenine Estlick, AmeriCorps Volunteer Coordinator; DJ Scallorn, Arts Assistant; Kathleen Burns, Arts Director;

Welcome and Attendance – Erin Carroll, Chair

Pfiffner called the meeting to order in chair Carroll's absence.

1. Approval of Farmers Market Commission November 7, 2017 Minutes

Pierce moved that the minutes be approved; Ritter seconded approval of the November 7, 2017 minutes. Motion carried.

2. Public Comment (10 Minutes)

No public comment.

3. Strategic Planning Monthly Update – Jen Pfiffner, Assistant City Supervisor

Pfiffner said the two ongoing projects are the policies and the jury process and that more would be reported on these in the upcoming months.

4. Business Survey Draft – Jen Pfiffner

Pfiffner referenced a draft survey in the packet and called for suggestions and changes.

[Heath arrived to the meeting]

Several suggestions were made including allowing participants the ability to select multiple answers on some questions; adding text boxes on some questions for writing in answers; adding a question on if the market was a problem for their business with a fill in the blank answer section; including who to contact for more information about the market;

[DePhelps arrived to the meeting]

and asking if the participant would like their business featured as a business of the week promotion (similar to the vendor the week). The clarification was made that the final survey would be sent to the list of businesses from the Moscow Chamber of Commerce and Buy Local after the holidays and that the survey would be due back by the end of January. Pfiffner asked that any additional changes be sent to her by next week so a final draft could be reviewed at the January Commission meeting.

5. Policy Review and Update

Pfiffner said the market policies had been developed into a Vendor Handbook and asked the

Commission to send any suggestions or changes to staff by December 15th so a new draft could be reviewed at the January Commission meeting. Several suggestions were made including adding a way to cross reference parts of the policies and appendix; adding the speaker spaces policy and FAQs;

[Pfiffner left the meeting]

including a graph comparing the size of vendor spaces; and whether to include wording to encourage craft vendors to source locally produced materials when possible.

6. **Manager's Report and Immediate Market Concerns – Daniel Stewart, Market Manager**
No report.
7. **Tabled Business for Future Agendas – Email items to Jen Pfiffner at jpfiffner@ci.moscow.id.us**
No tabled business
8. **Upcoming Dates**
 - a. FMC Regular Meeting – January 2, 2018 at 4:00 p.m. in the Council Chambers

The meeting adjourned at 5:07 PM

MOSCOW FARMERS MARKET

2018 VENDOR HANDBOOK



City of Moscow

206 E THIRD STREET | MOSCOW, IDAHO

WWW.CI.MOSCOW.ID.US | 208.883.7132 | FARMERSMARKET@CI.MOSCOW.ID.US



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Moscow Farmers Market Overview

The Moscow Farmers Market has been a treasured and vibrant part of the community since its inception as a small, grassroots gathering over 40-years-ago. It serves to provide locally grown produce and quality wares, as well as bring the community together in ways no other event or service does. Whether Market goers visit to purchase their weekly groceries or simply to enjoy the music and socialize, the experience of the Market promotes a sense of place and helps citizens feel tied to the community. The Moscow Farmers Market is unique in its ability to stay rooted to the original purpose and charm of a local market, while growing and progressing with trends and needs. The variety of stakeholders invested in the Moscow Farmers Market means that each decision can have great impact on our residents, vendors, local business, city staff, and more.

Market Leadership is formed by a collaboration of City of Moscow Staff and The Moscow Farmers Market Commission. City staff manages the operational and regulatory aspects of the Market while the Commission guides the vision and values of the market.

It is the duty of the Commission to suggest ways to promote and improve the Farmers Market, propose and/or review Market policies, keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings, and to otherwise act in an advisory role to

Moscow Farmers Market Commission Members

Vendor Representatives

Adam Reed, Commission Chair
Produce Vendor Representative

Jeremy Ritter
Specialty Food Vendor Representative

Linda Heath
Crafts Vendor Representative

Community Representatives

Erin Carroll
At-Large Representative

Jamie Hill
At-Large Representative, Commission Vice-Chair

Joann Muneta
At-Large Representative

David Pierce
At-Large Representative

Specialty Representatives

Colette DePhelps
University of Idaho Extension
Representative

Jenny Ford
Chamber of Commerce Representative

the Moscow City Council. Commission members are also charged with representing the various constituencies their position represents.

The Commission meets regularly to discuss Market concerns; review and/or propose Market policies; report annually to the City Council; work with City staff to suggest ways to promote and improve the Market; advise City staff as needed; keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings; and create increased awareness of Market needs and opportunities to insure sustainability and responsible management and growth.

This work is summarized in the Commission's mission statement and core values statements as noted below:

Mission Statement

The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell locally farmed and/or created agricultural products (e.g., crops, meat, cheese, wine, etc.), distinctive handmade goods, artisan pieces and original-recipe cuisine. This venue is meant to encourage and support sustainable economic, social and environmental practices.

Core Values

Access: Providing access to locally grown produce, foods, unique hand-made goods and their producers.

Economic Opportunity: Contributing to the greater Moscow economy with emphasis on assisting local, small, independently owned, and start-up enterprises.

Community: Building community by welcoming all residents and visitors, and providing a safe space and opportunity for community engagement, interaction, entertainment, and cultural enrichment.

Information: Increasing awareness of and providing education about and in support of health and wellness practices, regional agriculture, sustainability, and sound environmental practices.

Moscow Farmers Market Staff

Jen Pfiffner
Assistant City Supervisor

Daniel Stewart
Community Events Manager

Zack Ellis
Videographer/ Sound Technician

Jenine Estlick, AmeriCorps
Volunteer/ Program Coordinator

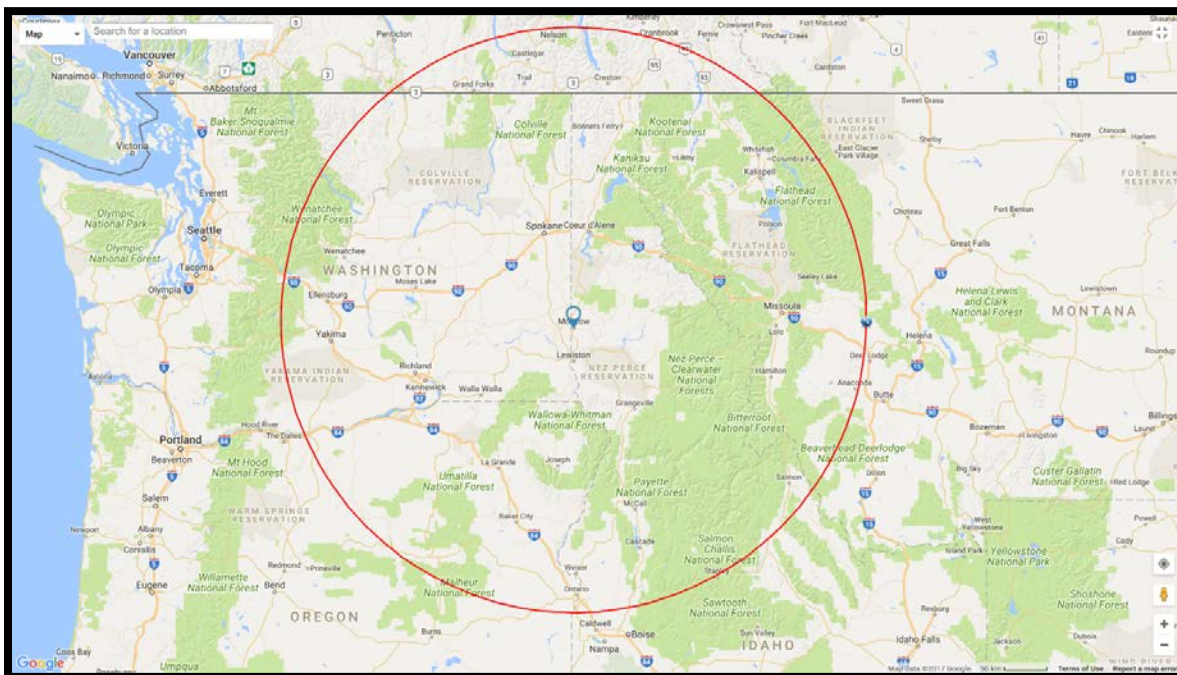
DJ Scallorn
Administrative Assistant

Philosophies

In addition to the mission and core values of the market, there are several important philosophies that have been adopted in order to maintain the integrity of the Market. These concepts have provided operational guidelines for the Market for many years. Each of these items are noted more specifically in the policy section of this handbook that follow and are highlighted here as well given their importance.

Local Production

All vendors shall be the grower/ producer and conduct their operation in a location not more than two hundred (200) air miles from Moscow City limits.



200 AIR MILES FROM MOSCOW

Product Mix

It is the goal of the Moscow Farmers Market to have fifty percent (50%) of all approved Vendors selling agricultural products.

Vending

Those who participate in selling at the Market must qualify in at least one vending category as defined within this handbook. All Vendors are approved through either the jury process or site visit as defined in this Handbook (see Appendix 6 – Jury Process & Site Visits) to ensure compliance with Market Policy and Philosophies.

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Definition of Terms

These definitions are included to provide a background for terms used throughout this document.

Agriculture: The science, art, or practice of cultivating the soil, producing crops, and raising livestock and in varying degrees the preparation and marketing of the resulting products.

Approved Vendor: An individual or a group that qualify to participate in selling at the Market in at least one of the listed vending categories, as defined in this handbook. Agricultural vendors are approved through an interview and trial period, followed by a site visit. All other vendors are approved through a jury process as outlined in Appendix 6. These vetting processes are in place to ensure compliance with Market Policy and Philosophies. All vendors are subject to site visit.



Local: The Moscow Farmers Market recognizes the many possible definitions of this term, for the purposes of Market operation and regulation “local” is defined as follows: *No more than two hundred (200) air miles from Moscow City Limits.* Please see the visual aid on page iii.

Local Sourcing: The purchase of goods directly from local (as defined in this handbook) growers/producers for use in creating a product for sale at the Moscow Farmers Market.

Value-added products are defined by the USDA as follows:

- A change in the physical state or form of the product (such as milling wheat into flour or making strawberries into jam).
- The production of a product in a manner that enhances its value, as demonstrated through a business plan (such as organically produced products).
- The physical segregation of an agricultural commodity or product in a manner that results in the enhancement of the value of that commodity or product (such as an identity preserved marketing system).

As a result of the change in physical state or the manner in which the agricultural commodity or product is produced and segregated, the customer base for the commodity or product is expanded and a greater portion of revenue derived from the marketing, processing or physical segregation is made available to the producer of the commodity or product.

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Vending Categories

Requirements for each of these categories can be found in more depth in the jury process outline for each vendor type.

Agriculture Vendors

In efforts to support regional agriculture and small business, The Moscow Farmers Market encourages all Vendors to utilize local sourcing (as defined by this Handbook) that is direct from producer, whenever possible.

Fresh Produce and Nursery Vendors: Market Vendors who bring fresh produce, herbs, grains, fruits and vegetables, cut flowers, potted plants, and other plants, seeds, shrubs, raw nuts, tree and vine starts to the Market. The Market strongly encourages hygienic and sustainable standards in the planting, growing, cultivating, transporting, and offering of such items for sale.

Meat / Poultry Vendors: Market Vendors with the majority of products sold being Meat / Poultry products such as cuts of meat and “off the hoof” sales. Additionally, byproducts such as (milk, eggs, etc.).

Apiarist Vendors: Market Vendors with the majority of products sold being honey and honeycomb.

Value-Added: Market Vendors who produce the majority of supplies or ingredients for processed goods and/or foods including fibers, wood products, preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruits and herbs, flours, oils, etc. All such ingredients must be grown or raised on the producer’s farm, ranch or market garden and subsequently processed by the grower. All processed foods must be made in accordance with relevant State of Idaho regulations. Commercial kitchens must be used to prepare certain foods, as required by relevant State Codes.

Forager Vendors: Market Vendors who sell qualified items harvested from the wild. Sustainable and ethical methods of harvesting such items for sale should be practiced at all times.

Non-Agriculture Vendors

In an effort to support regional agriculture and small business, The Moscow Farmers Market encourages all Vendors to utilize local sourcing (as defined by these handbook) that is direct from producer, whenever possible.

Prepared Food

Processed Foods Market Vendors who process foods including preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruits and herbs, flours, oils, roasted nuts etc. with all such ingredients *not* grown or raised by the producer. These products are not intended for immediate consumption. All processed foods must be made in accordance

with relevant State of Idaho regulations. Commercial kitchens must be used to prepare certain foods, as required by relevant State Codes.

Ready to Eat Foods. The majority of products sold at the Market are ready-to-eat foods that are made on-site Market day or prepared in advance and served on Market day with the intent of immediate consumption.

Craft and/or Artisan

Craft/Artisan products must be hand-crafted/designed by the vendor. Craft/Artisan vendors are not allowed to carry items made by others unless it is a part of the product design as a whole i.e. *a ceramic honey pot and wooden honey dipper, pendant and chain, etc.*

Craft/Artisan items must be the product of a home or cottage-type industry using an intermediate type technology rather than industrial type production.

To be considered “hand-crafted,” the item must show evidence of manual skills obtainable only through a significant period of experience and dedication of one’s own design and making – this includes but is not limited to:

Fine Arts such as painting, drawings, sculpture, pottery, ceramics, etc.

Heritage Arts such as basket-making, soap-making (see below), candle-making, woodworking, blacksmithing, knitting, crocheting, etc.

Cosmetics are considered crafts and include creams, lotions, shampoos, and some soap products. Cosmetics must be in compliance with the Federal Food, Drug, and Cosmetic Act, the Fair Packaging and Labeling Act, and must follow rules set by the FDA. Soap products consisting primarily of alkali salts and of fatty acids and which make no label claim (other than the cleansing of the human body) are not considered cosmetics for purposes of these Market policies, but can still be available for sale as craft.

Decorative Arts for self, home and garden, such as jewelry, birdhouses, furniture from recycled materials, mosaics, stained-glass items, lawn sculpture, etc.

Examples of unacceptable items would be, but not limited to, tracings of paint by number, printed materials, ceramics or pottery from commercial molds, wood carvings using duplicating machines, kits in any form, and any other items which clearly do not reflect originality of design as determined by the jury process or Farmers Market Manager.

Youth Vendors

The Market encourages and supports early entrepreneurial interest of farming, gardening, crafts, and food preparation. The general rules of the Market apply to the Youth Market (e.g., complete registration forms, pay appropriate fee(s) as determined by City Council; produce must be grown, cultivated, and harvested by the youth; crafts must be made by the youth; and all items must be pre-approved by the Market Manager).

- Youth must be younger than seventeen (17) years of age to participate in the Market as a youth vendor.
- Youth under the age of 14 must be supervised by an adult at all times during the Market.
- Youth Vendors will be limited to groups of no more than three (3) youth participants per group.
- Youth Vendors need to request Market space by the Friday prior to Market day.

Performance Vendors (Busker)

Any person or group of persons who plays musical instruments, sings, dances, speaks, offers face painting, balloon tying, or otherwise provides entertainment in the Market, other than in designated Vendor spaces, may seek tips or donations for such performances. Commercial vending of products is not considered a “performance” and, as such, does not qualify as “performers” under Market Policy. The Market reserves the right to designate locations for these activities.

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Table of Policies

Market Policies shall apply to the Moscow Farmers Market and its Vendors. These Policies have been developed by the Farmers Market Commission, with City Staff and community and reviewed and approved by the City Council.

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Market Operating Policies

1. **Market Location.** The Market is located generally on Main Street south of Third Street and north of Sixth Street in downtown Moscow, and east of Main Street on the 4th Street right-of-way (west) of the cul-de-sac, east on 5th Street from Main Street to the alley, and Friendship Square, unless temporarily located or extended elsewhere when found to be in the best interest of the City. See Appendix I (Moscow Farmers Market Map & Boundaries).
2. **Market Schedule**
 - a. Market Season is every Saturday in the months of May through October, annually.
 - b. Market sales occur between the hours of 8:00 a.m. and 1:00 p.m.
 - c. Main Street will be closed by City of Moscow Staff beginning at 5:00 a.m. and re-opened by 2:00p.m. by City of Moscow Staff.
 - d. The City of Moscow Police Department will have any non-market related vehicles removed from Main Street by 5:00 a.m.
3. **Market Vendor Space**
 - a. Without compromising quality, preference will be given to the most local grower / producer when space becomes available.
 - a. With some exceptions, the sale, sampling, tasting or give-away of resale items at the Market is prohibited. This includes bulbs, plants, and produce not specifically grown at the time and expense of the Market Vendor.
 - b. The Market recognizes the value of Vendors maintaining a consistent location for the development of a healthy customer base. Vending space allocation is decided with the discretion of the Market Manager and the level of commitment chosen by the Vendor as defined in the fee schedule (see Appendix 2). Vendors that have consistently occupied a specific space(s) in Market during the previous Market Season and purchase the Tier 3 vending package for the upcoming market season will be given the opportunity to remain in that same location for the duration of that market season. Agricultural based Vendors whose product readiness is determined by the growing seasons will be given special consideration by Market Management on a case by case basis.
 - c. Most Market Vendor spaces will be marked as an eleven foot by fifteen foot (11' x 15') space. A Market Vendor's business must be conducted within Market Vendor's assigned space. Market Vendors may not extend beyond the limits of the assigned space or into the pedestrian area at the entrance of the Market Vendor space unless specifically authorized by Market Management. Canopies and umbrellas cannot extend outside a Market Vendor space. Requests for larger Market Vendor space will be granted at the discretion of Market Manager, where possible. The Moscow Fire Department conducts unscheduled inspections for compliance with relevant fire regulations throughout the Market Season to assure fire safety and emergency

vehicle accessibility. Market Vendors who use tents must comply with Fire Department tie down regulations. See Appendix 3.

- a. The City reserves the right to make the final decision on space allocation based upon Market needs.
 - b. Use of a Market Vendor space for purposes other than those outlined in this Handbook is prohibited, unless specifically authorized.
 - c. Any proposal by Market Vendors to share a Vendor space must be approved by the Market Manager.
 - d. Generators may not be in use during Market operational hours (5:00 a.m. – 2:00 p.m.)
4. **Market Fees.** Vendor fees for the Moscow Farmers Market are adopted annually by the City Council by resolution. Fees for the current season are outlined in Appendix 2 – Moscow Farmers Market Fees.
- i. Three different Tiers allow for vendors to self-select their level of participation in the Market. Each Tier offers different benefits and levels of flexibility (listed below). The Vendor chooses the preferred Tier based on the number of Markets they plan to attend during a Market Season. Packages are non-transferrable.
 - Tier-3/Season Vendor
 - Vendor chooses to attend between 18 to 26 Markets
 - Highest registration fee
 - Provides full season option
 - Lowest daily per booth fee
 - Guaranteed same location at each Market
 - Tier-2
 - Vendor chooses to attend between 9 to 17 Markets
 - Mid-Range registration fee
 - More Market for less cost
 - Same location as available
 - Tier-1
 - Vendor chooses to attend between 1 to 8 Markets
 - Lowest registration fee
 - Reasonable booth fee
 - No guaranteed same location at each Market
 - ii. Registration will open annually with notice sent to all Vendors. Tier-3 registration will open first, followed by Tier-2 the following week and Tier-3 the week after that.
 - iii. All Fees are due at the time of registration and include the applicable Tier annual registration fee and the combined daily booth space fees for the

minimum number of days the Vendor plans to attend Market in addition to any requested amenities.

- Additional Market days may be added throughout the season by contacting the Market Manager by the Tuesday 5 p.m. prior to the Market day to be added.
- Vendors may request additional Market days or cancel planned Market attendance resulting in more or fewer days than their selected Tier. Tiers cannot be changed during the months which Market occurs.

iv. Any Vendor scheduled for a Market that that will not be able to attend are required to notify the Market Manager in person , by phone message or by email the day before the Market day that will be missed. Tier-3 Market Vendors who do not notify the Market Manager of their absence will be in violation of policy and subject to penalties as provided in the Policy Violations section of these policies. Refunds are not provided for days canceled or missed.

5. **Regulation of Certain Activities during Market Operations.** Because it is important for the continuing success of the Market to preserve its character and appearance and because the Market was established and remains primarily a local growers Market, certain activities that otherwise occur during non-Market hours are regulated in the public right-of-way during the Market hours as follows:

- a. **“Cart” Vendors.** Vendors who are licensed pursuant to Moscow City Code Title 9, Chapter 11 shall not be allowed in the Market Location during Market hours unless they qualify as a current authorized Farmers Market Vendor, independently of their Vending license. See M.C.C. § 9-11-13.
- b. **Licensed Sidewalk Cafes.** The possessor of a current, valid sidewalk café license from the City may operate a sidewalk café in the Market during Market hours pursuant to regulations contained within Moscow City Code Title 9, Chapter 12. Council recognizes and reaffirms that the purpose of the sidewalk café license is to allow the contiguous storefront restaurant to extend its typical and customary service into the portion of the public right-of-way shown in the license. Independent contractors, sub-contractors, sub-lessees, agents, or others who are not part of the day-to-day business of the contiguous restaurant owner shall not be allowed to sell or promote in the Market, unless they otherwise qualify as a Farmers Market Vendor and meet all of the Farmers Market Vendor’s requirements in this Policy. See, M.C.C. § 9-12-6(B).
- c. **Downtown Businesses Other Than Sidewalk Cafes.** Downtown businesses may continue their operations during Market hours. The areas in the Market that are contiguous with non-retail business(es) or business(es) that are closed during Market hours are not to be used for the display or sale or promotion of produce, products,

goods or services by such business(es) or by any person or group other than as specifically authorized by the Council or by this Policy. Sales, promotions tables, and displays placed contiguous with the front of downtown business(es) are allowed as long as those sales or displays are an extension of what is available for sale or promotion by and within the contiguous business and such sales or promotions are carried out by the owners or their employees. No activity which directly interferes with or competes with Market and/or its Vendors shall be allowed within the public right-of-way during Market hours unless that activity occurs by and within the contiguous business on a day-to-day basis as an integral part of such business. Independent contractors, sub-contractors, sub-lessees, agents, or others who are not part of the day-to-day business of the contiguous owner shall not be allowed to sell or promote in the Market unless they otherwise qualify as a Farmers Market Vendor and meet all of the Farmers Market Vendor's requirements in this Policy. Sales tables, clothes racks, free-standing displays, etc., shall be placed contiguous with the storefront in a manner that allows the preservation of an unobstructed pedestrian access on the sidewalk of not less than four contiguous feet (4') and as approved by the City Fire Marshall.

- d. **Universities, Colleges or Other Educational Institutions Participation in Farmers Market.** Universities, colleges, or other educational institutional departments and retail outlets are not allowed to apply as Market Vendors. Student organizations, if qualified, may participate as Vendors.
- e. **First Amendment Activities.** Because of the importance the City places on First Amendment rights and activities, the Council has adopted specific regulations relative to downtown First Amendment activities during Farmers Market hours. The City has established reasonable time, place, and manner restrictions and has designated Friendship Square as the location for such activities in the downtown area during Farmers Market hours. See Resolution No. 2012-13. No separate, additional, or expanded First Amendment activities shall be allowed within the Market during Market hours, unless specifically authorized by Council or required by the United States or Idaho Constitutions.
- f. **Smoking.** Smoking is prohibited within the boundaries of the Farmers Market during the hours of operation and through the duration of the Farmers Market season, the first Saturday in May through and including the last Saturday in October. Resolution NO. 2015 - 16
- g. **Animals Prohibited in the Market.** With the exception of a "service animal" (as defined in the Americans with Disabilities Act 2014 final regulations), dogs and other animals and pets are not allowed in the western portion of Farmers Market (as shown in Appendix 1).

Vendor Operating Policies

1. **Approved Market Vendor.** Those who participate in selling at the Market must be an approved vendor of at least one vending category as defined within this handbook and as approved through a jury process or site visit as outlined in Appendix 6.
2. **Originality.** All crafted items (art/craft/food products) should be largely original and made from scratch.
3. **Hawking.** Hawking (to offer for sale by calling aloud in public) is prohibited.
4. **Sale of Non-Approved Items.** The sale of non-approved items (such as canned or bottled water and soda etc.) is prohibited. The Market Manager has the authority to stop the sale of any non-approved item(s). Distribution by Vendors of literature, information or signage not related to Vendor's products or services is prohibited.
5. **Cleanliness & Waste Management.** All Vendors must minimize container waste. Market Vendors are responsible for the set-up, clean-up and safe operation of their Market booth space. State and local health and safety requirements, particularly those in the food area of the Market, will be enforced by the Market Manager and/or the Health Department. Market Vendors should have their own receptacles/bags to manage waste, then must take with them at the end of the Market day. Failure by a Market Vendor to remove waste will result in violation of Market policies and subject to penalties as stated in Appendix 4. The waste receptacles in the Market are for use by Market customers and should not be used by Market Vendors for waste at the end of the Market day. The dumpsters in the Jackson Lot are privately owned and are not for Market use. Vendors are required, when applicable, by Idaho State law to deposit grey water waste in the receptacle provided at the Market. No grey water or other waste water, fat, grease, oil, or other liquid shall be placed in the gutter or in a City storm-water catch basin or other City water collection system. Note: the City will provide grey water dump stations for use by Vendors.
6. **Decorum / Etiquette.** The Market requires and expects considerate, polite, common sense and friendly cooperation among all Market Vendors. Market Vendors shall respect the authority of the Market Manager and Staff. Vendors shall respect the rights of the other Market participants, Vendors and shoppers alike, etc... If a Market Vendor feels that he or she is being treated unfairly or in an unprofessional manner by the Market Manager, such a complaint shall be made only to the Assistant City Supervisor.
7. **Participation in Market Promotion.** All Vendor gives permission to the City to release the Market Vendor's contact information (name, business name, address, and phone numbers) to requesting patrons and other organizations. This is intended for resource to the public in need of contacting a vendor, promotional purposes and for publication by print media, video, or motion picture. Participation in the Market acts as a grant of permission

to the City to use photographs and other images of Market Vendors for promotional purposes without compensation.

8. **Signage.** All Market Vendors must post signage identifying Vendor's business during sales period (8a.m. - 1p.m.) of the Market. Vendors subject to signage requirements as listed under any Federal, State or City regulation, must comply.
9. **Pricing.** Market Vendors shall post clearly visible pricing for each item.
10. **Labeling.** All packaged food products (e.g., jams, jellies, salsa, nuts, etc.) must be labeled. Labels must include the Market Vendor's name; Market Vendor's address; ingredients listed in order of volume (most to least); and potential allergenic ingredients. Market Vendor's phone number on the label is recommended.
11. **Annual Gross Sales Reporting.... TBD!!!** *(What additional info is useful for grant / research applications?)* The Moscow Farmers Market recognizes the sensitivity around gross sales reporting by Vendors and in attempts to maintain the highest Vendor confidentiality, the Market will utilize anonymous reports and follow these procedures:
 - a. Vendors are required to submit completed gross sales forms by product category for each Market day attended. Reports for each month are due on the first Market day of the following month.
 - b. Forms may be submitted to Market staff by US mail, email, or in hand by the Vendor, or their designee, on or before the first Saturday after the end of a month in which the Vendor attended a Market day.
12. **Idaho Sales Tax Reporting.** Market Vendors must complete an Idaho Sales Tax Form ST-124 as required by the Idaho State Tax Commission. If you have questions, contact the Department of Revenue and Taxation, Idaho State Tax Commission (208) 799 3491. The State Tax Commission reserves the right to perform unscheduled inspections for tax compliance throughout the Market Season. All Market Vendors are required by law to have a copy of Form ST-124 in their Vendor space at all times.
13. **Agreement to Hold Harmless, Defend, and Indemnify.** In order to participate in the Market, all Vendor shall sign agreement that holds the City harmless for any and all actions or inactions of every Market Vendor or person associated with such Market Vendor and that agrees to defend and indemnify the City for any claim filed against the City related to any and all activities which are associated with the Market Vendor, the Market, or the Market Vendor's business.
14. **Permits and Licenses.** All Vendors shall provide, at the time of application, current copies of any permits and licenses applicable and necessary for the sale of their products. Specific requirements related to the Fire Department, sampling, and other common permits, can be found in Appendix 3 – Fire Inspection Requirements and Appendix 5 – Permits, Resources & Contacts.

15. **Certifications.**

- a. **Organic Certification** All Market Vendors presenting products as organically grown shall include the certification form with their Market Vendor application, unless otherwise exempt under Idaho Code. Certification will be checked for compliance by the State that granted certification. Certification shall be posted in the Market Vendor's space at all times. See Appendix 5 – Resources & Contacts for contact information to learn more about organic certification.
- b. **Certified Naturally Grown (Language to be developed)**
- c. **Additional Certifications???**

16. **Annual Vendor Orientation.** Vendors are required to attend the mandatory annual Market orientation meeting prior to start of Market Season, at date and time set by the Market Manager.

17. **Approved Market Vendor Substitution.** Only Tier 3 Market Vendors will be allowed to have an immediate family member operate their business for up to two (2) Market days per Market Season with the approval of the Market Manager.

18. **Non-Attendance.** Market Vendors are required to call in to the Market telephone or to send an email to the Market Manager before an upcoming, requested market day that will be missed. If illness or emergency forces non-attendance, the Market Vendor must contact the Market Manager at the numbers and locations provided by the City. Market Vendors who do not notify the Market Manager of their imminent absence will be in violation of policy and subject to penalties as provided in the Policy Violations section of these policies.

19. **Setup.** Vendors are to utilize 5th Street as the entrance, pull into their space, unload their items to the sidewalk, exit via 3rd street or 6th street, park their vehicle a minimum 2 city blocks away from the Market (parking is available at Moscow City Hall). Vendors can then return to their space to begin setting up for the Market. Large vehicles and trailers should arrive early to allow sufficient time for unloading during setup. Vendors must allow for traffic flow and may not block the main thoroughfare. 5th Street will be closed to all vehicles at 7:15 a.m. Market Vendors must be in their assigned Market Vendor space and be unloaded by 7:30 a.m. on Market day. If not in compliance, the assigned Market Vendor space may be forfeited. All vehicles must be off Main Street by 7:30 a.m., unless otherwise specifically allowed by the Market Manager. All tents must be placed as close to the adjacent curb as is physically possible, unless specifically authorized by the Market Manager.

20. **Take-Down.** Market Vendors may stay in their Market Vendor's space until 1:00 p.m. The City requires that the Market Location be completely vacated by the Market and its Market Vendors by 2:00 p.m. (so that the Market Location and parking can be available to the

public). Market Vendors should use extreme caution when exiting. Market Vendors requiring early departure must inform the Market Manager of plans for early departure and must carry goods, supplies and equipment out of the Market Location without using a vehicle. Once the Market has opened for business at 8:00 a.m., no vehicle may enter or leave the Market Location until after 1:00 p.m. unless directed to do so by the Market Manager, a peace officer, or an emergency services provider in the course of their employment. Vendors must begin disassembling their booth to the sidewalk by 1:00 p.m. once readied for loading, vendors may then retrieve their vehicle. Vendors must allow for traffic flow and may not block the main thoroughfare. Vendors with large vehicles and trailers are encouraged to begin loading once their neighbors have vacated. Vendors may continue loading their items from the sidewalk after 2:00 p.m. if their vehicle is off Main Street, in the parking stall, and facing the direction of traffic flow.

21. **Business Site Walk-Through.** All Vendors, are subject to an on-site business walk-through by the Market Manager and/or members of the Farmers Market Commission. The purpose of the on-site walk-through is to ensure all Vendors are current on required permits and licenses and also to inspect Vendor goods. Vendors will be notified of any policy and/or procedure violations and will be required to correct any violation as directed by the Market Manager. Failure to allow an on-site walk-through is grounds to revoke Vendor's ability to participate in Moscow Farmers Market.
22. **Resale Produce.** No wholesale or resale products of any kind except for the following: If approved in advance by the Market Manager, current Produce Vendors may resell blueberries and/or asparagus grown within two hundred (200) air miles from Moscow Farmers Market Boundaries. The Market Manager has discretion for Vendors to provide for resale of blueberries and/or asparagus grown outside two hundred (200) air miles from Moscow Farmers Market Boundaries. Such Vendors must display a sign eleven inches by seventeen inches (11" x 17") saying they are authorized to resell these items and state the name and location of the farm where the items are obtained. Farms supplying blueberries and asparagus will be held to the same site visits, standards, and guidelines as current Produce Vendors.

Policy Violations

A written explanation of any fine or other discipline of a Market Vendor for failure to abide by Market rules shall be given to the Market Vendor by the Market Manager within fifteen (15) days of the action (Appendix 4 – Moscow Farmers Market Notice of Policy Violation).

Upon receipt of the written explanation, the Market Vendor will be provided an opportunity to be heard by the Farmers Market Commission orally or in writing before any expulsion or termination from the Market

The purpose of penalties imposed upon those who do not conform to Market Policies is to encourage communication between Market Vendors and the Market Manager and to correct the action so that the Market Vendor, where possible, can continue to sell goods within the Market.

Nothing related to Farmers Market penalties shall affect, in any way, other laws and/or regulations with which Market Vendors must comply (e.g., health, tax, police, fire, etc.).

Upon receipt of any penalty, the Market Vendor shall be required to communicate with the Market Manager and/or Assistant City Supervisor in order to consider ways to change the action which made the basis of the penalty to an action that complies with the Market Policies. Where the Market Vendor believes the penalty imposed is based upon inaccurate or incomplete information or would constitute an unfair action if imposed, the Vendor may use the appeals process.

Note: No Market Vendor will be allowed to participate in the Market after receiving any penalty until after the Market Vendor communicates with the Market Manager and/or Assistant City Supervisor.

Any aggrieved Vendor who has been penalized for an alleged violation of the Farmers Market Policies by Market Manager and/or Assistant City Supervisor may appeal the decision within three (3) business days of violation as follows:

If Vendor has been found in violation of Farmers Market Policies by the Market Manager, said Vendor may appeal the Market Manager's decision to the Assistant City Supervisor by filing a written contest containing a detailed statement of the alleged violation and a detailed reasoned statement as to why the subject of the violation did not violate the Farmers Market Policies.

Any decision on the appeal will be rendered within two (2) business days. Vendor can only appeal the alleged violation one (1) time, and the decision rendered by the Market Manager or Assistant City Supervisor shall be final.

Consequences of the Penalty:

1. First Penalty. A verbal and written warning shall be given to the Market Vendor and Market Vendor shall meet with the Market Manager to review the deviation from Market Policies and to discuss a change in activities to avoid further deviations;
2. Second Penalty. Prohibition of the Market Vendor from selling goods for at least one (1) Market day (commonly the Market day immediately following receipt of the Second Penalty).
3. Third Penalty. Prohibition from participating in the Market for the remainder of the Market Season.

Effective Date & Enforcement

These policies shall be effective upon approval by the Moscow City Council.

The City of Moscow Farmers Market (“Market”) Policies will be enforced by the on-site Market Manager and/or in consultation with the Assistant City Supervisor, depending on circumstances. Market Vendors are expected to be selling their own wares (produce and products) and to be in attendance at all times, except in emergency situations. Immediate family members of Market Vendors may assist with sales in the absence of designated Market Vendor. Immediate family members include spouse, partners, parents, step-parents, children, and step-children of the Market Vendor. All Market Vendors agree to abide by Market Policies upon signing the Market application form. All Market Vendors will be evaluated for compliance with Market Policies. Failure of Market Vendors to follow Market Policies will result in actions set out in Appendix 4.

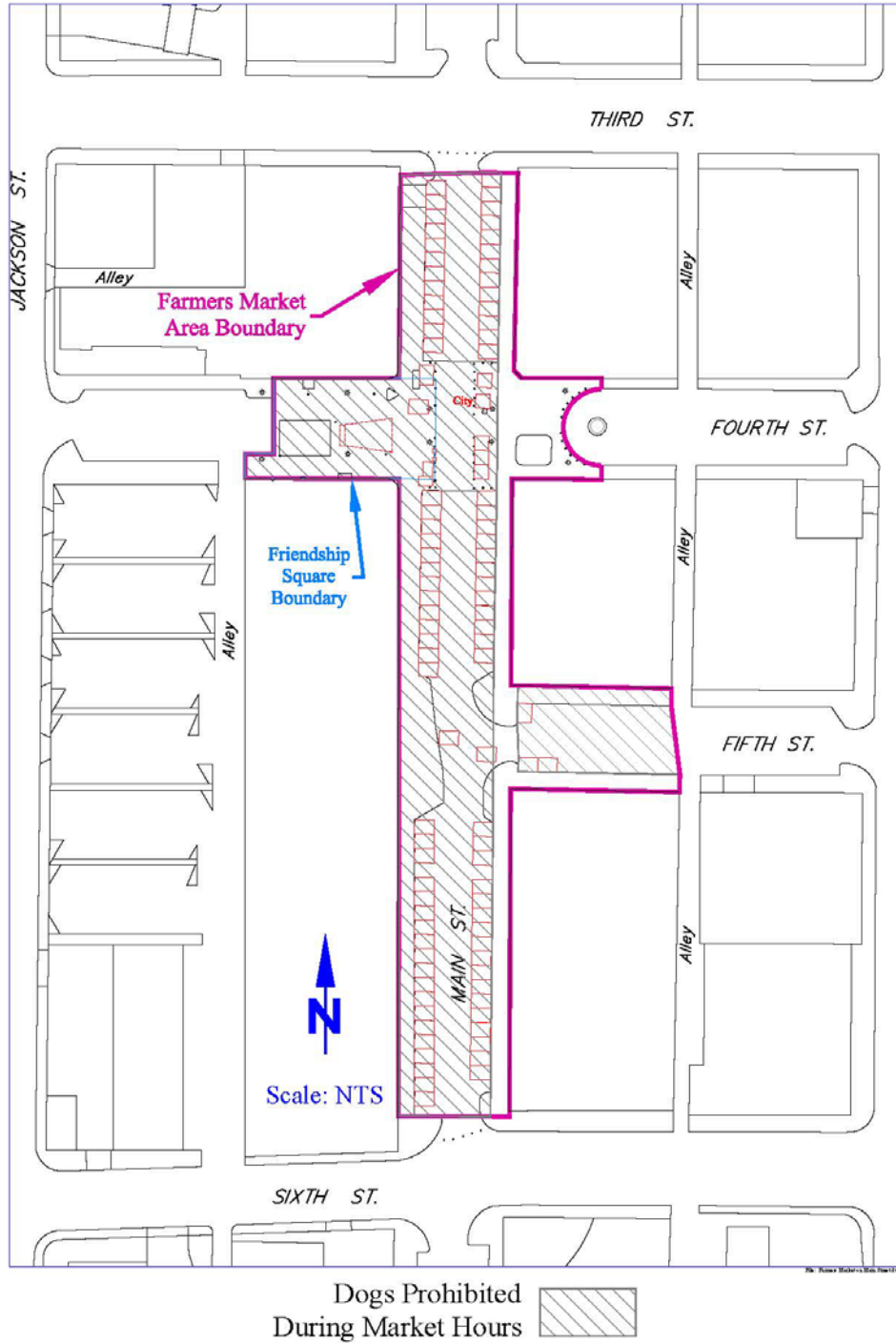
Because the Market is located entirely on public right-of-way or City controlled property, the City reserves its right to regulate activities which occur within such public property.

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Appendices

Appendix1 – Moscow Farmers Market Map & Boundaries

Farmers Market Location



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Appendix 2 – Moscow Farmers Market Vendor Fees

Approved Market Vendors have three Tier packages to choose from. At least the minimum amount of days plus the registration fee must be paid in full prior to vending.

Fees	Tier – 1 (1 – 8 Market Days)	Tier – 2 (9 – 17 Market Days)	Tier – 3/Season (18 – 26 days)
Annual Registration Fee	\$15	\$50	\$125
Daily Full Booth Space Fee 11' x 15'	\$30	\$20	\$15
Daily Shared Booth Space 5' x 15'	\$15	\$12	\$9
Daily Table Space 3' x 3'	\$10	\$8	\$6
Daily Electricity <i>Limited outlets, 16 amp max</i>	\$10	\$10	\$10
Daily Truck Parking	\$25	\$20	\$15
Daily Corner Space	\$5	\$5	\$5
Daily Youth Vendor	\$6	\$6	\$6
Daily Performance Art	\$7	\$7	\$7

For additional information on Vendor fees, please visit the City of Moscow website at www.ci.moscow.id.us.

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Appendix 3 – Fire Inspection Requirements

MOSCOW VOLUNTEER FIRE DEPARTMENT INSPECTION REQUIREMENTS

The following items will be inspected by the Moscow Fire Department on an irregular basis. Each Market Vendor must follow all requirements at all times.

1. Fire Extinguishers
 - a. A minimum of one (1) five pound (5 lb.) ABC type portable fire extinguisher is required for each Vendor with any type of cooking device or warming plate.
 - b. A class K rated portable extinguisher is required for deep-vat fry cooking equipment involving vegetable or animal oils and fats.
2. Portable Cooking devices
 - a. Each Vendor with a cooking device under a canopy or tent shall provide the Moscow Fire Department with a certificate executed by an approved testing laboratory certifying that the canopy or tent is composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701.
 - b. No combustible material shall be within five feet (5') of any cooking device.
 - c. If the portable cooking device has a smoke stack the stack shall be a minimum of five feet (5') from any combustible material.
 - d. All compressed gas cylinders shall be secured by an approved method, including chained to a stable structure or item, to prevent tipping-over and damaging its stem and/or regulator.
3. Electrical cords.
 - a. All electrical cords shall be U/L Approved.
 - b. All electrical cords shall be covered to prevent a tripping hazard.
4. Fire Lanes
A minimum fire lane of twenty five feet (25') shall be maintained at all times
5. Vendor Tents.
 - a. All tents, umbrellas or coverings are required to be weighted to prevent blow down. Each canopy leg must have no less than twenty four pounds (24 lbs.) anchoring. Weights should be secured in a manner that does not create its own safety hazard or cause a tripping hazard. The weights should: be tethered with lines that are clearly visible, have soft edges (to avoid causing cuts and scrapes), be securely attached, and be on the ground (and not above people's heads).
 - b. Tent poles in walkways shall have red or florescent tape applied in order to prevent tripping hazards.

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Appendix 4 – Moscow Farmers Market Notice of Penalty

CITY OF MOSCOW, IDAHO FARMERS MARKET NOTICE OF PENALTY			
☐ 1 st Penalty	☐ 2 nd Penalty	☐ 3 rd Penalty	Date of Penalty: _____
Vendor: _____		Date of Notice to Vendor: _____	
Explanation of Infraction (reference to specific Farmers Market Policy): _____			

Vendor's response/explanation (optional): _____			

USE REVERSE OR OTHER PAPER IF NECESSARY			

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Appendix 5 – Permits, Resources & Contacts

CONTACT INFORMATION - PERMITS AND LICENSING RESOURCES

Market Manager's email is farmersmarket@ci.moscow.id.us.
Market telephone number is (208) 883-7132.

Idaho North Central District Health Department (food)	333 East Palouse River Drive Moscow, ID 83843	(208) 882-7506 or (208) 799-3100 www.agri.idaho.gov www.cdhd.idaho.gov/EH/food
Idaho State Tax Commission	800 Park Blvd, Plaza IV Boise, ID 83701	(800) 972-7660 (208) 334-7660 www.tax.idaho.gov
State of Idaho Alcohol Beverage Control	Idaho State Police 700 S. Stratford Dr., Ste. 115 Meridian, ID 83642	(208) 884-7060 www.isp.state.id.us/abc/
Moscow Fire Department	229 Pintail Lane 603 South Main Moscow, ID 83843	(208) 882-2831 jwilliams@ci.moscow.id.us
State of Idaho – Nursery	Plant Industries Division P O Box 790 Boise, ID 83701	(208) 332-8620 www.agri.idaho.gov
State of Idaho – Department of Agriculture (ISDA) Egg handler / dealer	2270 Old Penitentiary Road P O Box 790 Boise, ID 83701-0790	(208) 332-8500 www.agri.idaho.gov www.adm.idaho.gov/adminrules
State of Idaho – Department of Agriculture (ISDA) Organic	2270 Old Penitentiary Road P O Box 790 Boise, ID 83701-0790	(208) 332-8673 www.idahoag.us/categories
State of Idaho – Department of Agriculture (ISDA) Bedding plants, landscape plants, fresh or cut flowers	2270 Old Penitentiary Road P O Box 790 Boise, ID 83701-0790	(208) 332-8620 www.idahoag.us/categories
State of Idaho – Weights and Measures	P O Box 790 Boise, ID 83701-0790	(208) 332-8620 www.idahoag.us/categories
Idaho State Seed Lab (ISDA) Seeds	2240 Kellogg Lane Boise, ID 83712	(208) 332-8630 www.agri.idaho.gov
Idaho Secretary of State Latah County Court Clerk Business licensing	700 W. Jefferson, Ste. 205 P O Box 83720-0080 Boise, ID 83720	(208) 334-2300 www.secstate@sos.idaho.gov
University of Idaho Latah County Extension Small Farms Educator Iris Mayes	220 E 5 th St., #336 P O Box 8068 Moscow, ID 83843	(208) 883-2267 latah@uidaho.edu www.uidaho.edu/extension
State of Idaho - Department of Agriculture - Dairy Bureau Marv Patten	2270 Old Penitentiary Road P O Box 790 Boise, ID 83701-0790	(208) 332-8550

Miscellaneous information concerning permits and licensing information for different vendor categories. The following is not an exhaustive list, and is provided for user education purposes.

Bees (Apiary)	Idaho Bee Inspection Program. All Beekeepers are required to register their bees with the Idaho State Department of Agriculture (ISDA) and pay a registration fee as well as a honey advertising tax on each colony of bees. http://www.agri.idaho.gov/Categories/PlantsInsects/Bees/indexapiary.php
Dairy	Selling raw milk; information on small herd exemptions and selling shares of raw milk - Idaho State Department of Agriculture, Dairy Bureau (208) 332-8550 http://www.agri.idaho.gov/Categories/Animals/Dairy/dairyRawMilk.php
Organic	The Idaho State Department of Agriculture's Organic Certification Program is an accredited certifying agent of the USDA's National Organic Program. We provide certification services for crops, wild crops, livestock, and handlers/processors. We also provide material registration for manufacturers who produce inputs used in organic production. http://www.agri.idaho.gov/Categories/PlantsInsects/Organic/indexOrganicHome.php
Nursery, Florists and Landscaping	Anyone who engages in, conducts, or carries on the business of propagating, growing, selling, dealing in, or importing into Idaho, for sale or distribution, any nursery or florist stock, or engages in the installation of landscape plants, or acts as an agent, salesman, or solicitor for any nurseryman, florist, landscape contractor, or dealer in nursery or florist stock, must first obtain a license to do so from the Idaho State Department of Agriculture. Pursuant to Idaho Code § 2305(2), sellers with less than \$500 gross annual sales are exempt from licensing. http://www.agri.idaho.gov/Categories/PlantsInsects/Nursery/indexNurseryHome.php
Eggs	It is a requirement under Title 37, Chapter 15 , Idaho Code, "Egg and Egg Products" and IDAPA 02.02.11 "Rules Governing Egg and Egg Products" to comply with the laws and rules if you are a distributor of egg and/or egg products or if you have three hundred (300) or more birds. If an individual has less than three hundred (300) birds , the eggs can be sold without complying with the requirements; however, the eggs must be clean and the container must be labeled with the individual's name, address, phone number, and the words "UNGRADED EGGS".
Poultry	Poultry sales and processing regulations fall under Idaho Health and Welfare, but your local Health Department (Idaho North Central Health District) is your contact for making sure you are in compliance at (208) 882-7506 or (208) 799-3100. http://idahopublichealth.com/79-environmental-health/92-food-protection
Meat	Idaho does not have any State inspected meat processing facilities so all meat sold by the cut at the Farmers Market needs to be processed in a USDA approved facility. Contact your local Health Department at (208) 882-7506 for any food license requirements and additional information on best practices for selling meat in the Market.
Soil and Plant Amendments	Registration with ISDA is required in order to distribute soil or plant amendments in the State of Idaho. http://www.agri.idaho.gov/Categories/PlantsInsects/FFSP/indexFeedFertSPHome.php#soilplant
Weights and Measures	ISDA W&M requires any weighing or measuring instrument or device used for commercial purposes in the State of Idaho to be licensed annually. This includes scales to measure produce at the Market. http://www.agri.idaho.gov/Categories/WeightsMeasures/deviceLicense.php

Appendix 6 – Jury Process & Site Visits

To be developed...