

MOSCOW FARMERS MARKET COMMISSION



Prospective Vendor Inquiry

Thank you for your interest in becoming a Vendor with the Moscow Farmers Market! To better facilitate vendor requests about the Moscow Farmers Market, please fill out this form and a staff member will follow-up with you as soon as possible.

1. Vendor Requirement - Are you the owner/grower/maker of the products you are interested in selling at the Moscow Farmers Market?

☐ Yes

→Continues to 2.

☐ No

→Eligibility Status [Link to Moscow Farmers Market Handbook](#) Vendor is not eligible to participate in the Moscow Farmers Market at this time due to selected answers.

2. Location Requirement - Do you grow/produce/make your products within 200 air miles of Moscow, ID?

☐ Yes

→Continues to 3.

☐ No

→Eligibility Status [Link to Moscow Farmers Market Handbook](#) - Vendor is not eligible to participate in the Moscow Farmers Market at this time due to selected answers.

☐ *Unsure*

→Continues to 3.

3. Vendor Type

☐ *Agricultural – fresh produce, nursery plants, meat, honey, forager, value-added (i.e. you raise goats and create goat's milk lotion)*

→Non-Agricultural Products - Will you be selling any non-agricultural products in addition to your agricultural products?

☐ Yes

→Jury Process Required [Link to Prospective Vendors webpage](#)

All non-agricultural products are required to be juried through a Craft and Food Jury. After submitting this form, please review the Prospective Vendor page regarding Craft and Food Jury requirements and to submit a reservation form.

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→**Product Offerings** Select all products that you grow, produce, and/or forage that you wish to sell at the Moscow Farmers Market.

→**Provides Contact Information**

☐ No

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→**Provides Contact Information**

☐ Unsure

→**Jury Process Required** [Link to Prospective Vendors webpage](#)

All non-agricultural products are required to be juried through a Craft and Food Jury. After submitting this form, please review the Prospective Vendor page regarding Craft and Food Jury requirements and to submit a reservation form.

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☐ *Craft/Artisan – fine arts, heritage arts, decorative arts*

→**Jury Process Required** [Link to Prospective Vendors webpage](#)

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→**Provides Contact Information**

☐ *Prepared Food – processed, packaged, ready-to-eat foods where the majority of ingredients are not grown or raised by individual*

→**Jury Process Required** [Link to Prospective Vendors webpage](#)

All non-agricultural products are required to be juried through a Craft and Food Jury. After submitting this form, please review the Prospective Vendor page regarding Craft and Food Jury requirements and to submit a reservation form.

→**Provides Contact Information**

☐ *Unsure*

→**Provides Contact Information**

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Philosophies Page 6.

Original

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 Moscow, Idaho.

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Youth Vendors Page 10.

Original

The Market encourages and supports early entrepreneurial interest of 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 three-foot by three-foot (3'x3') space located at the intersection of 5th Street and Main Street. Three (3) spaces will be available to Sprouts on a Market day.

Juniors (ages 13-17): Youth Vendors in this age category are limited to a five-foot by fifteen-foot (5'x15') space located at the intersection of 5th Street and Main Street. Three (3) spaces in this area will be available to Juniors on a Market day. Juniors may be assigned to a shared five-foot by fifteen-foot (5'x15') space along Main Street pending availability. Juniors requesting an eleven-foot by fifteen-foot (11'x15') space will be required to jury their products or will submit to a site visit, as outlined in Appendix 6 – Vendor Eligibility and Approval. Pending acceptance through these processes, Juniors will be subject to Tier 1, 2, or 3 registration and stall fees in the Vendor Fee Schedule and the Youth Fee will no longer be applicable, see Appendix 2 – Moscow Farmers Market Vendor Fees.

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 or 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.

2022-2023 Policy subcommittee

Mackenzie Lawrence, At-Large Rep.
Kerry Morsek, At-Large Rep.
Jenny Parker, Produce Vendor Rep.

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- 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 (3) individual youths in the cases of group participation.

Market Vendor Space Page 14. Item 5. Sub-item b.

Original

b. Space Assignments: 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. Vending space allocation is decided at the discretion of the Community Events Manager and is based on the level of commitment chosen by the Vendor as defined in the fee schedule (see Appendix 2 – Moscow Farmers Market Vendor Fees), as well as historical occupation and availability as it pertains to Market Product Mix. Vendors that have consistently occupied a specific space(s) in the Market during the previous Market Season, and who 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.