

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

Meeting started at 4:03 p.m.

MEMBERS: Jonathan Rau, Jamie Hill (Chair), Mackenzie Lawrence (Vice Chair), Colette DePhelps, Claire Friedrichsen, Kerry Morsek

ABSENT: Sam Martinet, Stu Scott, Jenny Parker

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

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.

Lawrence read the mission statement.

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

DePhelps moved to accept the minutes as presented; Rau seconded.

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. 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.

DePhelps moved to accept the slate of nominations for 2022; Lawrence seconded.

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

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.

Hill asked if there are further changes to policies, will all of the changes be presented to Council? Argona indicated that upon approval, the Handbook will be revised and the entire Handbook will be presented to Council, with highlighted changes. Friedrichsen asked for clarification on the Vendor Product and Location Rule and the proposal to go from a 200 air mile radius to a county based approach. Argona explained that the proposal from the Policies Subcommittee is that no more than 25% of vendors would be permitted to attend from outside an unlisted county. DePhelps asked if the 200 air mile rule would also stay in place with this proposal. Argona said no. Hill asked for clarification on the 25%, and Argona said the 25% would be based on that season's roster. DePhelps expressed concern that this expanding the boundary to source Vendors instead of decreasing it. Argona said the Policies Subcommittee added language indicating preference for the listed counties and went on to state that currently 18% of Vendors are from unlisted counties. DePhelps voiced that even with a percentage cap, it's expanded how far vendors can travel to be a part of the Market. Hill asked DePhelps to share what would make sense to her. DePhelps said she wants to know the rationale for expanding the boundary. Argona indicated it was data-driven and invited other Policies Subcommittee members to speak. Morsek said that at some point the logistical demands are too high for attendance, along with the Market's other requirements. DePhelps stated that the Commission should not assume that there will be no interest to attend our Market just because the Market has not received applications or requests to attend. Argona asked if her experience in the position is enough to anecdotal evidence and DePhelps said no. Discussion ensued about members' hesitancy about allowing a percentage cap

without air miles. Morsek also offered that this policy change allowed for flexibility for Vendors who may be just outside the radius at 201 miles and who may be bringing something new and unique to Market versus a vendor at 150 miles who has some of the same goods that are already represented. DePhelps asked if the purpose of our Market was to be able to offer everything, like a grocery store, or reflect local wares. Due to time, Argona asked the group to look on page 11 of Appendix 6 to discuss the approval process, and she noted that the word mission statement needs to be added alongside values and philosophies. Discussion ensued about how best to implement timely site visits with the Market season for a pleasant, efficient process that is not over burdensome to Vendors. DePhelps and Argona both highlighted a new beef Vendor as an example of how this policy may affect a Vendor's future participation. DePhelps said under the Issues and Actions, there should be more clear verbiage that says if vendors aren't meeting requirements we need to say we're suspending until the Commission can discuss. Lawrence and Morsek also brought up the idea of adding more specific questions aimed at new agricultural Vendors to help with determining admittance to Market either through Farmspread or the Prospective Vendor form. DePhelps asked if there had been discussion about the new beef Vendor returning to the Market. Argona indicated that they have currently met the annual reporting requirement, and the next step would be to attend the Vendor Orientation to be eligible to attend Market this season. Hill suggested that since members were missing to discuss the Vendor Production and Location, an email be sent to those for review and or express concerns to changes. DePhelps asked what next month's meeting agenda will include. Hill said the Commission is expected to vote on the Policies Subcommittee recommendations to forward on to Council. DePhelps is in support of the proposed revision as long as 165 or 200 air mile limit is established with the 25% cap of sourcing Vendors.

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.

Argona opened the topic for discussion, reminding the Commission this is the second year that only artwork will be required, rather than a completely designed poster. DePhelps wants to ensure contestants will not include all the Market information and only submit art; Argona indicated that the website and Submittable both reflect that change. Morsek asked should there be smaller margin requirements for a border to be added. Hill suggested providing our branding guidelines. Hill also suggested adding language that the artist may be required to assist with design process. Argona indicated that some of these items can be included as part of social media advertising and

added to the website for reference. She indicated that she would like to hold off on saying that the artist may be required to assist with the final design depending on the selected art.

Morsek motioned to approve the timeline; Friedrichsen seconded.

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

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

Meeting adjourned 5:37pm

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.

From: [Jamin Smitchger](#)
To: [Amanda Argona](#)
Subject: Re: Reminder: Accepting policies feedback until Jan. 31
Date: Saturday, January 15, 2022 1:33:05 PM
Attachments: [Viola Gardens proposed changes.docx](#)
[image001.png](#)
[image004.png](#)

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Hello Amanda,

I have attached my comments to the proposed rule changes. Best regards to you during this winter season. :)

Sincerely,
Jamin Smitchger
jasmitchger@yahoo.com
(509)979-2336

On Thursday, January 13, 2022, 03:30:25 PM PST, Amanda Argona <aargona@ci.moscow.id.us> wrote:

Happy New Year, Vendors!

If you've been keeping an eye on the Moscow Farmers Market Facebook, we are in the month of Announcements! Now is the time we open applications and registrations for Prospective Vendors, Performers, and Poster Artwork. If you know an individual that might fit the bill for any of these opportunities, please do not hesitate to share information with them.

This email is a reminder that we are seeking feedback on **four proposed changes to the Handbook**. I've provided the changes in the body of this email, as well as attaching a .PDF document for review which contains the same information. An initial email requesting this feedback was sent on Wed., Dec. 22. Please note: policies either listed here or not listed here may receive further updates if they refer to other policies that receive changes.

If you have pertinent feedback, please be sure to contact our office by January 31 so your feedback is presented at the Feb. 1 Commission meeting. To see the current versions of the below items, visit <https://www.ci.moscow.id.us/DocumentCenter/View/21717/2021-Moscow-Farmers-Market-Handbook>. As always, your thoughts are most welcome and happy reading!

Proposed Revisions to Page 11 Vendor Production and Location Rule

2. Vendor Production and Location

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, and Walla Walla. Vendors outside these counties may be accepted but will not comprise more than 25% of all Vendors in a Market season.

Proposed Revisions to Page 11 Becoming a Market Vendor

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.

Proposed Revisions to Page xvi How to Become an Approved Vendor

Appendix 6 – Vendor Eligibility & Approval

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 the 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 the Vendor to sign a disclosure form that no laws were violated in the 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.
2. 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 the 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 example of packaging for unsealed/open food items (i.e. plates, bulk containers, to-go packaging, etc.). Styrofoam packaging and containers are not permitted.
 - a. 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 page) per participant. Score cards are tallied and an average score is 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.
3. 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. Tier Packages). 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 status include the Vendor's attendance, timeliness, adherence to Market policies, 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.

Proposed Revisions to Page 18 Set-up

19. Set-up

Set-up 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 at the Market. Large vehicles and trailers should arrive early to allow sufficient time for unloading during set-up. 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 have their tent(s) and booth(s) set-up by 8:00 a.m. All vehicles must be off Main Street by 7:30 a.m., unless 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.

Amanda Argona

Community Events Manager

Moscow Farmers Market | Community Events Division

Office| 206 E. Third Street, Suite 300, Moscow, ID 83843

Phone| 208.883.7132 [Email|aargona@ci.moscow.id.us](mailto:aargona@ci.moscow.id.us)

To whom it may concern at the Farmers Market Commission:

My name is Jamin Smitchger, and I am the owner/operator of Viola Gardens, a small scale farm located just 14 miles north of Moscow. I have a Ph.D in agriculture and 15 years of experience in agricultural research or production agriculture. I have a few comments for the farmer's market commission in regards to the following:

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.

The Problem: In my 4 years of experience working in small-scale vegetable production for either myself or a former employer, I have experienced regulatory issues twice. Interactions with other agricultural professionals indicate to me that regulatory issues are one of the reasons why 95% of farm startups fail. I have a personal friend that lost 1.5 million dollars in one year and had to sell most of his farmland as a result of a rejected crop. In most cases growers are unaware that they are not in compliance with an often lengthy set of regulations or standards until their crop is rejected. At best, regulatory issues are an annoyance, and at worst they result in bankruptcy for a farmer. I think that our community does not benefit from failed local farms.

The Solution: I think it would be helpful to clearly explain the markets standards for food safety and how growers can avoid being suspended from the market. It would best if this was done prior to the growing season so that farms had time to compare their production practices with the proposed standards. Any proposed standards should be reviewed as well. It would probably be best if the standards did not require thousands of dollars in infrastructure costs, but were more of common sense requirements. Small growers are exempt from the requirements of the Food Safety Modernization Act because compliance would favor larger farms over smaller ones. In any case, I recommend restraint in regards to immediate suspensions of growers from the market, unless there is an outbreak of food borne illness directly or indirectly linked to the farm in question. Moreover, suspensions without any time for the farmer in question to comply should be avoided, especially during harvest, since lack of markets often leads to food waste and significant financial losses. Moreover the term "egregious" is somewhat vague and not readily understood by many people. ☺

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.

The Problem: Currently 99.5% of the agricultural land in Whitman and Latah counties is dedicated to production of wheat, peas, lentils, chickpeas (hummus), and canola. Pullman is home to the national lentil festival, and the entire Palouse is famous for its wheat production. Unfortunately, I have not observed lentils, local wheat flour, or other local dryland crops being sold at the farmers market during the past two years I have attended. Nor are they currently part of our market culture. I think that the primary reason for this scenario is because it would not be profitable for smaller commercial scale growers to attend the market and sell just a few crops. Currently typical costs for dryland cropping equipment range from \$100,000 to one million dollars, which is unfeasible for smaller growers.

The Solution: I think it might be wise to create an exemption to this rule for producers of dryland crops in Latah and Whitman County, which would allow current vendors to partner with local producers and sell their product. The vendor would be required to disclose the grower and where they are located. For example, "These Lentils were grown by John Doe of Troy, Idaho." This exemption would potentially promote consumption of local crops, and it would prevent those crops from having to be shipped across the world in a less sustainable market system. Moreover, since these crops are not currently being sold at the market, there would not be competition with other growers. Also, local lentils are delicious, as is locally grown hummus. 😊

From: [Deep Roots Farm](#)
To: [Amanda Argona](#)
Subject: Re: Reminder: Accepting policies feedback until Jan. 31
Date: Friday, January 14, 2022 7:40:26 AM
Attachments: [image001.png](#)
[image004.png](#)

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Hi Amanda,

These changes all seem fine to me, thanks for sending them out. By the way, we are reassessing our year due to our big greenhouse collapsing. I'll be in touch in the next month to let you know our plans.

Greg

On Thu, Jan 13, 2022 at 4:00 PM Amanda Argona <aargona@ci.moscow.id.us> wrote:

Happy New Year, Vendors!

If you've been keeping an eye on the Moscow Farmers Market Facebook, we are in the month of Announcements! Now is the time we open applications and registrations for Prospective Vendors, Performers, and Poster Artwork. If you know an individual that might fit the bill for any of these opportunities, please do not hesitate to share information with them.

This email is a reminder that we are seeking feedback on **four proposed changes to the Handbook**. I've provided the changes in the body of this email, as well as attaching a .PDF document for review which contains the same information. An initial email requesting this feedback was sent on Wed., Dec. 22. Please note: policies either listed here or not listed here may receive further updates if they refer to other policies that receive changes.

If you have pertinent feedback, please be sure to contact our office by January 31 so your feedback is presented at the Feb. 1 Commission meeting. To see the current versions of the below items, visit <https://www.ci.moscow.id.us/DocumentCenter/View/21717/2021-Moscow-Farmers-Market-Handbook>. As always, your thoughts are most welcome and happy reading!

Proposed Revisions to Page 11 Vendor Production and Location Rule

2. Vendor Production and Location

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, and Walla Walla. Vendors outside these counties may be accepted but will not comprise more than 25% of all Vendors in a Market season.

Proposed Revisions to Page 11 Becoming a Market Vendor

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.

Proposed Revisions to Page xvi How to Become an Approved Vendor

Appendix 6 – Vendor Eligibility & Approval

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 the 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 the Vendor to sign a disclosure form that no laws were violated in the 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.

2. 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 the 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 example of packaging for unsealed/open food items (i.e. plates, bulk containers, to-go packaging, etc.). Styrofoam packaging and containers are not

permitted.

a. 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 page) per participant. Score cards are tallied and an average score is 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.

3. 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. Tier Packages). 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 status include the Vendor's attendance, timeliness, adherence to Market policies, 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.

Proposed Revisions to Page 18 Set-up

19. Set-up

Set-up 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 at the Market. Large vehicles and trailers should arrive early to allow sufficient time for unloading during set-up. 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 have their tent(s) and booth(s) set-up by 8:00 a.m. All vehicles must be off Main Street by 7:30 a.m., unless 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.

Amanda Argona

Community Events Manager

Moscow Farmers Market | Community Events Division

Office | 206 E. Third Street, Suite 300, Moscow, ID 83843

Phone | 208.883.7132 Email | aargona@ci.moscow.id.us

From: [Bridgette Schnider](#)
To: [Amanda Argona](#)
Subject: Re: Reminder: Accepting policies feedback until Jan. 31
Date: Thursday, January 13, 2022 4:24:56 PM

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Dear Amanda,

What a coincidence to have just written you and then see you wrote us earlier today. Farmers market vibes must be in the air. I feel too new to analyze changes. My only recommendation is to maybe make subject headings in the manual a darker green to make them more visible.

Best wishes,

Bridgette Schnider
[847.609.3507](tel:847.609.3507)

Color & Gold LLC
www.colorandgold.com

Illuminated Inspirations LLC
www.illuminatedinspirations.com

<http://www.youtube.com/watch?v=umA5XI9W-3M>

On Jan 13, 2022, at 3:30 PM, Amanda Argona <aargona@ci.moscow.id.us> wrote:

Happy New Year, Vendors!

If you've been keeping an eye on the Moscow Farmers Market Facebook, we are in the month of Announcements! Now is the time we open applications and registrations for Prospective Vendors, Performers, and Poster Artwork. If you know an individual that might fit the bill for any of these opportunities, please do not hesitate to share information with them.

This email is a reminder that we are seeking feedback on **four proposed changes to the Handbook**. I've provided the changes in the body of this email, as well as attaching a .PDF document for review which contains the same information. An initial email requesting this feedback was sent on Wed., Dec. 22. Please note: policies either listed here or not listed here may receive further updates if they refer to other policies that receive changes.

If you have pertinent feedback, please be sure to contact our office by January 31 so your feedback is presented at the Feb. 1 Commission meeting. To see the current versions of the below items, visit

<https://www.ci.moscow.id.us/DocumentCenter/View/21717/2021-Moscow->

Farmers-Market-Handbook. As always, your thoughts are most welcome and happy reading!

Proposed Revisions to Page 11 Vendor Production and Location Rule

2. Vendor Production and Location

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, and Walla Walla. Vendors outside these counties may be accepted but will not comprise more than 25% of all Vendors in a Market season.

Proposed Revisions to Page 11 Becoming a Market Vendor

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.

Proposed Revisions to Page xvi How to Become an Approved Vendor

Appendix 6 – Vendor Eligibility & Approval

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 the 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 the Vendor to sign a disclosure form that no laws were violated in the 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.

2. Approval Process for Non-Agricultural Vendors

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

- i. <!--[endif]-->Vendor Statement. A statement that describes the tools, techniques, and traditions utilized to reach the final product(s).
- ii. <!--[endif]-->Sourcing List. Materials/ingredients sourcing list to include businesses, farms, locations of where they source items to create their final product(s).
- iii. <!--[endif]-->Price/Menu List. Include pricing of items and/or a menu of product offerings as part of their table display at the jury.
- iv. <!--[endif]-->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 example of packaging for unsealed/open food items (i.e. plates, bulk containers, to-go packaging, etc.). Styrofoam packaging and containers are not permitted.

- a. Attend the applicable Craft & Food Jury

- i. <!--[endif]-->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. <!--[endif]-->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 page) per participant. Score cards are tallied and an average score is 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.

<!--[if !supportLists]-->

iii. <!--[endif]-->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.

3. 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. Tier Packages). 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 status include the Vendor's attendance, timeliness, adherence to Market policies, 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.

Proposed Revisions to Page 18 Set-up

19. Set-up

Set-up 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 at the Market. Large vehicles and trailers should arrive early to allow sufficient time for unloading during set-up. 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 have their tent(s) and booth(s) set-up by 8:00 a.m. All vehicles must be off Main Street by 7:30 a.m., unless 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.

Amanda Argona

Community Events Manager

Moscow Farmers Market | Community Events Division

Office | 206 E. Third Street, Suite 300, Moscow, ID 83843

Phone | 208.883.7132 Email | aargona@ci.moscow.id.us

<image001.png>

<image004.png>

<2022 Moscow Farmers Market Handbook revision proposals.pdf>

From: [Jodi Beardsley](#)
To: [Amanda Argona](#)
Subject: Re: Reminder: Accepting policies feedback until Jan. 31
Date: Thursday, January 13, 2022 8:00:15 PM
Attachments: [image001.png](#)
[image004.png](#)

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Hi Amanda!

Happy New Year to you too! Just emailing to let you know that I don't have any suggestions to add.

Thanks for keeping us all updated with the information!

Jodi Beardsley
Adorn Flower Farm

On Thu, Jan 13, 2022 at 4:00 PM Amanda Argona <aargona@ci.moscow.id.us> wrote:

Happy New Year, Vendors!

If you've been keeping an eye on the Moscow Farmers Market Facebook, we are in the month of Announcements! Now is the time we open applications and registrations for Prospective Vendors, Performers, and Poster Artwork. If you know an individual that might fit the bill for any of these opportunities, please do not hesitate to share information with them.

This email is a reminder that we are seeking feedback on **four proposed changes to the Handbook**. I've provided the changes in the body of this email, as well as attaching a .PDF document for review which contains the same information. An initial email requesting this feedback was sent on Wed., Dec. 22. Please note: policies either listed here or not listed here may receive further updates if they refer to other policies that receive changes.

If you have pertinent feedback, please be sure to contact our office by January 31 so your feedback is presented at the Feb. 1 Commission meeting. To see the current versions of the below items, visit <https://www.ci.moscow.id.us/DocumentCenter/View/21717/2021-Moscow-Farmers-Market-Handbook>. As always, your thoughts are most welcome and happy reading!

Proposed Revisions to Page 11 Vendor Production and Location Rule

2. Vendor Production and Location

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, and Walla Walla. Vendors outside these counties may be accepted but will not comprise more than 25% of all Vendors in a Market season.

Proposed Revisions to Page 11 Becoming a Market Vendor

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.

Proposed Revisions to Page xvi How to Become an Approved Vendor

Appendix 6 – Vendor Eligibility & Approval

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 the 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 the Vendor to sign a disclosure form that no laws were violated in the 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.

2. 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 the 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 example of packaging for unsealed/open food items (i.e. plates, bulk containers, to-go packaging, etc.). Styrofoam packaging and containers are not permitted.

a. 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 page) per participant. Score cards are tallied and an average score is 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.

3. 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. Tier Packages). 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 status include the Vendor's attendance, timeliness, adherence to Market policies, 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.

Proposed Revisions to Page 18 Set-up

19. Set-up

Set-up 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 at the Market. Large vehicles and trailers should arrive early to allow sufficient time for unloading during set-up. 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 have their tent(s) and booth(s) set-up by 8:00 a.m. All vehicles must be off Main Street by 7:30 a.m., unless 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.

Amanda Argona

Community Events Manager

Moscow Farmers Market | Community Events Division

Office | [206 E. Third Street, Suite 300, Moscow, ID 83843](https://www.ci.moscow.id.us/206-E-Third-Street-Suite-300)

Phone | 208.883.7132 Email | aargona@ci.moscow.id.us

From: [steve kadlec](#)
To: [Amanda Argona](#)
Subject: Re: Reminder: Accepting policies feedback until Jan. 31
Date: Sunday, January 16, 2022 12:45:16 PM
Attachments: [image001.png](#)
[image004.png](#)

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

I approve of the proposed changes without further comment.

Steve Kadlec
Rotary Club of Moscow

From: Amanda Argona <aargona@ci.moscow.id.us>
Date: Thursday, January 13, 2022 at 3:30 PM
To: farmersmarket <farmersmarket@ci.moscow.id.us>
Cc: Claire Friedrichsen <clairef@uidaho.edu>, Colette DePhelps <cdephelps@uidaho.edu>, Hailey Lewis <hlewis@ci.moscow.id.us>, Jamie Hill <jhill@uidaho.edu>, Kerry Morsek <kerry.morsek@gmail.com>, Mackenzie Lawrence <mlawrence@uidaho.edu>, Jenny Ford <director@moscowchamber.com>
Subject: Reminder: Accepting policies feedback until Jan. 31

Happy New Year, Vendors!

If you've been keeping an eye on the Moscow Farmers Market Facebook, we are in the month of Announcements! Now is the time we open applications and registrations for Prospective Vendors, Performers, and Poster Artwork. If you know an individual that might fit the bill for any of these opportunities, please do not hesitate to share information with them.

This email is a reminder that we are seeking feedback on **four proposed changes to the Handbook**. I've provided the changes in the body of this email, as well as attaching a .PDF document for review which contains the same information. An initial email requesting this feedback was sent on Wed., Dec. 22. Please note: policies either listed here or not listed here may receive further updates if they refer to other policies that receive changes.

If you have pertinent feedback, please be sure to contact our office by January 31 so your feedback is presented at the Feb. 1 Commission meeting. To see the current versions of the below items, visit <https://www.ci.moscow.id.us/DocumentCenter/View/21717/2021-Moscow-Farmers-Market-Handbook>. As always, your thoughts are most welcome and happy reading!

Proposed Revisions to Page 11 Vendor Production and Location Rule

2. Vendor Production and Location

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, and Walla Walla. Vendors outside these counties may be accepted but will not comprise more than 25% of all Vendors in a Market season.

Proposed Revisions to Page 11 Becoming a Market Vendor

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.

Proposed Revisions to Page xvi How to Become an Approved Vendor

Appendix 6 – Vendor Eligibility & Approval

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 the 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 the Vendor to sign a disclosure form that no laws were violated in the 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.

2. 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 the 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 example of packaging for unsealed/open food items (i.e. plates, bulk containers, to-go packaging, etc.). Styrofoam packaging and containers are not permitted.
- a. 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 page) per participant. Score cards are tallied and an average score is 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.

3. 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. Tier Packages). 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 status include the Vendor's attendance, timeliness, adherence to Market policies, 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.

Proposed Revisions to Page 18 Set-up

19. Set-up

Set-up 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 at the Market. Large vehicles and trailers should arrive early to allow sufficient time for unloading during set-up. 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 have their tent(s) and booth(s) set-up by 8:00 a.m. All vehicles must be off Main Street by 7:30 a.m., unless 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.

Amanda Argona

Community Events Manager

Moscow Farmers Market | Community Events Division

Office | 206 E. Third Street, Suite 300, Moscow, ID 83843

Phone | 208.883.7132 Email | aargona@ci.moscow.id.us