

MOSCOW FARMERS MARKET COMMISSION



Proposed Revision – Page 3

Core Values

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

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Definition of Terms

These definitions are included to provide a background for terms used throughout this document. The Market relies on a variety of sources in formulating and adapting terms to keep on trend with farmers market best practices. Sources include but are not limited to: American Farmland Trust, Certified Naturally Grown, Farmers Market Coalition, U.S. Department of Agriculture, Washington State Farmers Market Coalition, etc. The ultimate interpretation of these definitions lies with the Community Events Manager.

Handmade: Items that show evidence of manual and conscious skills, human imagination, and dedication of one's own design, creativity, and making.

Regenerative Agriculture: A holistic approach to addressing improvements in traditional agricultural systems by generating positive impacts that build soil health, promote animal welfare, and remedy social inequities.

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Agricultural Vendors

Seafood: Vendors who harvest aquatic animals where the majority of products sold are whole and/or fillets of fish, shellfish, and crustaceans either live, raw, smoked, or canned. Seafood must be harvested from within Pacific Northwest waters of the following states: Idaho, Washington, Oregon, and Montana.

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Non-Agriculture Vendors

Food Artisan Vendors: Vendors who offer handmade food products in limited quantities using traditional and/or cultural cooking or preparation methods.

Vendors in this category must make these items in accordance with local and state regulations. State code requires the use of commercial kitchens to prepare certain foods. The following sub-categories apply to Food Artisan Vendors:

Specialty 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/cured meats and/or cheeses, dried fruits, 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 on Market day or prepared in advance and served on Market day that are ready for immediate consumption.

Craft Artisan Vendors: Vendors who offer handmade or manually designed products that are of a home, studio, or cottage-type industry using an intermediate type of technology rather than industrial-type production. Vendors in this category may not sell items made by others unless it is a part of the final product design (i.e. a wooden honey dipper that accompanies a ceramic honey pot; a chain for a pendant; a 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 Community Events Manager.~~ The following sub-categories apply to Craft Artisan Vendors:

2024-2025 Policy subcommittee

Josh Larson, At-Large Rep.

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Appendix 6 – Vendor Approval

1) Basic Eligibility

A Vendor is eligible to participate in the Market if they are the grower/producer of the products they are interested in selling at the Market and these same products are grown/produced within 200 air miles of Moscow, ID. Franchises, multi-level marketing companies, and retail chains are not eligible to participate in the Market.

2) Qualifications for eligible Agricultural Vendors

a) Apiarist, Fresh Produce/Nursery, Livestock, and Value-Added Vendors qualify for Market participation upon completion of the following:

- i) Create a Marketspread account and complete applicable season registration.
- ii) Attend the mandatory Vendor Orientation.
- iii) Complete a Site Visit with the Farmers Market Commission and Community Events Staff. Site Visits must be completed prior to a Vendor being assigned space at the Market.
 - Purpose – The purpose of a Site Visit is to verify growing and/or production practices as listed by the Vendor in Marketspread, to ensure the Vendor has or will have tangible goods for sale that meet Agricultural subcategory definitions, as well as evaluate compatibility with the Market's mission statement and core values.
 - Issues and Actions – Any food safety and/or public health violations discovered during a Site Visit may result in a Vendor being unable to receive a space assignment at Market until the violation is rectified. Vendors who are deemed incompatible with the Market's mission statement and core values by the Site Visit subcommittee may receive a space assignment at the Market until further notice by the Commission.

b) Forage and Seafood Vendors qualify for Market participation upon completion of the following:

- i) Create a Marketspread account and complete applicable season registration.
- ii) Attend the mandatory Vendor Orientation.

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- iii) Forage Vendors are required to disclose where product was harvested within a five [5] square mile description. The Market may require the Vendor to sign a disclosure form that no laws were violated in harvesting or selling of wild mushrooms, plants, or berries.
- iv) Seafood Vendors are required to disclose tributaries where product was harvested within a five [5] square mile description. Seafood must be commonly found within both the defined bodies of water on page 6 and identified tributaries. The Market requires Vendors in this sub-category to furnish any licenses and/or permits demonstrating that seafood was legally harvested, and sales are abiding by local, state, and federal laws and regulations.

3) Qualifications for eligible Non-Agricultural Vendors

- a) Food Artisan and Craft Artisan Vendors qualify for Market participation upon completion of the following:
 - i) Sign-up to attend a Craft & Food Jury via the City of Moscow's Submittable online portal.
 - ii) Receive a minimum qualifying score of 70%.
 - iii) Create a Marketspread account and complete applicable season registration.
 - iv) Attend the mandatory Vendor Orientation.
- b) Craft & Food Jury Information
 - i) Vendors are encouraged to have the following documents prepared prior to signing-up for their preferred Craft & Food Jury date:
 - Vendor Statement – A statement that describes any tools, techniques, and traditions utilized in crafting final product(s).
 - Sourcing List – A list showing where raw materials/ingredients are purchased or sourced from (i.e. businesses, farms, etc.).
 - Price/Menu List – Include pricing of items and/or a menu of product offerings as part of table display at the jury.
 - Completed Food Risk Assessment from Idaho North Central Public Health District or copy of current Food Permit License. **[Food Artisan Vendors only]**

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- Examples of packaging for unsealed/open food items (i.e. plates, bulk containers, to-go packaging, etc.). Styrofoam packaging and containers are not permitted. **[Food Artisan Vendors in the Ready to Eat Foods subcategory only]**
 - Rendering (digital, hand drawn, or photograph) of proposed booth layout that includes handwashing station location, prep areas, backstock, coolers, etc. **[Food Artisan Vendors in the Ready to Eat Foods subcategory only]**
- ii) Day-of Jury
- Set-Up and Take-Down – Tables are provided for Vendors. Vendors have one (1) hour to complete their table set-up and may not be present during the judging period. Vendors are required to collect their items at the end of a jury. Failure to do so results in a zero (0) score and items left behind are discarded.
 - Judging Criteria and Scoring – A jury panel handles, examines, and/or tastes presented items. Panelists are generally comprised of Farmers Market Commission members. A Vendor's score is based on their Table Display, Sourcing Information, and Product Design and Integrity. Each evaluator completes a score card (see examples on following pages) per Vendor. Score cards are tallied, and an average score is provided per Vendor.
- iii) Post-Jury
- Re-Jurying – Vendors who do not receive the minimum score may re-jury at a later date pending space availability.
 - Notification – Community Events Staff notifies Vendors of their results, and approved products if applicable, within two (2) business days. The Community Events Manager reserves the right to select fewer qualified Vendors based on availability of space and current Market product mix. Upon request, the Community Events Manager provides evaluation feedback to Vendors seeking to make improvements to their operation.

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- Adding Products – Requests to sell additional products throughout the season are to be submitted to the Community Events Manager for review.
- Approved Non-Agricultural Vendors are subject to Site Visits if warranted by Community Events staff or Commission.

4) Approval Status

A Vendor is considered approved to sell their products and receive a space assignment in the Market when above eligibility and qualifications result in one of the following:

- a) A satisfactory Site Visit.
- b) An affirmative Commission decision.
- c) Disclosure forms and/or copies of current, applicable licenses and/or permits received by Community Events staff.
- d) Affirmative notification of jury score and approved juried products sent by Community Events staff.

5) Tier Selection

- a) First Season – New Vendors and Vendors that have been absent for two (2) consecutive seasons are eligible to select Tier 1 or Tier 2 packages (see Tier Packages on page 16). Approval status does not equate to guaranteed space assignment at the Market. Vendors who complete their first season may submit a request to the Community Events Manager to be promoted to Tier 3 status for the following season. Considerations for Tier 3 status includes the Vendor's attendance, timeliness, adherence to this Handbook, available space, and product mix.
- b) Special Considerations – Tier 3 status is not typically granted to new Vendors in their first season. Agricultural Vendors, and Non-Agricultural Vendors who receive a qualifying score of ninety percent (90%) or greater, requesting Tier 3 status in their first season shall appeal to the Community Events Manager for consideration.

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Sale and Distribution of Non-Approved Items

The sale, distribution, or display of non-approved items such as canned or bottled beverages, literature, live animals, information, signage, etc. not related to the Vendor's normal product offerings and/or services is prohibited.

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Vendor Space Assessment & Audit

All Vendors are subject to a space assessment and audit at Market by the Community Events Manager and/or Farmers Market Commission members acting in an official capacity. Vendors may be asked to produce current, required permits or have their goods or menus inspected. The purpose of the on-site walk-through is to maintain transparency and authenticity in the Market by ensuring Vendors are held accountable regarding any sourcing and/or practices claims. Vendors found to be violating Market policies will be subject to penalties.

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SUBCOMMITTEE REVIEW NOTES

11/15/24 (9:30-11 am) – Larson, Manning, Blankenship, and Alvarez present.
12/2/24 (4-5:30 pm) – Policy subcommittee report
12/13/24 (9-10 am) –
1/7/25 (4-5:30 pm) – Policy subcommittee report; Vendor feedback period open
1/31/25 – Vendor feedback due
2/4/25 – Policy subcommittee action item
2/24/25 – 2025 Handbook revisions presented to Council Committee

2024-2025 FMC Policies Subcommittee totals:

- Larson – 1 @ 1.5 hour; 1 @ 1 hour
- Alvarez – 1 @ 1.5 hour; 1 @ 1 hour
- Manning – 1 @ 1.5 hour; 1 @ 1 hour
- Blankenship – 1 @ 1.5 hour; 1 @ 1 hour

10 hours outside of monthly meeting commitment

Notice to Vendors:

- January 10 – annual welcome letter
- January 20 – monthly Vendor email
- January 27 – reminder email to submit feedback by Jan. 31

Feedback received:

- XX [TYPE] Vendors

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