

# 2009 St. Maries Farmers Market

The St. Maries Farmers Market Association is a community-based organization developed to support area agricultural producers. We are also a registered *Idaho Preferred* market. The 2009 farmers market will be held every Friday, beginning May 15, 2009 through October 2, 2009 from 3 pm to 6 pm in downtown St. Maries, adjacent to the Hughes Historical House on Main Street.

**Our mission is to provide the community with fresh, locally grown agricultural products and provide producers with a market to sell their products. We believe a farmers market helps bring the community together and is an asset to the local economy.**

The St. Maries Farmers Market is a membership based unincorporated non-profit organization governed by an executive board elected from the membership. The day-to-day operation of the market will be handled by the designated Market Manager. A committee made up of members will appoint the market manager(s). A fee is charged for membership and space rental.

## **CONTACT INFORMATION**

Name: Julie Bartlett, Secretary

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## 2009 Guidelines and Policies

### **Membership**

Membership is limited to the following:

1. Only Idaho farmers and producers who live within 60 miles (as the crow flies) of market may sell at market. Producers from outside this area may request special consideration of the market committee.
2. Producers/growers: those who cultivate and/or raise their own vegetables, flowers, fruits, herbs, plants, small animals, and animal products for public sale.
3. Harvester/gatherer: those who gather/pick wild growing fruits, plants or other material for public sale.
4. Crafters/artisans: create hand crafted products primarily from raw materials and are encouraged, but not required, to have a garden or nature theme. Crafters/artisans shall not exceed 50% of total market membership. The Market Manager reserves the right to refuse any craft item that is deemed inappropriate.
5. Food producer (processor): those who make value-added products from agricultural or wildcrafted material in accordance with all ID Panhandle Health District regulations. Such items are sold primarily for off-site consumption.

*No brokers may sell at market.* Brokering is buying items and then reselling them at the market. Private consignment of products can be made by individual vendors as long as all products fall within the market guidelines.

Produce may not be advertised as “organic” unless it is certified or registered organic. Current organic certification must be displayed and a copy on file with the Association.

There will be no discrimination according to race, color, creed, sex, religions, sexual orientation, age, or nationality.

## **Insurance and licensing**

The St. Maries Farmers Market Association will provide on-site liability insurance and an on-site nursery license. However, individual product liability is the responsibility of each vendor. Vendors are responsible for meeting all government regulations, obeying state, county, and local laws, etc. The State of Idaho expects all vendors to pay sales tax, therefore, accurate reporting of sales tax is up to each individual vendor.

Vendors must submit (anonymously) a statement of gross earnings for the season to the executive board treasurer no later than the final meeting prior to market opening. These figures are for insurance and reporting purposes only.

All vendors who prepare food for sale at market must comply with the Panhandle Health District regulations. All vendors will be provided with a copy of the regulations.

## **Fees**

There is a \$30 fee to apply for membership. Memberships are due 1 week prior to opening of the market. After the market opens for the season, membership is \$40. Membership includes space at the market for the season. (see space guidelines below) Memberships are not transferable or refundable. For non-members, a one-day site fee is \$10. If a vendor participates four times after the season starts and wants to continue, he/she does not need to pay any additional one-day site fees.

## **Space**

A maximum of 12' x 12' space is provided for market vendors. Preference is given to members based on length of membership and number of sale days attended from market origin. Pre-assigned spaces will be held until 2:45 pm on market days, after that time the space may be re-assigned for the day. Canopies or other additions other than a basic table are to be approved by the market manager. Displays must not block access to another vendor's stall. All vehicles must park in the adjacent lot after unloading. The Market does not provide tables, chairs, tents, awnings or umbrellas for vendors.

The St. Maries Farmers Market Association will allocate one space (free) at the market called the community booth. This space will be available for community organizations (non-political & non-profit) to use each week. Organizations need to schedule a market date in advance on a first come, first serve basis. The community booth will not be restricted to our membership requirements, but do need to follow the Panhandle Health District regulations.

## **Signage**

All vendors will post a sign identifying the name of the farm/business represented and where it is located. Signs should not be smaller than 12" x 24". Signs will be displayed before sales begin.

Product should be clearly marked with the price either by individually tagging the items or by posting a sign listing all items and prices. Labels for prepared food and other processed items will include vendor's name, address, and ingredients listed in order of volume (most to least). Potentially allergenic ingredients should be highlighted. Other labeling guidelines as stated in Panhandle Health District regulations will be followed.

## **Pricing**

Pricing is the sole responsibility of the individual vendor. However, the Market encourages vendors to price their items for sale at a price that reflects the cost of materials, labor, marketing expenses, and a profit.

Vendors are expected to bring quality produce to the market. In addition, vendors are not allowed to give produce or other items away for free or at below-cost pricing to undercut the sales of other vendors.

## **Market Manager**

- The Market Manager is appointed by a committee, which will assign and schedule the position prior to the opening day of market. The Market Manager will serve on a monthly basis, May through October, and is responsible for finding a replacement if unable to perform duties during the assigned month.
- The Market Manager will be on site a half hour before market opens (2:00 pm).
- The Market Manager will give the official signal announcing when the market is open and when closed.
- The Market Manager will make space assignment decisions based on available space in the market, if a reserved booth is unoccupied at 2:15 the Market Manager has the authority to sell that space for that day. After the first year, space assignments will be based on length of membership & level of participation.
- The Market Manager's job is to implement the guidelines and policies of the market. This includes overseeing market set-up, space assignments, and collection of fees, providing information on membership and market policies, and assuring vendor compliance with all market policies.
- Products with rot, defects, disease, insects, or fail to meet market requirements may be rejected for sale. The Market Manager may inspect all products.
- The Market Manager will also be responsible for public concerns and vendor complaints. The Market Manager is a liaison between the vendors/customers and the executive board.
- The Market Manager has complete authority to interpret and implement the rules, guidelines and policies on the market site; including the authority to rescind stall space for just cause. The Market Manager is the first and final authority on market day. Grievances will be taken to the executive board.
- The Market Manager can make adjustments to space allocations as necessary.

## **Infractions**

- The Farmers Market rules, guidelines and policies will be enforced by the Market Manager. The Market Manager has the right to revoke the privileges of any vendor who willfully violates the rules, guidelines and policies of the market.
- Violators will receive one verbal notice of an infraction, written notice of a second infraction, and upon a third infraction will result in termination from participation in the market for the remainder of the season. There will be no refunds of any member fees.

## **Market Managers**

<b>May</b>	Julie Bartlett
<b>June</b>	Leah Semple
<b>July</b>	Julie Pollard
<b>August</b>	Bonnie Schneider
<b>September</b>	Merrilee Keogh

*Revised 2/12/09*