

# MOSCOW FARMERS MARKET COMMISSION



## **2025 Handbook (Original)**

### Annual Vendor Orientation

All Vendors are required to attend the mandatory annual Vendor Orientation meeting in-person prior to start of Market Season, at a date and time set by the Community Events Manager. Failure to attend will result in one of the following:

- a. Tier 1 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- b. Tier 2 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- c. Tier 3 Vendors: Loss of designated Market space.

An alternative to the in-person meeting is provided to Vendors who experience illness, emergency, or another unanticipated conflict that forces their absence. If a Vendor meets any of these parameters for missing the in-person meeting, then Vendor is subject to the following:

- a. Vendor provides notice and/or request to the Community Events Manager.
- b. Vendor answers list of questions via email by a date and time set by the Community Events Manager demonstrating that they viewed the alternative meeting format.
- c. Vendors who fail to provide an email with answers by the set date and time are subject to the consequences as designated by Tier status above.

## **2026 Handbook (Revision 1)**

### Annual Vendor Orientation

All Vendors are required to attend the mandatory annual Vendor Orientation meeting in-person prior to start of Market Season, at a date and time set by the Community Events Manager. Failure to attend will result in one of the following:

- a. Tier 1 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- b. Tier 2 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- c. Tier 3 Vendors: Loss of designated Market space.

An alternative to the in-person meeting is provided for Vendors who experience illness, emergencies, or another unanticipated conflict that forces their absence. Eligibility to receive the alternative format is based on meeting these parameters and communication of absence to the Community Events Manager no later than two business days of the Vendor Orientation. The following apply to the alternative format:

- a. Vendor provides notice and/or request to the Community Events Manager regarding their absence. Communication must be received before 5 pm on Monday following the Vendor Orientation.
- b. Vendor answers list of questions via email by a date and time set by the Community Events Manager demonstrating that they viewed the alternative format.
- c. Vendors who fail to provide an email with answers by the set date and time are subject to the consequences as designated by Tier status above.

## **2025-2026 Policy subcommittee**

Josh Larson, At-Large Rep.

Gerardo Alvarez, Specialty Food Rep.

JT Manning, At-Large Rep.

Phillip Blankenship, At-Large Rep.

# MOSCOW FARMERS MARKET COMMISSION



## **2026 Handbook (Final revision)**

### Annual Vendor Orientation

All Vendors are required to attend the mandatory annual Vendor Orientation meeting in-person prior to start of Market Season, at a date and time set by the Community Events Manager. Failure to attend will result in one of the following:

- a. Tier 1 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- b. Tier 2 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- c. Tier 3 Vendors: Loss of designated Market space.

An alternative to the in-person meeting is provided for Vendors who experience illness, emergencies, or another unanticipated conflict that forces their absence. Eligibility to receive the alternative format is based on meeting these parameters and communication of absence to the Community Events Manager no later than 5 pm two business days after the Vendor Orientation (e.g. if the orientation is hosted on a Thursday, a Vendor has until 5 pm the following Monday to communicate absence).

### The following apply to the alternative format:

- a. Vendor provides notice and/or request to the Community Events Manager regarding their absence.
- b. Vendor answers list of questions via email by a date and time set by the Community Events Manager demonstrating that they viewed the alternative format.
- c. Vendors who fail to provide an email with answers by the set date and time are subject to the consequences as designated by Tier status above.

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## 2025 Handbook (Original)

### Appendix 6 – Vendor Approval

#### 2. Qualifications for eligible Agricultural Vendors

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.
- 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 six (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

b. Craft & Food Jury Information

iii. Post-Jury

- Adding Products: Requests to sell additional products throughout the season are to be submitted to the Community Events Manager for review.

### 2025-2026 Policy subcommittee

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# MOSCOW FARMERS MARKET COMMISSION



## 2026 Handbook (Revised)

### Appendix 6 – Vendor Approval

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.
- iii. Forage Vendors are required to disclose location where product was harvested within a five [5] square mile description. Products must be commonly found within and/or native to geographic description. The Market requires Vendors in this sub-category to furnish any disclosure forms and/or statements demonstrating that products were legally harvested, and sales are abiding by local, state, and federal laws and regulations.
- 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 six (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

#### b. Craft & Food Jury Information

##### iii. Post-Jury

- Adding Products: Requests to sell additional products throughout the season are to be submitted to the Community Events Manager for review prior to Vendor bringing them to Market. Submissions will be reviewed within a ten-business day timeframe and will result in one of the following:
  - Permission from the Community Events Manager to add products to Vendor's approved products list.
  - Permission from the Community Events Manager to bring and sell products for a limited time pursuant to Farmers Market Commission feedback and standards set forth in this Handbook.
  - Decision from the Community Events Manager to not allow products to be brought to or sold at Market until the next season following completion of a satisfactory Site Visit and/or Craft & Food Jury.

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## **2025 Handbook (Original)**

Livestock/Poultry: Vendors who raise animals where the majority of raw products sold are cuts of meat, milk, eggs, fiber, and hides. Animals must be under a Vendor's care and management for the majority of its lifespan (51% or greater) and finished by the Vendor.

## **2026 Handbook (Revision 1)**

Livestock/Poultry: Vendors who raise animals where the majority of raw products sold are cuts of meat, milk, eggs, fiber, **hides, and skulls**. Animals must be under a Vendor's care and management for the majority of its lifespan (51% or greater) and finished by the Vendor.

## **2026 Handbook (Final revision)**

Livestock/Poultry: Vendors who raise animals where the majority of raw products sold are cuts of meat, milk, eggs, fiber, **hides, soup bones, and skulls**. Animals must be under a Vendor's care and management for the majority of its lifespan (51% or greater) and finished by the Vendor.

## **2025 Handbook (Original)**

Pricing

Market Vendors shall clearly post visible pricing for each item.

## **2026 Handbook (Revised)**

Pricing

Market Vendors shall clearly post visible pricing for each item. **Posted pricing must be aligned with a Vendor's industry standard (i.e. per bunch, per bag, per pound).**

## **2025-2026 Policy subcommittee**

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