

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Agenda~

Jen Pfiffner
Staff Liaison

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

Tuesday, February 5, 2019

4:00 PM

**Council Chambers
206 E. 3rd St.**

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of Farmers Market Commission January 03, 2019 Minutes (ACTION ITEM)

2. Public Comment (limited to 10 minutes)

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

3. Election of Officers (ACTION ITEM)

Nomination and Election of Vice Chair.

PROPOSED ACTIONS: Nominate and elect a Vice Chair or provide direction to staff as needed.

4. 2019 Market Handbook Revisions (ACTION ITEM) – Amanda Argona

The Policy Sub-Committee has completed revisions of the 2018 Market Handbook for the 2019 Market season. The goal of the Policy Sub-Committee is to: eliminate and remove redundancy where necessary; clarify and more explicitly state policies where necessary; discuss revision/additions, all while keeping the policies aligned with the mission and vision of the market.

PROPOSED ACTIONS: Review the completed revisions and accept as presented or take such other action as deemed appropriate.

5. 2019 Market Poster Contest (ACTION ITEM) – Amanda Argona

This year marks the 42nd season of the Moscow Farmers Market. Traditionally, staff uses press releases, webpage postings, and Facebook to announce the poster contest. Last year's deadline extended until early April, which is the tentative timeframe for the Vendor orientation.

PROPOSED ACTIONS: Review last year's timeline, provide recommendations if needed, and open call to artists for the 2019 Market poster contest or take such other action as deemed appropriate

REPORTS

1. Open Projects – Amanda Argona

The Moscow Farmers Market Commission has several open projects that may need commission member assignments, updates, deadlines, etc. Staff is asking to review each item with the Commission to ensure projects are completed and staff is providing support where needed.

- Downtown Business Survey – Hill, Muneta, DePhelps
- Latah County Historical Society Oral History – DePhelps
- Farm Site Visits (6 regional tours) – DePhelps
- Craft and Food Jury Revamp – Pierce, Hill
- Comprehensive Branding – no commission member assigned; AmeriCorps members Davy Frogley liaison for project

2. Fee Recommendation Report – Amanda Argona

Staff reported on the 2018 market season to Public Works/Finance Committee on January 28 and to City Council on February 4. Included in the report were the projects and fee recommendation from the Commission. The Commission recommended a no-fee increase for the 2019 season.

3. Market Operations Report - Amanda Argona

Moscow Farmers Market operations update.

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.

- 2018 Moscow Farmers Market Rapid Market Assessments and Economic Impact report (Colette DePhelps & Steve Peterson)
- Updated Strategic Plan review (Amanda Argona)

2. Love Your Farmer, Love Your Food – 6:00 to 8:00 p.m., February 20, 2019

3. Farmers Market Commission Regular Meeting - March 5, 2019

4. 2019 Craft and Food Jury dates – Fridays, 3:00 to 6:00 p.m. on March 15, June 7, and June 28

5. 2019 Farm Site Visit Tentative Schedule – April 9 (Tu), 12 (F), 15 (M), 22 (M), 24 (W), 26 (F); May 20-23

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



Adam Reed
Commission Chair

~Minutes~

Jen Pfiffner
Staff Liaison

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

**Tuesday
January 3, 2019**

4:00 PM

**City Council Chambers
206 E Third St**

The meeting was called to order at 4:05 PM

PRESENT: Jamie M. Hill, David Pierce, Colette DePhelps, Joann Muneta, Jenny Ford,

ABSENT: Adam Reed, Linda Heath,

ALSO IN ATTENDANCE: Jen Pfiffner, Staff Liaison; Kathryn Bonzo, Council Liaison; Amanda Argona, Community Events Manager; DJ Scallorn, Administrative Specialist;

Welcome and Attendance

Vice Chair Hill called the meeting to order in Chair Reed's absence.

1. Approval of Farmers Market Commission December 4, 2018 Minutes (ACTION ITEM)

Pierce moved that the minutes be approved as presented; Ford seconded approval of the December 4, 2018 minutes. Motion carried.

2. Public Comment (10 Minutes)

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

No report.

3. Election of Officers (ACTION ITEM)

Nomination and Election of Chair and Vice Chair.

ACTION: Nominate and elect a Chair and Vice Chair or provide direction to staff as needed.

DePhelps nominated Hill for chair. Ford seconded. Vote by Acclamation: Ayes: Five (5). Nays: None. Abstentions: None. Motion carried. The Commission came to the consensus to table the election of vice chair until the February meeting.

4. Market Vendor Fee Discussion (ACTION ITEM) - Amanda Argona

Staff has conducted a review of the fee structure implemented for the 2018 season, provided recommendations to the Fee Sub-Committee and the Commission in December. Additional information and proposals was requested and has been developed for discussion. A packet of information has been included with this agenda as items for reference, as well as projections and breakdowns.

ACTION: Review the proposed fee revision information take such action as deemed appropriate.

Argona presented a document showing the budget for the Market in 2018, the amount actually spent in 2018, the proposed budget for 2019; the vendor fees for 2018; the vendor fees with an increase of 2%,

increase of 4%, a flat rate increase of only the registration fee, and an incremental percentage increase of only the registration fee. Pfiffner said there is no direction for vendors to pay a certain percentage of the Market. The goal is to work with vendors to support the Market and historically the City has supported the market at 70% with the vendors covering 30%. The Commission can recommend no increase of vendor fees and staff will prepare information for a presentation to City Council with support of why there is the request for no increase. Discussion ensued regarding: the value the Market brings to the City; how 2018 saw a number of changes for vendors including a new pricing system and registration program; whether this is the time to raise fees or allow more time for vendors to become familiar with the current tier system then look at a long term plan for fees; and that other markets charge more. DePhelps moved that the Commission recommend no fee increase to give vendors time to better understand the tier and registration system. Muneta seconded. Vote by Acclamation: Ayes: Five (5). Nays: None. Abstentions: None. Motion carried.

5. Policy Sub-Committee Update (ACTION ITEM) – Amanda Argona

The Policy Sub-Committee has established a meeting schedule and mapped initial revisions to be considered during the review process. The goal of the Policy Sub-Committee is to: eliminate and remove redundancy where necessary; clarify and more explicitly state policies where necessary; discuss revision/additions, all while keeping the policies aligned with the mission and vision of the market.

ACTION: Review current proposed revisions and accept as presented or take such other action as deemed appropriate.

Looking at the setup and take down process, language has been added to include early departure or if a vendor sells out. The policy on violations has been revised to add a \$50 fine if a vendor reaches a third penalty. The first and second penalties include verbal and written warnings, and a third penalty would require the fine to be paid before a vendor could return to market. A section has also been added that addresses egregious behavior (not something that has every occurred, but that would take effect if it ever did). Discussion ensued regarding the wording on the egregious behavior policy; who vendors will state their case to (the Commission) prior to a decision being made for expulsion; the wording of the third penalty; the wording on the appeal process; wording on who makes the decision for the appeal process; that aggregate sales are presented in market reports; and the notice for not reporting sales and the appeals process. The final policy corrections will be presented at the February Commission meeting for approval before being presented to City Council.

6. Market Operations Report – Amanda Argona

Moscow Farmers Market operations update.

A schedule for 2019 vendor site visits has been drafted. Members interested in participating in the visits are to email Argona.

Six vendors have not submitted their sales reports and will be receiving letters of ineligibility to participate in the 2019 Market season.

[Pfiffner left the meeting]

A Jury date of March 15th has been selected.

Friday, April 5th is the tentative All Vendor Meeting.

7. Proposed Item For Future Agendas

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

8. Upcoming Meetings & Events

- Moscow Farmers Market Commission Regular Meeting – February 5, 2019

The meeting adjourned at 5:40 PM

MOSCOW FARMERS MARKET

2018 VENDOR HANDBOOK



City of Moscow
206 E THIRD STREET | MOSCOW, IDAHO
WWW.CI.MOSCOW.ID.US | 208.883.7132 | FARMERSMARKET@CI.MOSCOW.ID.US

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Moscow Farmers Market Overview

The Moscow Farmers Market has been a treasured and vibrant part of the community since its inception in 1977 as a small grassroots gathering. It serves to provide locally grown produce and quality wares, as well as bring the community together in ways no other event or service does. Whether Market goers visit to purchase their weekly groceries or simply to enjoy the music and socialize, the experience of the Market promotes a sense of place and helps citizens feel tied to the community. The Moscow Farmers Market is unique in its ability to stay rooted to its original purpose and charm of a local market, while growing and progressing with trends and needs. The variety of stakeholders invested in the Moscow Farmers Market means that each decision can have a great impact on our residents, vendors, local businesses, city staff, and more.

Market leadership is a collaboration of City of Moscow staff and a Farmers Market Commission comprised of community residents, vendors, and other representatives. Staff manages the operational and regulatory aspects of the Market while commission members guide the vision and values of the market.

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

Farmers Market Commission Members

VENDOR REPRESENTATIVES

Adam Reed

Produce Vendor Representative

Renee Love

Specialty Food Vendor Representative

Linda Heath

Crafts Vendor Representative

COMMUNITY REPRESENTATIVES

Vacant

At-Large Representative

Jamie Hill

At-Large Representative

Joann Muneta

At-Large Representative

David Pierce

At-Large Representative

SPECIALTY REPRESENTATIVES

Colette DePhelps

University of Idaho Extension Representative

Jenny Ford

Moscow Chamber of Commerce Representative

The Commission meets regularly on the first Tuesday of each month from 4:00 p.m. to 5:30 p.m. in Council Chambers at City Hall, 206 E. Third Street, Moscow, ID 83843. Meetings are open to the public.

Mission Statement

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

Core Values

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

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

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

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

City of Moscow Farmers Market Staff

Jen Pfiffner, Assistant City Supervisor	jpffner@ci.moscow.id.us	208.883.7123
Amanda Argona, Community Events Manager	aargona@ci.moscow.id.us	208.883.7132
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Davy Frogley, Program Coordinator, AmeriCorps	dfrogley@ci.moscow.id.us	208.883.7036

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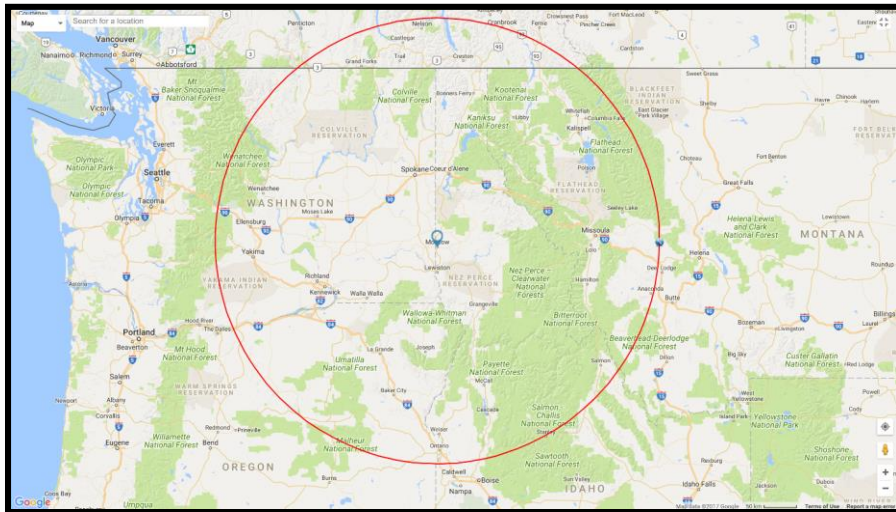
Philosophies

The Market has adopted several important philosophies to maintain its integrity. Using these concepts in conjunction with the mission and values has provided operational guidelines for the Market for many years.

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

Economic Development: The Market encourages all Vendors to utilize local sourcing that is direct from producer in an effort to support regional agriculture and small businesses.

Local Production: All Vendors shall be the grower/ producer and conduct their operation in a location not more than two hundred (200) air miles from City of Moscow, Idaho.



200 AIR MILES FROM THE CITY OF MOSCOW, IDAHO

Definition of Terms

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

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

Approved Vendor: An individual or a group that qualify to participate in selling at the Market in at least one of the vendor categories listed in this Handbook. To become an approved vendor, review the process in Appendix 6. These vetting processes are in place to assist with compatibility between a potential Vendor and the Market. The Market's philosophies and policies apply to all approved Vendors.



Hand-Made: Items show evidence of manual skills obtainable only through a significant period of experience and dedication of one's own design and making.

Local: For the purposes of this Handbook, the Market defines 'local' as *"No more than two hundred (200) air miles from the City of Moscow, Idaho"*. Please see the visual aid on page iii.

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

Product Mix: A recognition that the Moscow Farmers Market as a whole needs a balance of products.

Sustainable Practices: An integrated system of plant and animal production practices that are capable of maintaining their productivity and usefulness to society over the course of time. These systems incorporate the most efficient use of nonrenewable resources and on-farm resources, and where appropriate, natural biological cycles and controls, maintain agricultural productivity, promote economic viability in both the short and long term, and maintain stable rural communities and quality of life.

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Vendor Categories: All Vendors are required to submit relevant copies of permits, licenses, and/or third party certifications prior to vending. It is the responsibility of the Vendor to know and understand what regulations may apply to their operation. See Appendix "" for a list of suggestions.

Agriculture Vendors: Vendors who participate in the cultivation, harvesting, or production of crops, or management of livestock and bees. Vendors are strongly encouraged to be hygienic and sustainable with their practices in the planting, growing, cultivating, harvesting, transporting, and offering of such items for sale.

Fresh Produce and Nursery: Vendors who grow or produce herbs, fruits, vegetables, cut flowers, plants, grains, seeds, raw nuts, shrubs, trees, and vine starts.

Meat / Poultry: Vendors who raise animals with the intent of selling the majority of those products as cuts of meat, "off the hoof" sales, and byproducts like milk, eggs, etc.

Apiarist: Vendors who keep bees and manage beehives where the majority of products sold are the honey, honeycomb, and wax from their hives.

Value-Added: Vendors who produce the majority of supplies or ingredients for their processed goods and/or foods including fibers, wood products, preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruits and herbs, flours, oils, etc. The significant constituents of the product must be grown or raised on the producer's farm, ranch or market garden. Where possible, vendors in this category must also be the processor of these value-added items.

Forager: Vendors who harvest qualified, unaltered, items from the wild.

Non-Agriculture Vendors

Prepared Food Vendors: Vendors who offer prepared foods must make these items in accordance with local and state regulations. State code requires the use of commercial kitchens to prepare certain foods.

Processed Foods: Vendors who create and process foods not intended for immediate consumption including but not limited to: preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruit, dried herbs, roasted nuts, seasonings, drink mixes, flavored oils, etc. with all such ingredients *not* grown or raised by the producer.

Ready-to-Eat Foods: Vendors who create ready-to-eat foods made on-site Market day or prepared in advance and served on Market day that may be used for immediate consumption.

Craft and/or Artisan Vendors: Vendors who hand-make or hand-design products that are of a home, studio, or cottage-type industry using an intermediate type technology rather than industrial-type production. Vendors in this category may not sell items made by others unless it is part of the product design as a whole (i.e. a ceramic honey pot and wooden honey dipper; pendant and chain; frame for a photo; etc.). Examples of unacceptable items include but are not limited to; tracings, paint-by-number, wood or metal products using duplicating machines, kits in any form, and any other items which clearly do not reflect originality of design as determined by the jury process or Farmers Market Manager. The following sub-categories apply to Craft and/or Artisan Vendors:

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

Heritage Arts such as basket-making, soap-making*, candle-making, woodworking, blacksmithing, knitting, crocheting, etc.

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

**Cosmetics fall under Craft and/or Artisan, unless the vendor grows or raises the majority of items used to create the final product. Cosmetics include creams, lotions, shampoos, and some soap products. The Market does not consider items consisting primarily of alkali salts and of fatty acids that make no label claim other than the cleansing of the human body as cosmetics, but the following rules may still apply. Cosmetics must follow rules set by the Federal Drug Administration, comply with the Federal Food, Drug, and Cosmetic Act, and the Fair Packaging and Labeling Act.*

Youth Vendors

The Market encourages and supports early entrepreneurial interest in farming, gardening, crafts, and food preparation. This Handbook generally applies to Youth Vendors. Adults, chaperones, guardians, and/or other family members in attendance with a Youth Vendor shall also abide by this Handbook and subsequent policies, especially in decorum and etiquette.

The following sub-categories are applicable to Youth Vendors to assist with product distribution:

Sprouts (ages 6-12) – Youth Vendors in this age category are limited to a 3'x3' space located at the intersection of 5th Street and Main Street. A maximum of six spaces will be available to Sprouts on a market day.

Juniors (ages 13-17) – Youth Vendors in this age category may have the choice of a 5'x15' space in designated, available spaces located along Main Street in the Market Location. Juniors requesting an 11'x15' space will be required to jury their products or will submit to a site visit as outlined in Appendix 6.

All Youth Vendors shall adhere to the following:

- Be the grower or producer of items for sale.
- Complete and submit paperwork
 - Food Risk Assessment form (applicable for the sale of drink/food)
 - Youth Vendor registration form
 - Release and Hold Harmless form
 - ST-124 tax form (submitted to the Idaho Tax Commission at the end of the season)
- Request space by Tuesday at 5:00 p.m. for priority consideration.
- Actively sell their goods and items without the assistance of a parent and/or chaperone where possible.
- Have an adult chaperone present at the Moscow Farmers Market or be supervised by a parent and/or guardian.
- Be limited to no more than three individual youths in the cases of group participation.

Performance Vendors (Busker)

Any person or group of persons who provide entertainment in the Market by playing musical instruments, singing, dancing, speaking, face painting, balloon tying, etc. Commercial vending of products is not a “performance”. The Market reserves the right to designate locations for these activities in non-Vendor spaces. The following apply to Performance Vendors:

- May only seek tips or donations.
- Shall only perform in designated areas.
- May not utilize tents, canopies, or umbrellas.
- Performance groups are limited to three individuals or less.
- Amplification is prohibited unless authorized by the Market Manager.
- Hawking, swearing, and/or aggressive, lewd, and inciting language is prohibited.
- May not occupy the same, designated space for more than a 2.5 hour time period.

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Policies

Market policies shall apply to the Moscow Farmers Market and its Vendors. The Farmers Market Commission and Market Management developed these policies and City Council approved them. Failure to abide by these policies is grounds for penalty action.

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Market Operating Policies

1. **Market Location.** The Market is located generally on Main Street south of Third Street and north of Sixth Street in downtown Moscow, and east of Main Street on the 4th Street right-of-way (west) of the cul-de-sac, east on 5th Street from Main Street to the alley, and Friendship Square, unless temporarily located or extended elsewhere when found to be in the best interest of the City. *Most generally, the market moves off Main Street for University of Idaho's Homecoming Parade. See Appendix I (Moscow Farmers Market Map & Boundaries).*
2. **Vendor Production and Location Rule.** All Vendors shall be the grower/ producer and conduct their operation in a location not more than two hundred (200) air miles from the City of Moscow, Idaho.
3. **Market Schedule**
 - a. Market Season is every Saturday in the months of May through October, annually.
 - b. Market sales occur between the hours of 8:00 a.m. and 1:00 p.m.
 - c. Main Street will be closed by City of Moscow Staff beginning at 5:00 a.m. and re-opened by 2:00p.m. by City of Moscow Staff.
 - d. *The City of Moscow Police Department will have any non-market related vehicles removed from Main Street and any non-ADA vehicles removed from the first parking bay of the Jackson Street parking lot by 5:00 a.m.*
4. **Becoming a Market Vendor**
 - a. Vending at the Moscow Farmers Market for new participants or those who have been absent from market for two or more consecutive seasons requires an approval process followed by registration. 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 will need to register for the upcoming season and submit relevant required documents as indicated in Appendix 6.
5. **Market Vendor Space**
 - a. Most Vendor spaces will be marked as an eleven foot by fifteen foot (11' x 15') space. A Vendor's business must be conducted within their assigned space. Vendors may not extend beyond the limits of the assigned space or into the pedestrian area at the entrance of the Vendor space unless specifically authorized by Market Management. Any Vendor utilizing coverings for their space, such as canopies, tents, and/or umbrellas may not extend these items outside their space. Requests for additional adjacent space will be granted at the discretion of Market Manager, where possible. All Vendors are subject to unscheduled inspections by the Moscow Volunteer Fire Department for compliance with relevant safety regulations throughout the Market Season to ensure public safety and emergency vehicle accessibility. See Appendix 3—Safety Compliance Requirements.
 - b. The Market recognizes the value of Vendors maintaining a consistent location for the development of a healthy customer base. Without compromising quality, preference will be given to the most local grower / producer when space becomes available.

Commented [AA1]: To Do: Include Alternative Market Map in Appendix I

Commented [AA2]: To Do: Include First Parking Bay of Jackson Street Parking Lot in Farmers Market Map.

Vending space allocation is decided at the discretion of the Market Manager and based on the level of commitment chosen by the Vendor as defined in the fee schedule (see Appendix 2), historical occupation and availability as it pertains to Market Product Mix. Vendors that have consistently occupied a specific space(s) in Market during the previous Market Season and purchase the Tier 3 vending package for the upcoming market season will be given the opportunity to remain in that same location for the duration of that market season. Agricultural based Vendors whose product readiness is determined by the growing seasons will be given special consideration by Market Management on a case by case basis.

- c. Use of a Vendor space for purposes other than those outlined in this Handbook is prohibited, unless specifically authorized.
 - d. Any proposal by Vendors to share a Vendor space must be approved by the Market Manager.
 - e. The City reserves the right to make the final decision on vending space and Tier package allocation based upon Overall Market and Market Product Mix needs.
6. **Market Fees.** Fees include an annual registration fee, a daily booth fee, and any additional amenity fees as outlined in Appendix 2 – Moscow Farmers Market Fees.
- a. **Structure.** The Market utilizes a tier structure based on the number of market days a vendor plans on attending during the season. A Vendor's rate is determined based on the tier they select. Vendors pay the same rate throughout the season regardless if they attend more or less of their anticipated market dates.
 - **Annual Registration Fee.** All vendors regardless of their selected tier will be required to pay their associated registration fee at the Annual Vendor Orientation. Vendors unable to attend the Orientation shall make arrangements to pay this fee prior to the start of the season.
 - **Invoices.** All Vendors will receive invoices (weekly, monthly, or entire season) via Farmspread showing records of payments.
 - **Refunds.** The Market does not provide refunds to Vendors for days that are cancelled or missed.
 - **Payments.** To reduce risk of theft and improve record keeping, payments will be collected prior to Saturday. Failure to submit payment prior to Saturday will result in the Vendor's space being revoked for the following market. Vendors may choose to pay their fees through the following ways:
 - Online via Farmspread invoices
 - In-person with cash, check, or credit card
 - By mailing a check to the Moscow Farmers Market, P.O. Box 9203, Moscow, Idaho 83843
 - b. **Tier Packages.** Packages are non-transferrable and non-refundable. The Market currently offers the following tier packages to Vendors:
 - **Tier 3- 75% or more attendance**
 - Vendor chooses to attend between 18 to 26 **consecutive** Markets
 - Highest registration fee

- Lowest daily booth fee
 - Guaranteed same location
 - Allowed to substitute representation for 2 markets
 - Must notify Management of their first and last anticipated attendance date
 - Tier 2- 30%-60% attendance
 - Vendor chooses to attend between 9 to 17 Markets
 - Mid-range registration fee
 - Mid-range daily booth fee
 - Same block location as available
 - Tier 1- Less than 30% attendance
 - Vendor chooses to attend between 1 to 8 Markets
 - Lowest registration fee
 - Highest daily per booth fee
 - No guaranteed same location
- c. **Registration.** Registration for the season will open annually in March with notice sent to all Vendors.
- d. **Attendance Requests.** In order to streamline communication with the Market Manager, Vendors are encouraged to use the Farmspread platform when requesting, changing, or cancelling attendance days. Requests during the season shall be made by Tuesday at 5:00 p.m. for priority consideration. Requests submitted after this time will be considered at the discretion of the Market Manager.
7. **Regulation of Certain Activities during Market Operations.** Because it is important for the continuing success of the Market to preserve its character and appearance and because the Market was established and remains primarily a local growers Market, certain activities that otherwise occur during non-Market hours are regulated in the public right-of-way during the Market hours as follows:
- a. **“Cart” Vendors.** Vendors who are licensed pursuant to Moscow City Code Title 9, Chapter 11 shall not be allowed in the Market Location during Market hours unless they qualify as a current authorized Farmers Market Vendor, independently of their Vending license. See M.C.C. § 9-11-13.
- b. **Licensed Sidewalk Cafes.** The possessor of a current, valid sidewalk café license from the City may operate a sidewalk café in the Market during Market hours pursuant to regulations contained within Moscow City Code Title 9, Chapter 12. Council recognizes and reaffirms that the purpose of the sidewalk café license is to allow the contiguous storefront restaurant to extend its typical and customary service into the portion of the public right-of-way shown in the license. Independent contractors, sub-contractors, sub-lessees, agents, or others who are not part of the day-to-day business of the contiguous restaurant owner shall not be allowed to sell or promote in the Market, unless they otherwise qualify as a Farmers Market Vendor and meet all of the Farmers Market Vendor’s requirements in this Policy. See, M.C.C. § 9-12-6(B).

- c. **Downtown Businesses Other Than Sidewalk Cafes.** Downtown businesses may continue their operations during Market hours. The areas in the Market that are contiguous with non-retail business(es) or business(es) that are closed during Market hours are not to be used for the display or sale or promotion of produce, products, goods or services by such business(es) or by any person or group other than as specifically authorized by the Council or by this Policy. Sales, promotions tables, and displays placed contiguous with the front of downtown business(es) are allowed as long as those sales or displays are an extension of what is available for sale or promotion by and within the contiguous business and such sales or promotions are carried out by the owners or their employees. No activity which directly interferes with or competes with Market and/or its Vendors shall be allowed within the public right-of-way during Market hours unless that activity occurs by and within the contiguous business on a day-to-day basis as an integral part of such business. Independent contractors, sub-contractors, sub-lessees, agents, or others who are not part of the day-to-day business of the contiguous owner shall not be allowed to sell or promote in the Market unless they otherwise qualify as a Farmers Market Vendor and meet all of the Farmers Market Vendor's requirements in this Policy. Sales tables, clothes racks, free-standing displays, etc., shall be placed contiguous with the storefront in a manner that allows the preservation of an unobstructed pedestrian access on the sidewalk of not less than four contiguous feet (4') and as approved by the City Fire Marshall.
- d. **Universities, Colleges or Other Educational Institutions Participation in Farmers Market.** Universities, colleges, or other educational institutional departments and retail outlets are not allowed to apply as Market Vendors. Student organizations, if qualified, may participate as Vendors.
- e. **First Amendment Activities.** Because of the importance the City places on First Amendment rights and activities, the Council has adopted specific regulations relative to downtown First Amendment activities during Farmers Market hours. The City has established reasonable time, place, and manner restrictions and has designated Friendship Square as the location for such activities in the downtown area during Farmers Market hours. No separate, additional, or expanded First Amendment activities shall be allowed within the Market during Market hours, unless specifically authorized by Council or required by the United States or Idaho Constitutions. See Resolution No. 2012-12.
- f. **Nicotine Products.** All types and kinds of nicotine use, including smoking, vaping in all forms (including nicotine-free vape pens), and chewing tobacco, are prohibited within the boundaries of the Farmers Market during the hours of operation and through the duration of the Farmers Market season. Resolution No. 2018-13.
- g. **Animals Prohibited in the Market.** Only ADA Service Animals, as defined in the Americans with Disabilities Act 2010 final regulations, are allowed throughout the Market boundaries, and are not restricted to the eastern and western sidewalks.. Resolution No. 2018-12.

Vendor Operating Policies

1. **Market Vendor Requirements.** Those who participate in selling at the Market must be the grower and/or producer of their goods, represent at least one vending category as defined within this Handbook, and be approved through a jury process or site visit as outlined in Appendix 6.
2. **Hawking.** Hawking (to offer for sale by calling aloud in public) is prohibited.
3. **Sale and Distribution of Non-Approved Items.** The sale of non-approved items (such as canned or bottled water and soda, etc.) is prohibited. The Market Manager has the authority to stop the sale of any non-approved item(s). Distribution by Vendors of literature, information or signage not related to Vendor's products or services is prohibited.
4. **Public Health Management.** 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 and ***must take with them any waste they generate 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 Vendors' use. Unauthorized use of other's solid waste container(s) is considered "theft of services." 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 Market Manager and/or a 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.
 - c. **Grey Water.** Vendors are required, when applicable, by Idaho State law to deposit grey water waste in the receptacle provided at the Market. No grey water or other waste water, fat, grease, oil, or other liquid shall be placed in the gutter or in a City storm-water catch basin or other City water collection system. The Market provides grey water dump stations for use by Vendors. Vendors must take with them their non-grey water waste at the end of Market day.
5. **Generators.** The Market does not allow the use of generators during operating hours.
6. **Decorum / Etiquette.** The Market requires and expects considerate, polite, common sense and friendly cooperation among all Vendors and towards other Market participants, and patrons. Vendors shall respect the authority of the Market Manager and Staff. Vendors shall respect the rights of the other Vendors, participants, and patrons. If a Vendor feels that he or she is being treated unfairly or in an unprofessional

manner by the Market Manager, such a complaint shall be made only to the Assistant City Supervisor.

7. **Participation in Market Promotion.** All Vendors give permission to the City to release the Vendor's contact information (name, business name, address, and phone numbers) to requesting patrons and other organizations. This is intended for resource to the public in need of contacting a Vendor, promotional purposes and for publication by print media, video, or motion picture. Participation in the Market acts as a grant of permission to the City to use photographs and other images of Vendors for promotional purposes without compensation.
8. **Signage.** All Vendors must post clear signage identifying Vendor's business and City/State of operation during the Market's operating hours. Vendors subject to signage requirements as listed under any Federal, State or City regulation, must comply.
9. **Pricing.** Vendors shall post clearly visible pricing for each item.
10. **Packaging and Labeling.** The Market encourages the use of recyclable packaging and prohibits the use of Styrofoam packaging. All packaged food products (e.g., jams, jellies, salsa, nuts, etc.) must be labeled. Labels must include the Vendor's name and address; ingredients listed in order of volume (most to least); and potential allergenic ingredients. It is recommended that Vendor's also list their phone number on the label.
11. **Annual Gross Sales Reporting.** All Vendors are required to report their Annual Gross Sales by the third Wednesday in November utilizing the online management software they register with, or via paper format. Individual vendor reports will be kept confidential by market staff. Aggregate data will be used for future grant proposals, economic impact data collection, and Market reports. ***Failure of Market Vendors to report Annual Gross Sales, as required under this Policy, will result in said Vendor being disqualified to participate in the following Market Season.***
12. **Idaho Sales Tax Reporting.** Vendors must complete an Idaho Sales Tax Form ST-124 as required by the Idaho State Tax Commission. All Vendors are required by law to have a copy of Form ST-124 in their assigned space at all times. The Tax Commission reserves the right to perform unscheduled inspections for tax compliance throughout the Market Season.
13. **Agreement to Hold Harmless, Defend, and Indemnify.** In order to participate in the Market, all Vendors shall sign an agreement that holds the City harmless for any and all actions or inactions of every Market Vendor or person associated with such Vendor and that agrees to defend and indemnify the City for any claim filed against the City related to any and all activities which are associated with the Vendor, the Market, or the Vendor's business.
14. **Permits and Licenses.** All Vendors shall provide, at the time of application, current copies of any permits and licenses applicable and necessary for the sale of their products. For a list of permits and licensing resources, please refer to Appendix 5.
15. **Third Party Certifications.** All Vendors presenting products as 3rd party certified, such as organic, Certified Naturally Grown, etc. shall include the authorized certification form

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with their Vendor application. Certification will be checked for compliance with the certifying organization. Vendors not in compliance with their certification requirements, or cannot produce a current certification will be required to remove signage stating the certification(s).

16. **Annual Vendor Orientation.** Vendors are required to attend the mandatory annual Market orientation meeting prior to the start of Market Season. Date and time will be set by the Market Manager.
17. **Non-Attendance.** Vendors are required to communicate with the Market Manager on or before the Friday before the Market day that will be missed. If illness or emergency forces non-attendance, the Vendor must contact the Market Manager as soon as they are able.
18. **Setup.** Setup may begin at 5 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 2 city blocks away from the Market (parking is available at Moscow City Hall). 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 be unloaded by 7:30 a.m. All vehicles must be off Main Street by 7:30 a.m., unless otherwise specifically allowed by the Market Manager. All tents must be placed as close to the adjacent curb as is physically possible, unless specifically authorized by the Market Manager to do otherwise.
19. **Take-Down.** 5th Street will remain closed to Vendor traffic until 1:10 p.m. to ensure the safety of any children and patrons who may still be in the main thoroughfare. During this time, Vendors may begin to disassemble their space and move items to the sidewalk before retrieving their vehicle. **Vendors shall not retrieve their vehicle before items are ready to be loaded.** No vehicle may enter or leave the Market Location unless directed to do so by the Market Manager, a peace officer, or an emergency services provider. Vendors must allow for traffic flow and may not block the main thoroughfare. Vendors may continue loading their items from the sidewalk after 2:00 p.m. if their vehicle is off Main Street, in the parking stall, and facing the direction of traffic flow. The City requires that the Market Location be completely vacated by Vendors and made available to the public by 2:00 p.m.
20. **Early Departure/Selling Out.** Vendors requiring early departure must inform the Market Manager and obtain permission prior to leaving. Vendors must carry goods, supplies, and equipment out of their assigned space without using a vehicle. Vendors that sell-out are encouraged to remain in their assigned space, but may pack-up items and carry them out without the use of a vehicle.
21. **Vendor Space Walk-Through.** All Vendors are subject to a Market space walk-through by the Market Manager and/or members of the Farmers Market Commission acting in an official capacity. The purpose of the on-site walk-through is to ensure all Vendors are current on required permits and licenses and also to inspect the Vendor's

Commented [AA4]: To Do: Develop a map that features acceptable parking areas for Vendors. (Please refer to Appendix "X" for a preferred Parking spaces).

goods and operations. Vendors found to be violating Market policies will be subject to penalties.

22. **Resale Produce.**

- a. Reselling of any product is strictly prohibited. If approved in advance by the Market Manager, Agricultural Vendors may resell blueberries and/or asparagus grown within two hundred (200) air miles from Moscow, Idaho. Approved Vendors must display an "Authorized Reseller" sign, which will be provided by the Market, stating the name and location of the farm where the items were obtained. Farms supplying blueberries and asparagus to be resold at the Market will be held to the same site visits, standards, and guidelines as current Agricultural Vendors.
- b. With some exceptions, the sale, sampling, tasting or give-away of resale items at the Market is prohibited. This includes bulbs, plants, and produce not specifically grown at the time and expense of the Market Vendor.

Policy Violations

Unless explicitly stated, violation of any policy will be subject to the penalties outlined below. The purpose of penalties is to encourage communication between Vendor(s) and Market Management to correct the action so that the Vendor, where possible, may continue to sell goods within the Market. Penalties are cumulative whether the same policy has been violated multiple times or multiple policies violated multiple times. Nothing related to the Market's penalties shall affect, in any way, other laws and/or regulations with which Vendors must comply (e.g., health, tax, police, fire, etc.).

1. **Penalties.** All penalties will be issued via a carbon copy format; one for the Vendor's records, and one for the Market's records.
 - a. **First Penalty.** A verbal warning shall be given to the Vendor. Vendor and Market Management shall reach an agreement the day the violation occurred for the Vendor to change the behavior to avoid future deviations.
 - b. **Second Penalty.** A written warning shall be given to the Vendor. Vendor will provide Management a written email or letter that states how the Vendor will correct the behavior. Failure to receive a statement from the Vendor will result in a forced absence for the next market attendance.
 - c. **Third Penalty.** A \$50 fine will be imposed upon the Vendor. Failure to remit payment will result in the Vendor being prohibited from attending market until the fine is paid.
2. **Appeals Process.** If a Vendor has been found in violation of Market Policies and where the Vendor believes the penalty imposed is based upon inaccurate or incomplete information or would constitute an unfair action if imposed, the Vendor may use the appeals process.
 - a. Vendor(s) who have been issued a penalty for an alleged policy violation may appeal the decision within five (5) business days of the violation.
 - b. Appeals must take the format of a written statement, detailing the reasons as to why the Vendor did not violate the policy. Statements must be addressed to the Assistant City Supervisor.
 - c. Vendor(s) may only appeal the alleged violation one (1) time.
 - d. Any decision regarding the appeal will be rendered by the acting City Supervisor within five (5) days of receiving the appeal and shall be final.
3. **Egregious Behavior and Offense.** In the cases of a Vendor(s) acting in threatening or belligerent behavior, Management has the right to cease sales for the remainder of the market and have the Vendor be dismissed early from Market. Management will issue a penalty and present a case of expulsion or termination from the Market to the Farmers Market Commission. Vendor will be provided an opportunity, either orally, or in writing, to state their case.

Friendship Square Use Policy During Farmers Market Season

"The City wishes to coordinate the multiple and varied uses of Friendship Square during Market days of the Market Season. Uses include playground, pedestrian and other travel through Friendship Square, maintenance of an emergency access lane, music and arts performances, demonstrations by various arts groups and the like, and presentations of various messages, ideas, philosophies and opportunities by various individuals and groups who wish access to the Market participants and members of the public on Market day. The City does not intend to control or regulate and coordinate the message or content of a Speaker's "speech" on a Market day, but rather, desires to reasonably regulate and coordinate the time, place and manner of the speech by allowing Speakers to avail themselves of the designated Friendship Square Speakers Space on Market days while continuing to coordinate and accommodate their use of Friendship Square on Market day. Also, the City desires to preserve the principally non-commercial nature of Friendship Square and the Speakers Space to the extent allowed by law." Please see Appendix "" for the complete resolution

Enforcement

The City of Moscow Farmers Market ("Market") Policies will be enforced by the on-site Market Manager and/or in consultation with the Assistant City Supervisor, depending on circumstances. As the Market Location encompasses public right-of-way or City controlled property, the City reserves its right to regulate activities which occur within such public property.

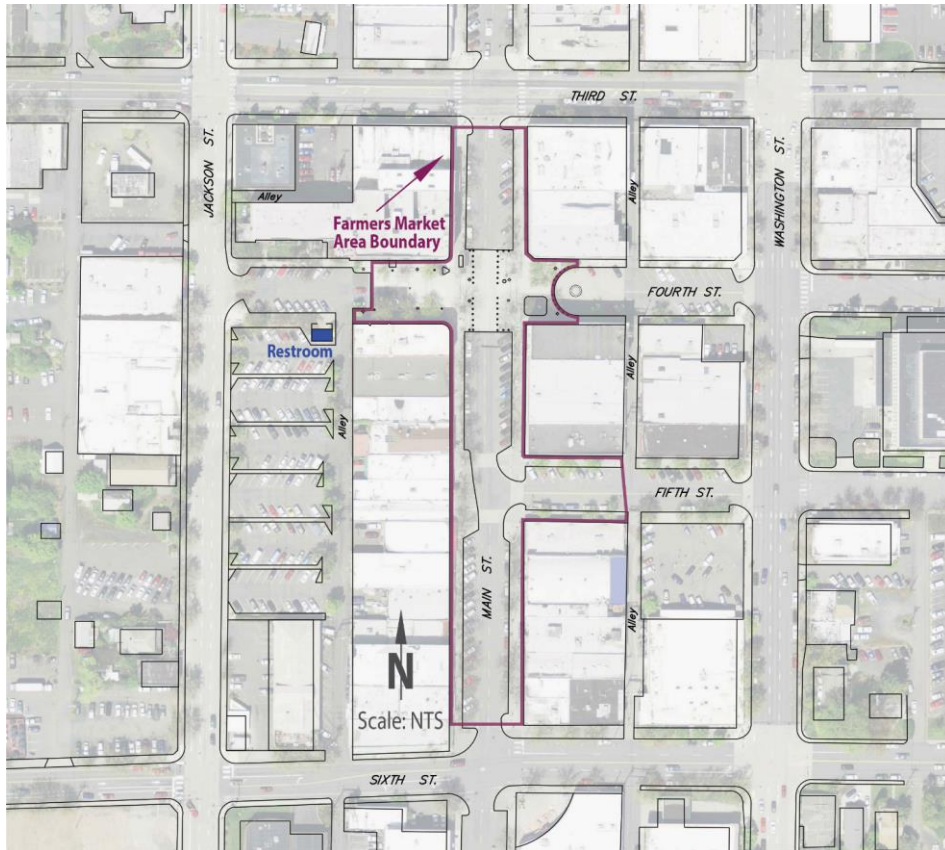
~~Market Vendors are expected to be selling their own wares (produce and products) and to be in attendance at all times, except in emergency situations. All Market Vendors agree to abide by Market Policies upon signing the Market application form acceptance into the Market. All Market Vendors will be evaluated for compliance with Market Policies. Failure of Market Vendors to follow Market Policies will result in actions set out in Appendix 4.~~

Effective Date

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

Appendices

Appendix1 – Moscow Farmers Market Map & Boundaries



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Appendix 2 – Moscow Farmers Market Vendor Fees

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

Fee Schedule Worksheet

Fee Applied	\$ Dollar Amount	Number of times applied	Subtotal
Annual Registration		X 1	=
Daily Booth Fee		X	=
Additional Amenities		X	=

Season Total_____

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Appendix 3 – Safety Compliance Requirements

The Moscow Volunteer Fire Department requires Vendor compliance with the following items at all time. Vendors are subject to inspection on an irregular basis for these requirements.

1. Tents, Canopies, Umbrellas, etc.
 - a. Weights are required on all types of coverings utilized by Vendors to reduce risk and harm from blow down. Each anchor point must have no less than twenty-four pounds (24 lbs.) weighing it down.
 - b. Weights requiring tethering shall:
 - i. Not create a tripping hazard.
 - ii. Use lines that are visible with soft edges to avoid abrasions.
 - iii. Be securely attached to the tent, canopy, etc. at ground level and not above a person's head to prevent a clothesline effect.
 - c. Any part of a tent, canopy, etc. in a walkway will apply red or florescent tape to prevent tripping hazards.
2. Fire Extinguishers
 - a. Vendors shall make arrangements for annual service of their fire extinguishers and ensure a verification tag of service date is in place.
 - b. A minimum of one (1) five pound (5 lb.) ABC type portable fire extinguisher is required for each Vendor with any type of open flame, cooking device, and warming plate.
 - c. A class K rated portable extinguisher is required for deep-vat fry cooking equipment involving vegetable or animal oils and fats.
3. Portable Cooking Devices
 - a. The national standard set by the National Fire Protection Agency (NFPA) 701 applies to the Market with regard to portable cooking devices under any type of coverings. Vendors using this method to prepare or cook food shall do one of the following:
 - i. Provide a certificate from an approved testing laboratory that states the covering's materials and performance meet the criteria outlined in NFPA 701.
 - ii. Provide the brand of flame-retardant used to treat the covering. Treatment application must be through an approved manner that meets the flame propagation performance criteria outlined in NFPA 701.
 - b. No combustible material shall be within five feet (5') of any open flame or portable cooking device.
 - c. Portable cooking devices with a smoke stack must be a minimum of five feet (5') from any combustible material.
 - d. Secure compressed gas cylinders to prevent tipping and potential damage to the stem and/or regulator. Approved methods include chained to a stable structure or placed in a milk crate. Always secure gas cylinders in an upright, vertical manner on a flat surface.
4. Electrical Cords
 - a. All electrical cords shall be Underwriters Laboratories (UL) Approved.
 - b. Cover all electrical cords to prevent tripping hazards.
5. Fire Lanes
 - a. A minimum fire lane of twenty-five feet (25') shall be maintained at all times.

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Appendix 5 – Permits, Licensees, & Resource Contacts

Permits and licensing information is different for each Vendor category. The following list is not exhaustive and is meant for user education purposes.

Food & Drug Administration (FDA) Food Safety Modernization Act (FMSA) Preventative Controls in Human Food Rule – Value-added projects and processed products made on-farm and in licensed commercial kitchens

<https://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/ucm525201.htm>

Public Health – Idaho North Central District

333 East Palouse River Drive
Moscow, ID 83843
(208) 882-7506 OR (208) 799-3100
<https://www.latah.id.us/ncdhd/>

Idaho State Seed Lab (ISDA) Seeds

2240 Kellogg Lane
Boise, ID 83712
(208) 332-8630
www.agri.idaho.gov

Idaho State Tax Commission

800 Park Blvd, Plaza IV
Boise, ID 83701
(800) 972-7660 OR (208) 334-7660
www.tax.idaho.gov

Moscow Fire Department

229 Pintail Lane
603 South Main
Moscow, ID 83843
(208) 882-2831
jwilliams@ci.moscow.id.us

Self-guided tool to determine if FMSA Produce Safety Rule applies to your farm

https://uidaho.co1.qualtrics.com/jfe/form/SV_8D1ucSIEq749AF

**State of Idaho Alcohol Beverage Control
Idaho State Police**

700 S. Stratford Dr. STE. 115
Meridian, ID 83642
(208) 884-7060
<https://www.isp.idaho.gov/abc/>

State of Idaho Department of Agriculture

(Also known as ISDA)
2270 Old Penitentiary Road
PO Box 790
Boise, ID 83701-0790
(Please see below for the different departments and programs under the ISDA)

Bedding plants, landscape plants, fresh or cut flowers

(208) 332-8620 www.idahoag.us

Dairy Bureau – Mary Patten

(208) 332-8550

Egg distributors, handlers, and candlers

(208) 332-8560
<https://agri.idaho.gov/main/animals/avian-species/eggs/>

Food Safety Modernization Act (FMSA)

Produce Safety Rule – Fresh produce (fruits, vegetables, herbs, and other food crops)

(208) 332-8698
<https://agri.idaho.gov/main/inspections/fmsa-main/>

Organic

(208) 332-8673 www.idahoag.us

Nursery-Plant Industries Division

(208) 332-8620 www.agri.idaho.gov

State of Idaho Weights and Measures

2270 Old Penitentiary Road
PO Box 790
Boise, ID 83701-0790
(208) 332-8620
www.idahoag.us

University of Idaho Community Food Systems

Educator Colette DePhelps
Ag Science 333
875 Perimeter Dr.
MS2338
Moscow, ID 83843
(208) 883-4003
cdephelps@uidaho.edu

University of Idaho Extension FMSA Food Safety for Produce Growers

322 E Front Street Suite 190
Boise, ID 83702
(435) 287-8773
<http://www.uidaho.edu/extension/food-safety-for-produce-growers>

University of Idaho Latah County Extension

Small Farmers Educator, Iris Mayes
200 S. Almon St. Suite 201
Moscow, ID 83843
(208) 883-2267
latah@uidaho.edu
www.uidaho.edu/extension

Bees (Apiary). Idaho Bee Inspection Program. All beekeepers are required to register their bees with the Idaho State Department of Agriculture (ISDA) and pay a registration fee as well as a honey advertising tax on each colony of bees. <https://agri.idaho.gov/main/plants/bees-apiary-inspection/>

Dairy. Selling raw milk; information on small herd exemptions and selling shares of raw milk Idaho State Department of Agriculture, Dairy Bureau (208) 332-8550
<https://agri.idaho.gov/main/animals/dairy-bureau/>

Eggs. It is a requirement under [Title 37, Chapter 15](#), Idaho Code, "Egg and Egg Products" and [IDAPA 02.02.11](#) "Rules Governing Egg and Egg Products" to comply with the laws and rules if you are a distributor of egg and/or egg products or if you have three hundred (300) or more birds. If an individual **has less than three hundred (300) birds**, the eggs can be sold without complying with the requirements; however, the eggs must be clean and the container must be labeled with the individual's name, address, phone number, and the words "UNGRADED EGGS"
<https://agri.idaho.gov/main/animals/avian-species/eggs/>

Fresh Produce. The Food Safety Modernization Act (FSMA) Produce Safety Rule was made final on January 26, 2016, and establishes science-based minimum standards for the safe growing, harvesting, packing and holding of fruits and vegetables grown for human consumption. Many, if not all farms will be impacted by at least part of the FSMA Produce Safety Rule, even those that are very small. Compliance dates for some parts of the rule are already underway, with full compliance for many farms starting in January 2018. The FDA has a brief summary of the key requirements for the final Produce Safety Rule (pdf) available on their website. <https://www.fda.gov/downloads/Food/GuidanceRegulation/FSMA/UCM472887.pdf>. The University of Idaho has developed a self-guided tool to determine if FMSA Produce Safety Rule applies to your farm https://uidaho.co1.qualtrics.com/jfe/form/SV_8D1ucSlEeqZ49AF. For regulatory compliance in Idaho, visit: <https://agri.idaho.gov/main/inspections/fsma-main/>. For regulatory compliance in Washington, visit: https://agr.wa.gov/FoodAnimal/FSMA/FSMA_food.aspx

Meat. Idaho does not have any State inspected meat processing facilities so all meat sold by the cut at the Farmers Market needs to be processed in a USDA approved facility. Contact your local Health Department at (208) 882-7506 for any food license requirements and additional information on best practices for selling meat in the Market.
<https://agri.idaho.gov/main/animals/>

Nursery, Florists, and Landscaping. Anyone who engages in, conducts, or carries on the business of propagating, growing, selling, dealing in, or importing into Idaho, for sale or distribution, any nursery or florist stock, or engages in the installation of landscape plants, or acts as an agent, salesman, or solicitor for any nurseryman, florist, landscape contractor, or dealer in nursery or florist stock, must first obtain a license to do so from the Idaho State Department of Agriculture.

Pursuant to Idaho Code § 2305(2), sellers with less than \$500 gross annual sales are exempt from licensing. <https://agri.idaho.gov/main/plants/nurseries-florists-and-landscaping/>

Organic. The Idaho State Department of Agriculture's Organic Certification Program is an accredited certifying agent of the USDA's National Organic Program. We provide certification services for crops, wild crops, livestock, and handlers/processors. We also provide material registration for manufacturers who produce inputs used in organic production. <https://www.usda.gov/topics/organic>

Poultry. Poultry sales and processing regulations fall under Idaho Health and Welfare, but your local Health Department (Idaho North Central Health District) is your contact for making sure you are in compliance at (208) 882-7506 or (208) 799-3100. <http://idahopublichealth.com/79-environmental-health/92-food-protection>.

Processed and Value-Added Foods. The Food Safety Modernization Act (FSMA) Preventative Controls for Human Food Rule was finalized in 2016. Compliance dates for some businesses began in September 2016 and additional compliance dates for farms and very small businesses will begin in September 2018. It is important to understand how the PCHF Rule applies to your business. FDA website on the FSMA Final Rule for Preventive Controls for Human Food <https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm334115.htm>. See pages 7 and 20 of the FDA PCHF Compliance Guide to determine if you have to comply with the rule <https://www.fda.gov/downloads/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/UCM526507.pdf>. Please note, all facilities are required to notify FDA about their compliance status. To learn more about notifying FDA, see page 18 of the Compliance Guide.

Soil and Plant Amendments. Registration with ISDA is required in order to distribute soil or plant amendments in the State of Idaho. <https://agri.idaho.gov/main/plants/>

Weights and Measures. ISDA W&M requires any weighing or measuring instrument or device used for commercial purposes in the State of Idaho to be licensed annually. This includes scales to measure produce at the Market. <https://agri.idaho.gov/main/weights-and-measures/>

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Appendix 6 – How to Become an Approved Vendor

Basic Requirements:

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

Specific Requirements:

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 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 stating that no laws were violated in harvesting or selling of wild mushrooms, plants, or berries, under penalty of perjury.

Craft & Food Jury – 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:

- ☐ Submit a Craft & Food Jury Reservation Form
- ☐ Submit a current permit or Food Risk Assessment Form completed by the Public Health Department (only applicable to Prepared Food Vendors)

The Craft & Food Jury provides an opportunity for potential Vendors to display their items as if they were at the Moscow Farmers Market. The Market provides participants one 6ft table for set up. Participant(s) has one hour to set-up prior to the start of the Jury. At the end of the Jury, participants have one hour to takedown their display and collect their supplies. The Market will discard any items or supplies left behind. A jury panel handles, examines, and tastes presented items. Jury panelists are comprised of Farmers Market Commission members, Arts Commission members, and other community residents. A participant's score is based on the following:

- An 8"x10" photo example of a booth layout
- Display of Items at the Jury. Each display shall have an itemized price list and include the following descriptive information for each product:
 - Where the supplies came from to create the product
 - How the product is made
 - Where the final product is produced

- Structure and Workmanship of Products

(Is the design complex and/or original? What kind of technique does the Vendor utilize?)

- Sourcing of Supplies

(Are supplies sourced from a farm, nature, a store, or are they repurposed and upcycled?
Where is the location of the supply source?)

- Final Product

- **Note for Prepared Food Vendors:** Additionally, Prepared Food Vendors shall provide examples of their product's packaging. The Market prohibits the use of Styrofoam packaging. Ingredient labels must clearly indicate potential allergenic items and will list ingredients by volume (most to least).

Each evaluator completes a Jury Score Card (example provided below) per participant. Score cards are tallied and an average score is provided per participant. The Market requires that participants receive a minimum score of 60% to be eligible for the Market and become an approved Vendor. Approval does not equate to receiving space at the Market. Market Management reserves the right to select fewer approved Vendors based on availability of space and current Market product mix. Market Staff notifies all participants of their results within two (2) business days of the Jury. Prior to attending Market, approved Vendors will need to complete the online registration, submit payments and paperwork, and request space as outlined in the Vendor Handbook. The market day directly following Jury will not be open to new, approved Vendors. Market Staff provides Vendors that did not pass the evaluation process with the panel's feedback. **Vendors who do not receive a qualifying score may resubmit a Craft and Food Jury Reservation Form for another date.**

Jury Score Card (example)

Note to evaluators: All scores should be given based on the entire entry. To provide feedback on individual product(s) use the comment section on the back of this form.

Space # _____

Key: 0 (Poor) 5 (Below Average) 10 (Average) 15 (Good) 20 (Excellent)

Booth Layout in the 8x10 Photo

0 5 10 15 20

Appearance of display

0 5 10 15 20

Structure / Workmanship

0 5 10 15 20

Local, Direct Sourcing of Supplies

0 5 10 15 20

Final Product

0 5 10 15 20

Comments:

Appendix 7 – Resolution 2012-05

Friendship Square Use Policy During Farmers Market Season

RESOLUTION NO. 2012 - 05

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING A POLICY FOR THE USE OF FRIENDSHIP SQUARE ON MARKET DAYS DURING THE FARMERS MARKET SEASON; PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, Friendship Square is City property owned, operated, and controlled by the City; and

WHEREAS, Friendship Square functions, in part, as a downtown meeting place, a place for arts performances, playground and visiting uses, protests and demonstrations, and the presentation to the public of various messages, ideas, and public expressions; and

WHEREAS, Moscow's Farmers Market (hereinafter "the Market") has been in existence for many years; and

WHEREAS, the Market is an integral part of various downtown Saturday activities during the months of May through October annually; and

WHEREAS, multiple individuals and groups (in increasing numbers) seek to access the Farmers Market audience and participants (also increasing in number) by utilizing a portion of Friendship Square on Market days; and

WHEREAS, the City wishes to make space in Friendship Square available to individuals and groups to allow them to present their messages, ideas, opportunities, and information on Market days (Saturdays) during the Farmers Market Season; and

WHEREAS, the Council believes that these Friendship Square regulations comprise Constitutionally reasonable time, place, and manner restrictions and coordination of uses in Friendship Square during Market days; and

WHEREAS, the City also wishes to coordinate Friendship Square uses by reserving portions of Friendship Square for pedestrian, music, arts and other performances, visiting, emergency access, playground uses, recreation, and other uses and access to the Market and Main Street; and

WHEREAS, coordination and accommodation of such multiple uses in Friendship Square on Market days are consistent with the law, City goals and values, and will support Market activities without undue interference with the Market;

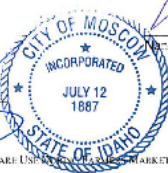
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow as follows:

The attached *Friendship Square Use Policy During Farmers Market Season* is hereby adopted and shall be effective upon publication according to law.

PASSED AND APPROVED by the Council and Mayor of the City of Moscow, Idaho, this 16th day of April, 2012.

ATTEST:

Stephanie Kalesz, City Clerk



Nancy C. Wiley, Mayor

FRIENDSHIP SQUARE USE POLICY
DURING FARMERS MARKET SEASON

- A. Definitions. For purposes of this Friendship Square Use Policy During Farmers Market Season ("Policy"), certain words and terms used herein are defined as follows:

City of Moscow Farmers Market, Farmers Market, Market. City-sponsored selling and associated activities which take place every Saturday from May through October in the downtown area which focuses on the sale of locally grown and/or value added produce and goods and which has traditionally occurred in 4th Street and South Jackson Street parking lot (and as shown on Attachment "A" incorporated into this Policy).

Friendship Square. The public pedestrian mall area in downtown Moscow immediately south of the Moscow Hotel, immediately north of the Skattaboe Building, east of the 4th Street and South Jackson Street parking lot and west of Main Street, as designated on the Attachment "A", incorporated into this Policy.

Market day. Every Saturday during the Farmers Market Season (from May through October) during which the Market is in operation, (i.e., 8:00 a.m. to 1:00 p.m. local time).

Speaker(s). A person or entity whose presence in Friendship Square on a Market day is primarily for the purpose of presenting a message, activity or opportunity to the Market audience, participants, and/or members of the public and which message or activity does not compete directly with Market Vendors. This includes individuals or groups who wish to utilize Speakers Space for local arts, philanthropic, charitable, non-profit, social, and other similar purposes governed by this Policy.

Speakers Space. The area generally south of the current emergency access lane, playground and permanent benches in Friendship Square and north of the north wall of the Skattaboe building currently occupied by New Saint Andrews College and Bloom Restaurant (minus the spaces in front of the ingress/egress features) that is currently available for continuing use by Speakers, as described in this Policy and as shown on Attachment "A".

- B. Background. Since the establishment of the Farmers Market in the early 1970's, a portion of Friendship Square (adjacent to the Market) has been used during Market hours of operation for local arts, philanthropic, performance, pedestrian, charitable, non-profit, social, and similar purposes. Individuals and groups in Friendship Square during Market days focus principally on getting their "message" or opportunity out to those participating in the adjacent Market (approximately 5,329 people per Market day).

The City wishes to preserve part of Friendship Square (i.e., the area in Friendship Square not identified and set apart as "Speakers Space" in Attachment "A") for the emergency access lane that runs east-west through the entirety of Friendship Square so that it remains free and open for access and/or use by emergency responders. The City also desires to allow for the safe and open use of the established public playground and benches during Farmers Market hours of operation. Additionally, the non-Speakers Space portion of Friendship Square to the north and south of the emergency access lane needs to remain open for visiting, foot traffic, bicycle, stroller, wheelchair, and similar movement through Friendship Square to access the Market and Main Street, and for music, arts, and other programs (including those organized or sponsored by City) that occur within Friendship Square as a multi-faceted downtown public venue.

Because Moscow is an inclusive community with a deep and long-term commitment to education and diversity (in all of its aspects), the City wishes to preserve space to accommodate "messages" and Speakers ("Speakers Space") in Friendship Square.

- C. **Policy Purpose.** The City wishes to coordinate the multiple and varied uses of Friendship Square during Market days of the Market Season. Uses include playground, pedestrian and other travel through Friendship Square, maintenance of an emergency access lane, music and arts performances, demonstrations by various arts groups and the like, and presentations of various messages, ideas, philosophies and opportunities by various individuals and groups who wish access to the Market participants and members of the public on Market day. The City does not intend to control or regulate and coordinate the message or content of a Speaker's "speech" on a Market day, but rather, desires to reasonably regulate and coordinate the time, place and manner of the speech by allowing Speakers to avail themselves of the designated Friendship Square Speakers Space on Market days while continuing to coordinate and accommodate their use of Friendship Square on Market day. Also, the City desires to preserve the principally non-commercial nature of Friendship Square and the Speakers Space to the extent allowed by law.

By this Policy, the City does not wish to interfere with Market Policies or activities and desires that this Policy be administered independently from any Market Policy. Additionally, because of the multiplicity of uses and because of the increased density of occupancy in Friendship Square during Market day operations, with the exception of a "service animal" (as defined in the Americans With Disability Act 2010 Final Regulations), dogs and other animals and pets are not allowed in Friendship Square during the hours of 8:00 a.m. through 1:00 p.m. local time on Saturdays in May through October, unless specifically authorized in writing by the City Parks and Recreation Director for a specific planned event or demonstration (such as a raptor show or magic act).

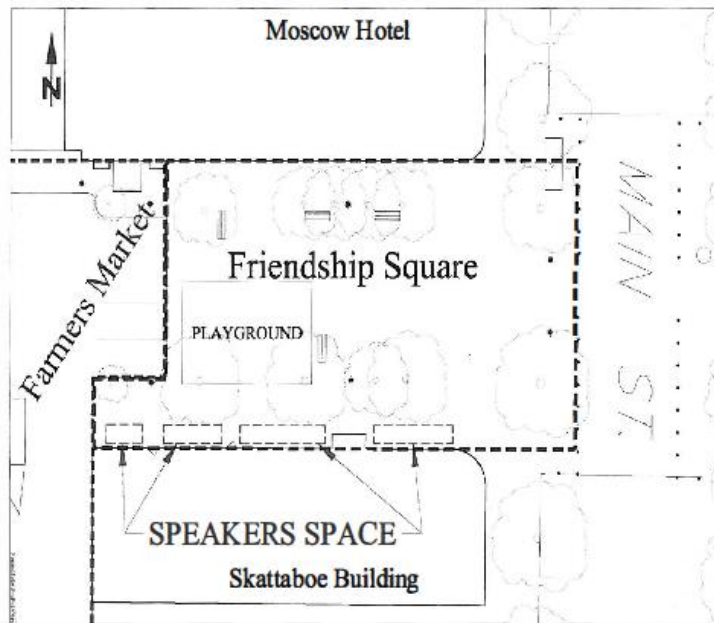
- D. **Speakers' Activities.** Within the Speakers Space, Speakers are allowed to offer information, answer questions, hand out materials, participate in discussions, and/or suggest ideas relative to their cause or message in whatever lawful manner they wish. Speakers may sell or give away promotional and other articles with the sponsoring individual or group's name, logo, cause, or graphic on them. The selling of raffle or other tickets for future local events (plays, concerts, charities, fundraisers, etc.); campaign and other political activities; solicitation and acceptance of donations; fundraising; food drives; and similar commercial speech and/or activities that do not compete with Market Vendors, are allowed in the Speakers Space during Market hours. Speakers may not sell, distribute, or give away any item that is available for purchase from a Vendor in the Market.

"For-profit" individuals and groups may use the Speakers Space if their presence is not intended to and does not result in on-site sales (other than those allowed Speakers by this Policy), taking orders for merchandise and/or for paid services. For-profit concerns may wish to contact the City for information on how to qualify as a Vendor in the Market.

Any individual or group using all or part of the Speakers Space may also move freely within Friendship Square and within public spaces outside of the Market but such Speaker(s) may not conduct business, sales or Speakers activities within the Market. Speakers are allowed to place temporary structures in the Speakers Space (such as a piece of equipment, a table, or self-standing sign), so long as the structures are removed by 2:00 p.m. local time on Market day.

- E. The Speakers Space, identified in Attachment "A" attached to this Policy and fully incorporated herein by reference, is reserved for Speakers and Speakers activities during Market days, pursuant to this Policy.
- F. **Alternatives to Speaker(s) Display in Friendship Square.** If there is no Speakers Space available on a Market day pursuant to this Policy, the City may be contacted about using other public facilities and/or other venues or outlets for their messages, such as peaceful moving pickets or demonstrations on City sidewalks outside of the Friendship Square Speakers Space; the use of City parks and other public spaces, venues, and facilities; securing of a Vendor permit pursuant to Moscow City Code Title 9, Chapter 11; using Friendship Square during non-Market hours, etc.

ATTACHMENT "A"





POSTER CONTEST

New Deadline: Wednesday, April 4, 2018 by 5:00 p.m.

Create the 2018 Moscow Farmers Market Poster!

Questions, contact the Community Events Manager at 208.883.7132 or dstewart@ci.moscow.id.us.



MOSCOW FARMERS MARKET

2018 Poster Contest - Rules and Instructions

Calling all artists! The City of Moscow and the Farmers Market Commission are pleased to announce the Moscow Farmers Market 2018 Poster Contest. This call to artists is open to everyone regardless of age or experience. The deadline for submissions is **Wednesday, March 28, 2018 by 5:00 p.m.** The artist of the winning entry will be awarded **\$100**. The winning entry will be selected at the end of the public vote in mid-April 2018.

Following the deadline, a jury panel will select five (5) finalists from all submissions to be considered for the Moscow Farmers Market 2018 Poster. These five entries will be made available for the public to vote and select their favorite poster entry. The poster entry with the most votes at the end of this voting period will be declared the winner of the Moscow Farmers Market 2018 Poster Contest.

All entries must be received no later than **Wednesday, March 28, 2018 by 5:00 p.m.** Only one (1) entry per individual will be accepted. This call to artists is open to everyone, regardless of age or experience. Contest submittals will be restricted to a 200 air mile radius of Moscow, Idaho. Exemptions will be made for University of Idaho; Washington State University; and Lewis-Clark State College students. Incomplete entries will not be considered, see pages 2 and 3 for details.

The winning entry becomes the property of the City of Moscow and the artist, guardian if applicable, will be required to sign an Art Purchase Agreement transferring all rights of the work to the City of Moscow. The winning artist may be required to assist City Staff in generating a print ready format of their entry, in a timely manner, following the final selection.

All entries must be of **original** design and any picture(s) or graphic(s) used **must** belong to the artist. Only 2D mediums will be accepted, including: drawing, painting, mixed media, photography, crayon, marker, original graphic art, etc. The finished poster size is 11 x 17 inches, however, the print ready digital file dimensions may vary (see diagram 2).

Please Note:

- Artists who are not selected as a finalist are able to pick up their entries April 2, 2018. All entries not picked up by May 2, 2018 will be recycled as appropriate.
- Of the entries submitted one (1) will be chosen for production. The City of Moscow will order five hundred (500) posters to be distributed throughout the community. The artist of the winning entry will be awarded **\$100**.
- To view previous Market posters, please visit: www.ci.moscow.id.us/197/Farmers-Market
- For additional information regarding the Moscow Farmers Market please visit:
www.ci.moscow.id.us/197/Farmers-Market
www.facebook.com/MoscowFarmersMarket
www.localharvest.org/moscow-farmers-market-M1943
- Any questions regarding this call to artists may be directed to the Moscow Farmers Market Office at (208) 883-7132 or by email to dstewart@ci.moscow.id.us.

Requirements:

Entry Requirements / Information:

- All entries must be of **original** design and any picture(s) or graphic(s) used **must** belong to the artist.
- The finished poster may be in any 2D medium and must conform to the following:
 - The finished print size must be 11 x 17 inches and will include a 2.5 inch band at the bottom for logos and Market information. (See diagram 1 for details.) This band may include color or images(s) in its design, but the color or image(s) must not be distracting or overpower the logos and Market information that will be included later. The poster may be oriented either vertically or horizontally.
 - Artwork is to be flush mounted on black foam core with a completed application firmly attached to the back.
 - All entries must include the following text:
 - “Moscow Farmers Market” * *Please note that there is no apostrophe in **Farmers*** *
 - “May through October 2018”
 - “Every Saturday 8:00 a.m. to 1:00 p.m.”
 - “Downtown on Main Street and Friendship Square”
 - “Fresh produce, plants & flowers, handmade crafts, local food”
 - “Live music 9:30 a.m. to 1:00 p.m.”
- Artwork must portray a Moscow Farmers Market theme: such as a farm setting, Moscow Farmers Market setting, fresh fruits and/or vegetables available at the Market, and/or the social culture of the Market. Do not include items unavailable at the Moscow Farmers Market in your design (such as bananas, pineapples, or out of area produce).
- The contest jury panel will look for bright colors, creativity, and clear readable text.
- Incomplete entries will not be considered.
- The artist of the winning entry will be asked to sign posters on the opening day of the Moscow Farmers Market on Saturday, May 5, 2018.

Submissions must include a mounted poster and a digital file:

- 1) Mounted Poster. Mounted poster may be in any 2D medium and must conform to the following:
 - a. Mounted artwork must be 11 x 17 inches.
 - b. Artwork is to be flush mounted on black foam core with a completed application firmly attached to the back.
- 2) Digital File. Digital file on CD or thumb drive must conform to the following:
 - a. For all posters **without** a bleed [there is a 1/4 inch band of white space on all sides of the final poster], make sure all text / images are placed at least 1/4 inch away (on all sides) of the poster edges. This will make your final print ready image **11 x 17 inches**.
 - b. For all posters **with** a bleed [image(s) continue to the edge(s) of the final poster], make sure all text is placed at least 1/4 inch away (on all sides) of the poster’s final edges and allow an extra 1/8 inch bleed on all sides of the design to allow the image(s) to go off the page. Text may not go off the page. This will make your final print ready image **11.25 x 17.25 inches**. (See diagram 2 for details).
 - c. Submit your final print ready design as a PDF.
 - d. Convert all images to CMYK color mode.
 - e. File size should be less than 30MB.
 - f. 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.

Submit completed entries (pick one):

DIRECT MAIL
Moscow Farmers Market Office
c/o Daniel Stewart
PO Box 9203
Moscow, ID 83843

HAND DELIVER
Moscow Farmers Market Office
Moscow City Hall – 3rd Floor
206 East Third Street
Moscow, ID 83843

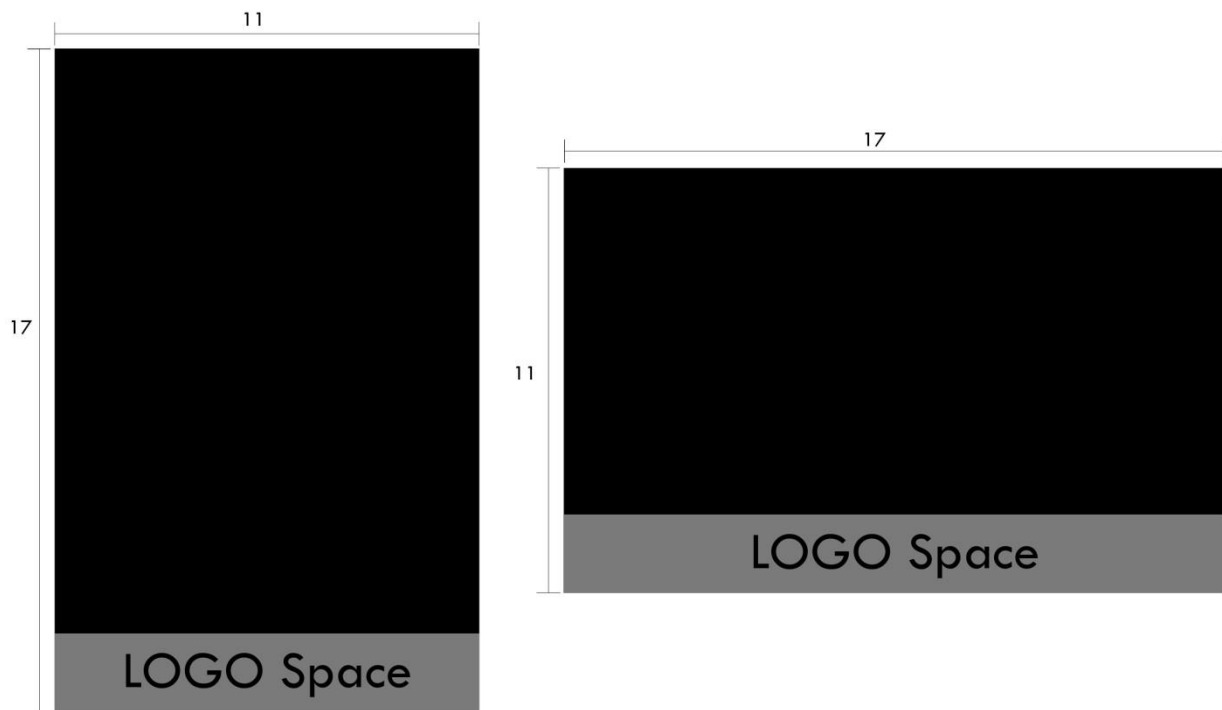


Diagram 1

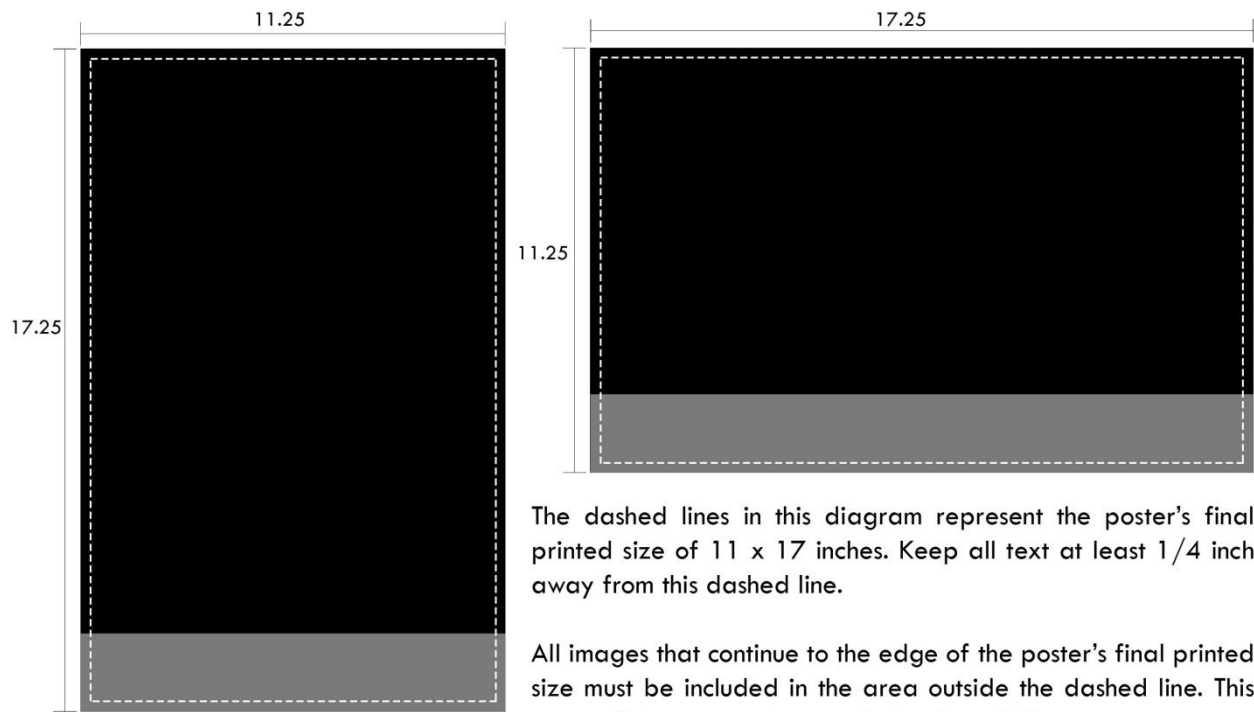


Diagram 2

MOSCOW FARMERS MARKET

2018 Poster Contest - Call to Artists Application

This call to artists is to find a design for the Moscow Farmers Market 2018 Poster.

The deadline for submissions is March 28, 2018 by 5:00 p.m.

All submitted designs must meet the attached criteria.

Application (please print)

By completing this entry form, I acknowledge that I understand the contest rules and instructions and I agree to abide by them. I represent that the attached work qualifies for submission to this contest. I further represent that ***I own all rights to the attached work*** and that the attached work does not infringe any copyright, trademark, trade name, service mark, or patent. I give permission to be photographed, filmed, quoted, and/or to have my statements recorded for any editorial, promotional, advertising, trade or other purpose that the City of Moscow chooses. The City of Moscow, and those whom it may authorize, shall have all rights to reproduce, distribute and display my work publicly, including on the Internet and in photographs, film, videotape, statements and quotes covered by this release, and to prepare derivative works. I understand that the City of Moscow is not responsible for unauthorized publication or use by third parties on the Internet.

Full Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website or Blog: _____

Description of Artwork: _____

THE WINNING ENTRY BECOMES THE PROPERTY OF THE CITY OF MOSCOW
AND WILL NOT BE RETURNED

For more information contact the City of Moscow Farmers Market Office at:

(208) 883-7132 dstewart@ci.moscow.id.us

Moscow City Hall – 206 East Third Street Moscow, ID – 3rd Floor