

Wood River Farmers Market Association Rules

ASSOCIATION APPLICATION - Applicants must complete an annual application for membership, submit all applicable permits, licenses, and certificates, and pay all applicable fees by May 1st to be considered for membership to the Wood River Farmers Market Association. An applicant's membership will be decided by the Association's Board of Directors. Applicants may be considered for membership after the May 1st deadline only at the discretion of the Association's Board of Directors. Membership approval entitles the member to be a vendor at the Wood River Farmers Markets. The term of membership shall be from the date the applicant's application is accepted through December 31st. If an applicant has not submitted all applicable documents and paid all fees, the applicant will not be allowed to sell at the market.

NEW VENDORS - We welcome new vendors to apply to be a part of our market(s). However, if space is limited, preference will be given to good-standing returning vendors.

VISITING VENDORS - Visiting vendors are allowed up to three total visits to each market each season. If you wish to attend more than three markets, you must first request to switch to full/part time vendor status. Visiting vendor attendance is filled based on availability and is not guaranteed. Visiting vendors are not guaranteed the same stall space each time you attend the market.

NON-PROFIT ORGANIZATIONS – Non-profit organizations and groups who wish to promote a humanitarian or nonself-serving agenda may apply to attend the market. The first visit is free. A \$10 donation to the market association is required for additional visits. An application is needed as a record of attendance for secretarial records. Attendance is filled based on availability and is not guaranteed. Advance application for specific dates of attendance is required.

COOPERATIVE SELLING – Vendors who wish to join together to present their products at the same booth must individually apply for membership by filling out separate applications and paying separate \$50 Association membership fees. The \$25 or \$50 booth space fee will be shared by the cooperative. Each vendor must be present at the markets to represent their products. Occasionally, a vendor may not be required to be in attendance at the market but only with the approval of the market management.

MINORS - Minors may assist in the operation of a vending booth at the market, provided a parent, guardian, or business owner of at least 18 years of age is present.

ITEMS FOR SALE - This is first and foremost a local farmers market. Products such as vegetables, fruits, plants, flowers, and similar items must have been grown or produced by the vendor. NO RESALE IS ALLOWED AT THE MARKETS. Any vendor who resales products will be immediately expelled from the markets. There may be rare occasions when the Board of Directors will allow resale. These situations are usually for humanitarian purposes and are under strict guidelines, permission, and oversight by the Board of Directors.

ORGANIC - Any vendors claiming to sell organic products must provide appropriate documentation to the Association. Vendors may not use the word "organic" unless they are certified or registered with an appropriate certification agency. Non-certified producers may use phrases like 'No pesticides or herbicides used' or 'No artificial fertilizers used', but may not infer or imply that their product is "organically grown".

VENDOR RESPONSIBILITIES – Vendors are required to attend every market if they apply to be a full-time vendor. Part-time vendors must indicate which market dates they will be attending on their applications. Vendors must notify the market manager via email of any schedule changes at least 24

hours in advance of market day in order to be excused. You must receive a response from the market manager to validate this change. If a true emergency arises preventing you from attending the market, call the market manager as soon as possible. If you will arrive late due to an excusable event such as an accident, call the market manager as soon as possible.

Vendors are responsible for providing their own equipment, canopy(s), tables, chairs, waste disposal, change, and bags. Selling from the vendors' vehicles will not be permitted except for food court vehicles and trailers approved by the Board of Directors.

Vendors must ensure there are sufficient weights and/or tie downs for their canopy or umbrella. Small weights are not adequate if a wind occurs. Umbrellas are very susceptible to gusts of wind. Please note that high wind gusts from airplanes will occur at the Hailey Market due to the close proximity to the airport. You must prepare accordingly. The market is not responsible for any damage done to your booth and/or products should a wind gust occur.

Vendors are responsible for maintaining cleanliness in and around their stall. Each vendor must provide trash bins for customers and their own waste. All trash must be removed from the market at the end of the day. The market's waste disposal containers are for the customers use only.

No electricity is available at the market. If you require electricity, you are responsible for supplying your own quiet generator which must be approved by the WRFMA Board of Directors. Do not place your generators near other vendors.

Vendors must clearly post the prices for their products.

All scales used for sales must be certified by the Idaho Department of Weights and Measures and must display the current appropriate state seal.

SALES FEE - A vendor sales fee of 6% of daily sales will be payable by vendors to the Association. The sales fee is calculated on your gross sales excluding the Idaho sales tax and the local option tax. Vendors will be given a vendor receipt to fill out. All vendors must have their vendor receipt and payment prepared and ready when the market representative stops at their booth for collection. Your vendor receipt and payment **MUST** be prepared **BEFORE** coming to the market. For the last market day of the year, fees are due that day or can be mailed to the market representative **WITHIN 3 DAYS**.

Vendors are responsible for paying their Idaho sales tax and their City of Ketchum local option tax to the appropriate agency.

Part time and full time vendors will be given a vendor receipt to fill out each week. The completed vendor receipt and payment must be given to the market representative the following week. If you will not be attending the market the following week, the vendor receipt and payment must be mailed within 3 days to the market representative unless other arrangements have been made.

Visiting vendors must complete their vendor receipt and make their payment at the end of each market day.

ASSOCIATION RULES FOR THE KETCHUM FARMERS MARKET – The Ketchum market will begin in early June and extend through mid October dependent upon the weather. Specific dates for each market will be announced.

Vendors must arrive between 10:00 am and 11:30 am to set up your booth. If you arrive after 11:30, you

will be turned away and will NOT be able to set up for that market. Vehicles with large trailers must arrive between 10:00 and 10:30. If a significant event has occurred which will delay your arrival, you must call the market management immediately, and you may or may not receive permission to arrive after 11:30.

You will be allowed 20 minutes to unload your equipment and products. If, on occasion, a vendor feels they need additional time to unload, permission must be granted by the market management. You will unload only in the designated unloading zone. Do not start setting up your booth until you have parked your vehicle. At the market management's discretion, AND if weather conditions are unfavorable, such as rain, a canopy may be set up to protect your products prior to unloading. All equipment and products must be on site and set up no later than 11:45 pm. All vehicles must be parked by 11:45.

Any side streets that are not closed during market hours must be passable at all times.

Vendors must park in designated areas. PLEASE PARK AWAY FROM THE MARKET AREA. The area around the market will be used for customer parking only and certain vendor vehicles such as food court vans and trailers.

Sales will start at 12:00 noon and continue until 4:00 pm. The market will officially open with the ringing of a bell. People using wheel chairs or who have other significant physical or mental impairments are allowed to buy 10 minutes before the opening bell. No other sales before 12:00 noon will be allowed without explicit permission from market management. Vendors are required to stay throughout the market hours. Vendors MUST NOT begin breaking down their booths until the market closes at 4 pm. At closing the vendors will have a maximum of 1 ½ hours to remove all products, clean their area, and vacate the premises.

Vendors cannot, under any circumstance, grant a customer permission to drive into the market area. If a customer has purchased a large order and needs assistance, please notify market management and arrangements will be made to assist the customer.

ASSOCIATION RULES FOR THE HAILEY FARMERS MARKET - The Hailey market will begin in early June and extend through mid October dependent upon the weather. Specific dates for each market will be announced.

Vendors must arrive between 7:30 am and 8:30 am to set up your booth. If you arrive after 8:30 am, you will be turned away and will NOT be able to set up for that market. Vehicles with large trailers must arrive between 7:30 and 8:00. If a significant event has occurred which will delay your arrival, you must call the market management immediately, and you may or may not receive permission to arrive after 8:30.

You will be allowed 20 minutes to unload your equipment and products. If, on occasion, a vendor feels they need additional time to unload, permission must be granted by the market management. You will unload only in the designated unloading zone. Do not start setting up your booth until you have parked your vehicle. At the market management's discretion, AND if weather conditions are unfavorable, such as rain, a canopy may be set up to protect your products prior to unloading. All equipment and products must be on site and set up no later than 8:45 pm. All vehicles must be parked by 8:45.

Any side streets that are not closed during market hours must be passable at all times.

Vendors must park in designated areas. PLEASE PARK AWAY FROM THE MARKET AREA. The area around the market will be used for customer parking only and certain vendor vehicles such as food court vans and trailers.

Sales will start at 9:00 am and continue until 1:00 pm. The market will officially open with the ringing of a bell. People using wheel chairs or who have other significant physical or mental impairments are allowed to buy 10 minutes before the opening bell. No other sales before 9:00 will be allowed without explicit permission from market management. Vendors are required to stay throughout the market hours. Vendors MUST NOT begin breaking down their booths until the market closes at 4 pm. At closing the vendors will have a maximum of 1 ½ hours to remove all products, clean their area, and vacate the premises.

Vendors cannot, under any circumstance, grant a customer permission to drive into the market area. If a customer has purchased a large order and needs assistance, please notify market management and arrangements will be made to assist the customer.

POSITIVE PROMOTION OF THE MARKETS - Vendors must positively promote the market and its vendors. Reports of slander, detrimental remarks, or intentionally providing inaccurate information against any vendor, market staff, or the market in general will be taken seriously and will result in a warning, a fine, probation, suspension of membership, or termination of membership from the Association and the market(s). Any vendor who causes a negative disruption prior to, during, or after market hours will be asked to leave the market immediately. They will NOT be allowed to return until action is taken to correct their negative behavior and the Board of Directors grants their return.

VENDOR CONCERNS - Vendors may express concerns regarding the operation of the market or violation of market rules by another vendor by sending an email with the subject title "Vendor Concern" to the market email- wrfarmersmarket@gmail.com. Vendors may not approach the market management or any WRFMA Board of Director member with concerns prior to, during, or after market hours. All online "vendor concerns", which have been properly submitted, will be reviewed by the market manager and the Board of Directors outside of market hours and then dealt with accordingly. All vendor concerns will be kept confidential.

ADDITIONAL RULES AND POLICIES – The Board of Directors and the market management reserves the right to provide additional rules, policies, and guidelines to ensure the proper operation of the markets.

Market e-mail – wrfarmersmarket@gmail.com

Market telephone – 208-720-9929

Market address for applications and submission of documents – PO Box 216, Fairfield, ID 83327-0216

Market address for vendor receipts and payments – PO Box 6296, Ketchum, ID 83340-6296

I have read and agree to the Wood River Farmers Market Association By-Laws and rules governing our participation in the Wood River Farmers Markets. I verify that I will abide by the Association's By-laws, rules, and policies. I verify that anyone who represents my business at the market(s) agrees to follow the market By-laws, rules, and policies.

Vendor name

Vendor signature

Date