

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Agenda~

Amanda Argona
Staff Liaison

<https://www.ci.moscow.id.us/362/Farmers-MarketCommission>

Tuesday, January 4, 2022

4:00 PM

**Council Chambers
206 E. Third St.**

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Reading of the 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.

2. Approval of Farmers Market Commission December 7, 2021 Minutes (ACTION ITEM)

3. Public Comment and Response to Previous Comments (limited to 10 minutes)

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

4. Farmers Market Commission Officer Elections (ACTION ITEM)

Commission members may nominate another member or self-nominate for the positions of Chair and Vice-Chair.

Hill and Lawrence were nominated for the positions of Chair and Vice-Chair respectively at the Nov. 2 meeting.

PROPOSED ACTIONS: Elect officers or take such other action as deemed appropriate.

5. Policies Subcommittee Report– Lawrence, Morsek, Parker and Argona

The Policies Subcommittee met on Fri., Dec. 17 to review revision proposals to the 2021 Vendor Handbook. This subcommittee serves as the initial revisionists of the Vendor Handbook by suggesting and updating policies to ensure they are in line with Market operations.

The Subcommittee is proposing revisions to the following policies:

- Becoming a Market Vendor Page 11. Item 4.
- How to Become an Approved Vendor Page xvi. Appendix 6

- Vendor Production and Location Rule Page 11. Item 2.
- Setup Page 18. Item 19.

The Subcommittee is proposing no revisions to the following policies:

- Vendor Merchandise Page 16. Item 4.
- Public Health Management Page 16. Item 5.

To accommodate the holiday travel season, Vendors have been notified to provide feedback by Mon., Jan. 31. The proposed revisions will be an action item for the Commission at the Feb. 1 meeting, and any Vendor feedback will be presented at this time. The Policies Subcommittee does not intend on meeting again before the February meeting unless discussion at today's meeting warrants it.

6. Moscow Farmers Market poster (ACTION ITEM) – Argona

The following timeline is proposed for this year's Moscow Farmers Market poster. Staff has budgeted \$500 for the art purchase contract of the final selected artwork, which will become property of the City of Moscow and welcomed into the City's Portable Art Collection. Selected artwork will become the focal point of the poster.

- Jan. – Call for artwork opens; artwork submitted through Submittable
- Feb. 23 – Submission deadline
- Mar. 1 – Farmers Market Commission selects finalists for public voting
- Mar. 4 – Public voting opens through Submittable
- Mar. 25 – Public voting closes
- Apr. 1 – Selected artwork and artist announced

Poster submission requirements are attached for the Commission to review.

PROPOSED ACTIONS: Accept Moscow Farmers Market poster art timeline and requirements or take such other action as deemed appropriate.

REPORTS

1. 2021 Site Visits – DePhelps, Hill, Lawrence, Argona

ANNOUNCEMENTS

1. Proposed Items for Future Agendas

Commission members may email Amanda Argona (aargona@ci.moscow.id.us) to propose future agenda items for discussion.

- 2022 Handbook Revisions – February
- FY23 FMC Budget – February/March

2. Farmers Market Commission regular meeting February 1, 2022 at Moscow City Hall in 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.

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

Amanda Argona
Staff Liaison

~Agenda~

<https://www.ci.moscow.id.us/362/Farmers-MarketCommission>

Tuesday, December 7, 2021

4:00 PM

**Council Chambers
206 E. Third St.**

WELCOME AND ATTENDANCE

REGULAR AGENDA

Meeting called to order at 4:02 p.m.

PRESENT: Kerry Morsek, Collette DePhelps, Jonathan Rau, Jamie Hill (Chair), Mackenzie Lawrence (Vice Chair), Stu Scott, Claire Friedrichsen, Jenny Parker

OTHER: Art Bettge (Council Liaison)

STAFF: Amanda Argona (Community Events Manager), Kelsey Manning (Administrative Specialist)

ABSENT: Sam Martinet

Friedrichsen introduced herself as new appointee.

1. Reading of the 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.

The mission statement was read aloud by Morsek.

2. Approval of Farmers Market Commission November 2, 2021 Minutes (ACTION ITEM)

Scott moved, Rau seconded to approve the November 2, 2021 minutes.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

3. Public Comment and Response to Previous Comments (limited to 10 minutes)

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

4. 2022 Farmers Market Commission representation – (ACTION ITEM)

In an effort to provide the Commission with adequate notice on special meetings, events, and activities, staff has compiled a list of dates where the Commission's presence is requested:

Meetings

Thurs., Apr. 7 – Vendor Orientation

Events

Jul. 2 – Fourth of July Celebration Aug. 6 – Kick-off to National Farmers Market Week
Aug. 13 – National Farmers Market Week Celebration Oct. TBD – UI Homecoming Parade
Oct. 29 – Halloween Costume Contest TBD Dec. – Light up the Season Parade

Commission members decided which dates and tabling strategy for 2022. As event dates approach, members will volunteer. The Commission unanimously decided to not attend the Light up the Season Parade.

Activities (RMAs, Merchandise Sales, Tabling, etc.)

Third Saturdays

May 21 Jun. 18 Jul. 16 Aug. 20 Sep. 17 Oct. 15

PROPOSED ACTIONS: Accept 2022 special dates and opportunities, or take other such action as deemed appropriate.

DePhelps asked if the suggested dates were similar to previous RMA (Rapid Market Assessment) dates. Argona indicated she did not look at previous RMA dates. DePhelps said for consistency and data collection purposes, aligning 2022 dates with previous RMA dates is best. There has not been a complete RMA since 2018 and the Commission agreed that an RMA in 2022 is beneficial. Argona asked for the Commission's preference on hosting the RMAs on the same dates as a Commission tabling event. Scott said he thinks there should be three times in the season to survey to get a full spectrum of population. He suggested combining RMA and Commission table that could include merchandise. Hill said the Commission has traditionally had a presence at the Market during the first few Saturdays in May, which has been very helpful in the beginning of the season. Lawrence expressed concern about the Commission attempting to accomplish too much on one Saturday and suggested that the RMAs be separate from other activities. She cited that at least three Commission members are unavailable on Saturdays due to their Vendor status, which leaves much of the work load to the six other members who also have time commitments. Lawrence suggested pairing selling merchandise with other outlined special events and activities such as the poster artist signing and the National Farmers Market Week Celebration. Argona said indicated she will look at previous RMA dates and schedule accordingly for 2022, with other tabling activities in between.

DePhelps moved to approve the known dates, Lawrence seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. 2022 Craft & Food Juries – (ACTION ITEM)

Historically, three dates of have been selected for new and prospective Vendors, with a maximum of 15 participants per jury. An additional date is also selected for current vendors seeking to add products outside the scope of their normal offerings. Pending the number of Vendors returning from 2019, additional dates are to be selected for re-juries. The 1912 Center Great Room will host all needed juries and re-juries. Available dates and times are currently as follows:

Morning juries (judging 10 to 11:30 am)

- Wed., Feb. 23
- Fri., Feb 25
- Wed., Mar. 2
- Fri., Mar. 4
- Mon., Mar. 7
- Wed., Mar. 9
- Fri., Mar. 11

Afternoon juries (judging 4 to 5:30 pm)

- Wed., Feb. 23
- Fri., Feb 25
- Mon., Feb. 28
- Wed., Mar. 2
- Mon., Mar. 7
- Fri., Mar. 11

PROPOSED ACTIONS: Assign Craft & Food Jury subcommittee members or Commission members as judges for four juries/re-juries, or take other such action as deemed appropriate.

Members discussed availability of the Craft and Food Jury subcommittee to attend 2022 juries. Discussion ensued between Scott and Rau about their availability. Martinet was absent and Argona indicated she will reach out to Martinet with the selected dates. Rau asked if there is a limit to Vendors due to Market space and if there is a limit on Vendor juries. Argona said the Tier system allows for balancing space requests and absences from Vendors on vacation, with 5th Street also available during peak season. She went out on to indicate that growers experience different freeze dates, which also opens more spaces in September. As for the number of Vendors allowed at juries, the Commission can change the number; the number has been 15 prospective Vendors per jury for a total of 45 slots. Rau asked if Argona will reach out to the subcommittee once the dates are finalized and she said yes.

DePhelps moved to approve suggested dates, Morsek seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

1. Craft & Food Re-Juries – Argona

Argona reported on the 2021 Craft & Food Re-Juries and upcoming ones for 2022. She referenced the attached report.

2. Policies Subcommittee – Parker, Lawrence, Morsek, Argona

Argona reported on the initial meeting by the subcommittee and stated that there is another meeting scheduled with a more in-depth report available in January and February. DePhelps requested that the word regional be added to the Market's mission statement. Argona said she believed this was an action the Commission can take without a Policies Subcommittee recommendation, but would look into protocol.

3. 2021 Site Visits – DePhelps, Hill, Lawrence, Argona

DePhelps asked to move this report to January.

ANNOUNCEMENTS

1. Proposed Items for Future Agendas

Commission members may email Amanda Argona (aargona@ci.moscow.id.us) to propose future agenda items for discussion.

- Commission Officer Elections – January
- Policies Subcommittee report – January
- Alignment of Vendors and Products with current Production Location policy – January
- Annual Poster Contest timeline – January

2. Farmers Market Commission regular meeting January 4, 2021 at Moscow City Hall in Council Chambers

ADJOURN

Meeting adjourned at 5:04 pm

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Vendor Merchandise Page 16. Item 4.

Original

Merchandise. The Market permits Vendors to sell merchandise items that are directly related and/or promoting the Vendor's business operations in a limited capacity. Vendors wishing to sell merchandise must first register all merchandise items with the Community Events Manager. Upon approval, Vendors may display no more than one type of approved merchandise item for sale among the majority of their current products per Market day.

Public Health Management Page 16. Item 5.

Original

To ensure the Market is creating a safe and non-hazardous environment to the public, all Vendors will abide by the following public health measures.

- a. Waste Management. Vendors are responsible for the set-up, clean-up, and safe operation of their assigned space. Vendors will provide their own receptacles/bags to manage waste, then must take any waste they generate with them at the end of the Market day. Waste receptacles in the Market are for use by Market customers and should not be used by Vendors for their waste. The dumpsters located throughout the downtown area are privately owned and are not for Vendor's use. Pursuant to Idaho Code 18-2403(5)(c). This activity is a misdemeanor crime and punishable by up to a \$1,000 fine, plus court costs and up to one year in jail.
- b. Health Regulations. The Idaho Public Health Department conducts unscheduled inspections for compliance with relevant health and safety regulations throughout the Market Season to ensure public safety and adequate health practices. The Community Events Manager and/or Public Health Department representative will enforce applicable State and local requirements and have the authority to stop the sale of any items that are in violation of these regulations.

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- c. Grey Water. Vendors are required by Idaho State Law, when applicable, to deposit grey water 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. The Market provides a grey water dump station for use by Vendors. Grey water must be disposed of at this dump station. Vendors must take with them their non-grey water waste at the end of Market day.

Subcommittee review, 11/8/21; Recommendation of no changes

Commission review, 1/4/22

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Becoming a Market Vendor Page 11 Item 4.

Original

4. Becoming a Market Vendor

a. Prospective Vendors. Vending at the Moscow Farmers Market for prospective Vendors, or Vendors who have been absent from the Market for two (2) or more consecutive seasons, requires first to be subject to the approval process, and second followed by the registration process. These processes are specific for different vending categories. To become an approved Vendor at the Moscow Farmers Market, please follow the steps outlined in Appendix 6.

b. Returning Vendors. Returning Vendors will need to register for the upcoming season and submit relevant required documents.

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Becoming a Market Vendor Page 11 Item 4.

Revision 1

4. Vendor Eligibility and Approval

a. New Vendors. New Vendors are defined as any Vendor who has not previously sold at or has been absent for two (2) consecutive seasons from the Market. These Vendors are required to undergo either a satisfactory Site Visit or receive a qualifying score through a Craft & Food Jury to become eligible. Approval process and eligibility criteria are described in Appendix 6.

b. Returning Vendors. Returning Vendors are defined as any Vendor that has not been absent from the Market for two (2) or more consecutive seasons. Returning Vendors need to register for the upcoming season and submit relevant required documents to become eligible.

Revision 2

4. Vendor Eligibility and Approval

a. New Vendors. New Vendors are defined as any Vendor who has not previously sold at the Market or has been absent for two (2) consecutive seasons. These Vendors are required to complete either a satisfactory Site Visit or receive a qualifying score through a Craft & Food Jury to become eligible. Basic eligibility, approval process, and tier eligibility are described in Appendix 6.

b. Returning Vendors. Returning Vendors are defined as any Vendor that has not been absent from the Market for two (2) or more consecutive seasons. Returning Vendors need to register for the upcoming season and submit relevant required documents to maintain eligibility.

Subcommittee review, 12/9/21; Recommendation of Revision 2

Commission review, 1/4/22

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Appendix 6 – How to Become an Approved Vendor page xvi

Original

1. Basic Requirements

- ☐ I am the grower/producer of my products
- ☐ My business operates within 200 air-miles of Moscow, Idaho

2. Specific Requirements

a. Site Visits. Those wishing to sell items that qualify them as an Agricultural Vendor are subject to a Site Visit of their operation either before or during the Market Season. While this is a requirement for Agricultural Vendors, ALL VENDORS are subject to a site visit. The Market schedules Site Visits in advance and includes members from the Farmers Market Commission and Farmers Market Staff. The purpose of a Site Visit is to learn more about a Vendor's operation and ensure compatibility between the on-site practices and the Market's values and philosophies. The Market requires that Agricultural Vendors, that are in the subcategory of Forager, disclose where product was harvested within a five [5] square mile description. The Market reserves the right to require a Vendor to sign a disclosure form, under penalty of perjury, stating that no laws were violated in harvesting or selling of wild mushrooms, plants, or berries.

b. Craft & Food Juries. The Craft & Food Juries provide an opportunity for potential Vendors to display their items as if they were at the Moscow Farmers Market. The Market provides participants one six foot (6') table for set up. Participant(s) has one (1) hour to set-up prior to the start of the Jury. At the end of the Jury, participants have one (1) hour to take down their display and collect their supplies. The Market will discard any items or supplies left behind.

A jury panel handles, examines, and/or tastes presented items. Jury panelists are comprised of Farmers Market Commission members, Arts Commission members, and other community residents selected for their expertise. A participant's score is based on their Table Display, Sourcing, and

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Product Design and Integrity. Each evaluator completes a Jury Score Card (see examples on following pages) per participant. Score cards are tallied and an average score is provided per participant. The Market requires that participants receive a minimum score of seventy percent (70%) to be qualified to participate in the Market.

The Community Events Manager reserves the right to select fewer qualified Vendors based on availability of space and current Market product mix. The Community Events Manager notifies prospective Vendors of the Jury results within two (2) business days. Upon approval, qualified vendors are expected to attend the mandatory Annual Vendor Orientation and may begin the registration process. Paperwork must be completed and submitted prior to requesting a space assignment. Approval does not equate to receiving space at the Market.

Prospective Vendors who do not receive the minimum qualifying score may re-submit a Reservation Form and re-jury at a later date. Upon request, the Community Events Manager provides evaluation feedback to prospective Vendors seeking to make improvements to their operation.

Those wishing to sell items that qualify them as a Non-Agricultural Vendor (Prepared Food Vendor and/or Craft/Artisan Vendor) shall do the following:

- i. Reservation Form. Submit a Craft and Food Jury Reservation Form by 5:00 p.m. on the stated deadline for the desired jury date they wish to attend.
- ii. Vendor Statement. Submit a Vendor Statement that describes their tools, techniques, and traditions that are utilized in creating their final product(s).
- iii. Sourcing List. Submit a materials/ingredients sourcing list that includes businesses, farms, locations of where they source items to create their final product(s).
- iv. Price/Menu List. Include pricing of items and/or a menu of product offerings as part of their table display at the jury.

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v. Prepared Food Vendors only:

- A legible drawing, photograph, or digital rendering of proposed booth layout that includes handwashing station location, prep areas, etc.
- Completed Food Risk Assessment Form or copy of current Food Permit License.
- Examples of packaging for unsealed/open food items (i.e. plates, bulk containers, to-go packaging, etc.). Styrofoam packaging and containers are not permitted.

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Appendix 6 – Vendor Approval & Eligibility page xvi

Revision 1

1. Basic Eligibility

All Vendors are required to be the grower/producer of the products they are interested in selling at the Market. These same products must be grown/produced within 200 air miles of Moscow, ID.

2. Approval Process for Agricultural Vendors

a. Create a Farmspread account and apply to sell at the Moscow Farmers Market for the applicable season.

b. Attend the mandatory Vendor Orientation.

c. Complete a Site Visit with the Farmers Market Commission and Farmers Market Staff either prior to or during the Market Season.

i. The purpose of a Site Visit is to learn more about a Vendor's operation and ensure compatibility between the on-site practices and the Market's values and philosophies. While this is a requirement for Agricultural Vendors, ALL VENDORS are subject to a site visit.

ii. The Market requires that Agricultural Vendors, that are in the sub-category of Forager, disclose where product was harvested within a five (5) square mile description. The Market reserves the right to require a Vendor to sign a disclosure form, under penalty of perjury, stating that no laws were violated in harvesting or selling of wild mushrooms, plants, or berries.

d. Pending a satisfactory Site Visit, the Agricultural Vendor is approved to sell at the Market.

3. Approval Process for Non-Agricultural Vendors

a. Create a Submittable account and submit a Craft & Food Jury Reservation form. Include with the form:

i. Vendor Statement. A statement that describes the tools, techniques, and traditions utilized to reach final product(s).

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- ii. Sourcing List. Materials/ingredients sourcing list to include businesses, farms, locations of where they source items to create their final product(s).
 - iii. Price/Menu List. Include pricing of items and/or a menu of product offerings as part of their table display at the jury.
 - iv. Prepared Food Vendors only:
 - A legible drawing, photograph, or digital rendering of proposed booth layout that includes handwashing station location, prep areas, etc.
 - Completed Food Risk Assessment Form or copy of current Food Permit License.
 - Examples of packaging for unsealed/open food items (i.e. plates, bulk containers, to-go packaging, etc.). Styrofoam packaging and containers are not permitted.
- b. Attend the applicable Craft & Food Jury
- i. Set-Up and Take-Down. Tables are provided for Vendors. Vendors have one (1) hour to complete their table set-up and may not be present during the judging period. Vendors are required to collect their items at the end of a Craft & Food Jury. Failure to do so results in a zero (0) score and items left behind are discarded.
 - ii. Judging Criteria and Scoring. A jury panel handles, examines, and/or tastes presented items. Panelists are generally comprised of Farmers Market Commission members. A participant's score is based on their Table Display, Sourcing Information, and Product Design and Integrity. Each evaluator completes a Score Card (see examples on following pages) per participant. Score cards are tallied and an average score is provided per participant. The Market requires that participants receive a minimum score of seventy percent (70%) to be

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qualified to participate in the Market. Vendors who do not receive the minimum qualifying score may re-submit a Reservation Form and re-jury at a later date. Upon request, the Community Events Manager provides evaluation feedback to prospective Vendors seeking to make improvements to their operation.

iii. Notification. The Community Events Manager notifies Vendors of the Jury results within two (2) business days. The Community Events Manager reserves the right to select fewer qualified Vendors based on availability of space and current Market product mix.

- c. Pending a qualifying score and product approval, the Vendor is eligible to sell at the Market.
 - d. Create a Farmspread account and apply to sell at the Moscow Farmers Market for the applicable season.
 - e. Attend the mandatory Vendor Orientation.
 - f. Vendor is approved to sell at the Market.
4. Tier Eligibility

New Vendors and Vendors that have been absent from two (2) consecutive seasons are eligible for Tier 1 or 2 packages in their first year. Approval status does not equate to receiving space at the Market. Vendors who successfully complete their first season may request Tier 3 status. Considerations for Tier 3 status include the Vendor's attendance, timeliness, adherence to Market policies, and available space.

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Revision 2

1. Basic Eligibility

All Vendors are required to be the grower/producer of the products they are interested in selling at the Market. These same products must be grown/produced within 200 air miles of Moscow, ID.

2. Approval Process for Agricultural Vendors

- a. Create a Farmspread account and apply to sell at the Moscow Farmers Market for the applicable season.
- b. Attend the mandatory Vendor Orientation.
- c. Complete a Site Visit with the Farmers Market Commission and Community Events Staff either prior to or during the Market Season.
 - i. Purpose. The purpose of a Site Visit is to verify a producer's practices as listed by the Vendor in Farmspread and to ensure compatibility with the Market's mission statement, values, and philosophies.
 - ii. Issues and Actions. Egregious food safety and/or public health violations discovered during a Site Visit will result in an immediate suspension from the Market. Vendors who are deemed incompatible with the Market's mission statement, values, and philosophies by the Site Visit subcommittee may attend the Market until further notice by the Commission.
 - iii. Foragers. Agricultural Vendors in the sub-category of Forager are required to disclose where product was harvested within a five (5) square mile description. The Market may require a Vendor to sign a disclosure form that no laws were violated in harvesting or selling of wild mushrooms, plants, or berries.
- d. Pending a satisfactory Site Visit or Commission decision, the Agricultural Vendor is approved to sell at the Market.

3. Approval Process for Non-Agricultural Vendors

- a. Create a Submittable account and submit a Craft & Food Jury Reservation form. Include with the form:

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- i. Vendor Statement. A statement that describes the tools, techniques, and traditions utilized to reach final product(s).
 - ii. Sourcing List. Materials/ingredients sourcing list to include businesses, farms, locations of where they source items to create their final product(s).
 - iii. Price/Menu List. Include pricing of items and/or a menu of product offerings as part of their table display at the jury.
 - iv. Prepared Food Vendors are also required to:
 - Submit a legible drawing, photograph, or digital rendering of proposed booth layout that includes handwashing station location, prep areas, etc.
 - Complete a Food Risk Assessment Form or submit a copy of current Food Permit License.
 - Submit examples of packaging for unsealed/open food items (i.e. plates, bulk containers, to-go packaging, etc.). Styrofoam packaging and containers are not permitted.
- b. Attend the applicable Craft & Food Jury
- i. Set-Up and Take-Down. Tables are provided for Vendors. Vendors have one (1) hour to complete their table set-up and may not be present during the judging period. Vendors are required to collect their items at the end of a Craft & Food Jury. Failure to do so results in a zero (0) score and items left behind are discarded.
 - ii. Judging Criteria and Scoring. A jury panel handles, examines, and/or tastes presented items. Panelists are generally comprised of Farmers Market Commission members. A participant's score is based on their Table Display, Sourcing Information, and Product Design and Integrity. Each evaluator completes a Score Card (see examples on following pages) per participant. Score cards are tallied and an average score is

MOSCOW FARMERS MARKET COMMISSION



provided per participant. Participants must receive a minimum score of seventy percent (70%) to be qualified to participate in the Market. Vendors who do not receive the minimum qualifying score may re-submit a Reservation Form and re-jury at a later date. Upon request, the Community Events Manager provides evaluation feedback to prospective Vendors seeking to make improvements to their operation.

iii. Notification. The Community Events Manager notifies Vendors of the Jury results within two (2) business days. The Community Events Manager reserves the right to select fewer qualified Vendors based on availability of space and current Market product mix.

- c. Pending a qualifying score and product approval, the Vendor is eligible to sell at the Market.
- d. Create a Farmspread account and apply to sell at the Moscow Farmers Market for the applicable season.
- e. Attend the mandatory Vendor Orientation.
- f. Vendor is approved to sell their approved products at the Market. Requests to sell additional products throughout the season are to be submitted to the Community Events Manager for review. Please note: approved Non-Agricultural Vendors are subject to Site Visits if warranted by the Commission.

4. Tier Eligibility

- a. First Season. New Vendors and Vendors that have been absent for two (2) consecutive seasons are eligible for Tier 1 or 2 packages (see page 13, sub-item b.). Approval status does not equate to receiving space at the Market. Vendors who complete their first season may submit a request to the Community Events Manager to be promoted to Tier 3 status for the following season. Considerations for Tier 3

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status include the Vendor's attendance, timeliness, adherence to Market policies, and available space and product mix.

- b. Special Considerations. Tier 3 status is not typically granted to new Vendors in their first season. Agricultural Vendors and Craft & Food Vendors who receive a qualifying score of 90% or greater requesting Tier 3 status in their first season shall appeal to the Commission for consideration.

Subcommittee review, 12/17/21; Recommendation of Revision 2

Commission review, 1/4/22

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Vendor Production and Location Rule Page 11. Item 2.

Original

All Vendors shall be the grower/producer and shall conduct their growing/producing operations in a location not more than two hundred (200) air-miles from the City of Moscow, Idaho.

Vendor Production and Location Rule Page 11. Item 2.

Revision 1a – Counties only

All Vendors shall be the grower/producer and shall conduct their growing/producing operations in Latah or Whitman county, or one of the following bordering counties: Benewah, Clearwater, Nez Perce, Shoshone, Adams, Asotin, Columbia, Franklin, Garfield, Lincoln, Walla Walla. No more than twenty (20) percent of Vendors in a given Market season may be sourced from counties not bordering Latah and Whitman.

Revision 1b – Air Miles only

All Vendors shall be the grower/producer and shall conduct their growing/producing operations in a location not more than one hundred sixty-five (165) air-miles from the City of Moscow, Idaho.

Revision 1c– Counties and Air Miles 1

All Vendors shall be the grower/producer and shall conduct their growing/producing operations in a location not more than two hundred (200) air-miles from the City of Moscow, Idaho in the following counties: Latah, Whitman, Benewah, Clearwater, Nez Perce, Shoshone, Adams, Asotin, Columbia, Franklin, Garfield, Lincoln, Walla Walla. No more than twenty (20) percent of Vendors in a given Market season may be sourced from counties not bordering Latah and Whitman.

Revision 1d– Counties and Air Miles 2

All Vendors shall be the grower/producer and shall conduct their growing/producing operations in a location not more than one hundred sixty-five (165) air-miles from the City of Moscow, Idaho in the following counties:

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Latah, Whitman, Benewah, Clearwater, Nez Perce, Shoshone, Adams, Asotin, Columbia, Franklin, Garfield, Lincoln, Walla Walla. No more than twenty (20) percent of Vendors in a given Market season may be sourced from counties not bordering Latah and Whitman.

Vendor Production and Location Rule Page 11. Item 2.

Revision 2 – Counties only

All Vendors shall be the grower/producer and shall conduct their growing/producing operations in Latah or Whitman county, or one of the following bordering counties: Benewah, Clearwater, Nez Perce, Shoshone, Adams, Asotin, Columbia, Franklin, Garfield, Lincoln, Walla Walla. No more than twenty-five (25) percent of Vendors in a given Market season may be sourced from counties not bordering Latah and Whitman.

Vendor Production and Location Rule Page 11. Item 2.

Revision 3 – Counties only

Vendors shall be the primary grower/producer/owner of their products. Preference is given to operations in Latah and Whitman county, and the following bordering counties: Benewah, Clearwater, Nez Perce, Shoshone, Adams, Asotin, Columbia, Franklin, Garfield, Lincoln, Walla Walla. Vendors outside these counties may be accepted but will not comprise more than 25% of all Vendors in a Market season.

Subcommittee review, 12/17/21; Recommendation of Revision 3

Commission review, 1/4/22

MOSCOW FARMERS MARKET COMMISSION



Setup Page 18. Item 19.

Original

Setup may begin at 5:00 a.m. Vendors are to enter on 5th Street, pull into their assigned space, unload their items to the sidewalk, and exit via 3rd Street or 6th Street. Vendors will park their vehicle a minimum of two (2) City blocks away from the Market (parking is available at Moscow City Hall and the adjacent Jefferson lot. See Appendix 8 – Vendor Parking Map). Once a Vendor’s vehicle is parked, they can then begin setting up their space 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. Vendors must be in their assigned space and unloaded by 7:30 a.m. All vehicles must be off Main Street by 7:30 a.m., unless otherwise specifically allowed by the Community Events Manager. All tents must be placed as close to the adjacent curb as is physically possible, unless specifically authorized by the Community Events Manager to do otherwise.

Setup Page 18. Item 19.

Revision 1

Setup may begin at 5:00 a.m. Vendors are to enter on 5th Street, pull into their assigned space, unload their items to the sidewalk, and exit via 3rd Street or 6th Street.

Vendors will park their vehicle a minimum of two (2) City blocks away from the Market (parking is available at Moscow City Hall and the adjacent Jefferson lot. See Appendix 8 – Vendor Parking Map). Once a Vendor’s vehicle is parked, they can then begin setting up their space 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.

Vendors must be in their assigned space and unloaded by 7:30 a.m. and must

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have their tent(s) and booth(s) setup by 8:00 a.m. All vehicles must be off Main Street by 7:30 a.m., unless otherwise specifically allowed by the Community Events Manager. All tents must be placed as close to the adjacent curb as is physically possible, unless specifically authorized by the Community Events Manager to do otherwise.

Subcommittee review, 12/17/21; Recommendation of Revision 1
Commission review, 1/4/22

MOSCOW FARMERS MARKET



MOSCOW FARMERS MARKET POSTER

The City of Moscow invites artists to submit artwork for the annual Moscow Farmers Market poster. The Moscow Farmers Market takes place every Saturday, 8 am to 1 pm, May through October in downtown Moscow on Main Street and Friendship Square. This annual opportunity invites artists to submit visual interpretations of this longstanding community event to the Farmers Market Commission, with the finalist selected by public vote.

Artists are invited to only submit their artwork with no accompanying text. The winning submission becomes the main feature and primary design element of the 2022 Moscow Farmers Market poster, and the selected artist has the option to be present during a Moscow Farmers Market in the month of May to sign finalized posters in-person.

The original selected artwork will become property of the portable City of Moscow Art Collection and the selected artist, or guardian if applicable, agrees to sign an art purchase agreement and receive a \$500 honorarium. The artist is responsible for having the work professionally framed prior to delivering it to the Community Events Division. The artist will retain the copyright to the artwork, though the City of Moscow will be granted an irrevocable license to reproduction of the winning work for promotional needs and fundraising purposes.

For additional information regarding the Moscow Farmers Market, please visit the following:

www.ci.moscow.id.us/197/Farmers-Market
www.ci.moscow.id.us/206/Market-Poster-Contest
www.facebook.com/MoscowFarmersMarket

MOSCOW FARMERS MARKET



ELIGIBILITY & SUBMISSIONS

- Artists may only submit one entry via the City of Moscow's Submittable page: <https://moscowarts.submittable.com/submit>. Emailed or physical submissions will not be accepted.
- In keeping with the spirit of the Moscow Farmers Market, submissions are restricted to those residing in a 200 air-mile radius from Moscow, Idaho. Students from the following schools are exempt from this restriction: University of Idaho, New Saint Andrews College, Washington State University, and Lewis-Clark State College.
- Submissions may be in any 2D medium including drawing, painting, mixed media, photography, crayon, marker, original graphic art, etc. or a photograph of a 3D art piece.
- Submissions featuring design elements that portray out of area produce not available at the Moscow Farmers Market are not considered (i.e. bananas, avocados, pineapples, etc.).
- Submissions must be of original design and any picture(s) or graphic(s) used must belong to the artist.
- Submissions must portray one or more of the following themes:
 - A scene at the Moscow Farmers Market
 - The social culture of the Moscow Farmers Market
 - A collection or assemblage of products available at the Moscow Farmers Market
- 2D submissions: Upload (1) print ready digital file in .jpeg, .png, or .pdf with the following file name format:
Lastname,Firstname_ArtworkTitle_DateCompleted
(e.g. Smith, Dana_FarmerInTheGarden_2021)
 - Submission must conform to the following:
 - Convert all images to CMYK color mode.
 - File size should be less than 30MB.
 - For computer generated files:
 - Convert all fonts to outlines / curves or rasterize all text layers
 - Save all images in 300 DPI (Dots per Inch) resolution

MOSCOW FARMERS MARKET



- 3D submissions: Upload up to (3) digital files in .jpeg, .png, or .pdf with the following file name format:
Lastname, Firstname_ArtworkTitle_DateCompleted_filenummer
(e.g. Smith, Dana_FarmerInTheGarden_2021_1)

SELECTION PROCESS

The selection panel includes members of the Farmers Market Commission and City of Moscow staff. From the submissions, the panel selects a maximum of five finalists for public voting. Public voting will begin at 8 am on Fri., Mar. 4 until 8 am on Fri., Mar. 25. The finalist submission with the most votes at the end of the voting period is the winner and will be announced via social media and press release.

Selection criteria includes:

- The use of bright, lively, and festive colors.
- The subject matter aligns with one of the three submission themes.
- The ability of the artwork to read well from various distances.
- The ability of the artwork to be replicated on an 11"x17" or 17"x11" sized poster.