

MOSCOW FARMERS MARKET COMMISSION



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.

Subcommittee Review

10/18/22 – Lawrence and Argona present; Larson observing. General idea to overhaul and review all of page 6 (Mission Statement, Core Values, and Philosophies) to eliminate redundancy and provide clarity, including:

- Adding the word “regional” to Mission Statement
- Suggestion of adding a Sustainable philosophy
- Understanding of what is a core value v. a philosophy and ensuring their support of the one another.

11/1/22 – Subcommittee did not have explicit revisions to present to Farmers Market Commission.

11/15/22 – Larson, Lawrence, Morsek, Parker, and Argona present.

Subcommittee determined that current Philosophies be consolidated with Core Values.

12/6/22 – Subcommittee presented to Farmers Market Commission. No serious changes recommended by Commission.

2022-2023 Policy subcommittee

Mackenzie Lawrence, At-Large Rep.

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

MOSCOW FARMERS MARKET COMMISSION



Proposed Revision(s) to Page 6

Mission Statement

The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell **local and regional 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 the community with access to local Vendors and their goods with an emphasis on having at least fifty percent (50%) of the Market's Vendors located within Latah and Whitman counties.

Agricultural Focus: Prioritizing space for agriculturally-derived products by having at least fifty percent (50%) of the Market's footprint occupied by Vendors selling such products for at least four or more months during the Market season.

Economic Opportunity: Contributing to the greater Moscow economy with emphasis on assisting independently-owned, and start-up enterprises while encouraging Vendors to locally source materials and ingredients direct from regional businesses and/or producers.

Community: Providing a safe space and opportunity for cultural enrichment and positive engagement that welcomes all residents and visitors.

Information: Increasing awareness of regional agriculture, sustainability, and sound environmental practices through education and outreach activities.

2022-2023 Policy subcommittee

Mackenzie Lawrence, At-Large Rep.

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Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

MOSCOW FARMERS MARKET COMMISSION



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.

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- Have their booth set-up by 8:00 a.m.
- 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.
- Youth Vendors and their designated chaperone(s) who consistently fail to meet the Policies of this Handbook and Youth Vendor Guidelines are subject to the penalty process as outlined in Appendix 4 – Moscow Farmers Market Notice of Penalty.

Subcommittee Review

10/18/22 – Lawrence and Argona present; Larson observing.

Inclusion of:

- Have their booth set-up by 8:00 a.m.
- Youth Vendors and their designated chaperone(s) who consistently fail to meet the Policies of this Handbook and Youth Vendor Guidelines are subject to the penalty process as outlined in Appendix 4 – Moscow Farmers Market Notice of Penalty.

11/1/22 – Subcommittee did not have explicit revisions to present to Farmers Market Commission.

11/15/22 – Larson, Lawrence, Morsek, Parker, and Argona present. No further discussion on changes.

12/6/22 – Subcommittee presented to Farmers Market Commission. No serious changes recommended by Commission.

2022-2023 Policy subcommittee

Mackenzie Lawrence, At-Large Rep.

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

MOSCOW FARMERS MARKET COMMISSION



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.

Subcommittee Review

10/18/22 – *Lawrence and Argona present; Larson observing.* Subcommittee considered inclusion of clear language that Vendors are not penalized for weather events that impact products.

11/1/22 – Subcommittee did not have explicit revisions to present to Farmers Market Commission.

11/15/22 – *Larson, Lawrence, Morsek, Parker, and Argona present.*

- Consider inclusion of verbiage under Tier 3 package
- Consider inclusion of verbiage that addresses parental leave, family emergencies, etc.

12/6/22 – Subcommittee presented to Farmers Market Commission. Commission requested subcommittee to consider including language that imposes a time limit on sabbatical, recognition of elder care, and encouragement of open communication with the Community Events Manager.

2022-2023 Policy subcommittee

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

Proposed Revision(s)

b. Space Assignments: The Market recognizes the value of Vendors maintaining a consistent location for the development of a healthy customer base. Vending space allocation is based on the level of commitment chosen by the Vendor as defined in Appendix 2 – Moscow Farmers Market Vendor Fees, as well as historical occupation and availability as it pertains to Market Product Mix. 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 and will not be penalized due to weather events that delay or impact their products.

Market Fees, Page 16, sub-item b.

Proposed Revision(s)

b. Tier Packages: Packages are non-transferrable and non-refundable. The Market currently offers the following tier packages to Vendors.

- i. **Tier 3** – Seventy-five percent (75%) or more attendance
 - Vendor chooses to attend between eighteen (18) and twenty-six (26) consecutive Markets
 - Highest registration fee
 - Lowest daily per booth fee
 - Guaranteed same location
 - Allowed to substitute representation for two (2) Markets
 - Must notify Management of their first and last anticipated attendance date
 - Eligible for bereavement, parental, and/or sabbatical leave at discretion of Management without jeopardizing space location.