

2011 Rathdrum Farmers & Artisans Market

RULES AND PROCEDURES

Those wishing to participate in the Rathdrum Farmers & Artisans Market must submit a signed application for approval prior to the opening of the market. A completed and approved application will represent an agreement between the vendor and the Market to abide by the rules and procedures of the Rathdrum Farmers & Artisans Market.

A submission of a completed application and fees does not guarantee participation in the Market. Each application will be reviewed by the vendor manager and approval will be based on space available and review of products to be offered. In the event there are more vendors with similar products than can be accommodated within the guidelines established by the Market committee, award of spaces will be on a first come, first served basis.

Please carefully read these vendor rules. An approved application will constitute an understanding between you and the Market of your agreement to abide by the Market rules. Please keep a copy for your records and return your application and fees to:

Rathdrum Farmers & Artisans Market
P.O. Box 1378
Rathdrum, ID 83858

For more information: 208-687-3293

Market Hours: Market hours for the 2011 season will be from 9:00am to 3:00pm. Setup: 8:00am. No sales (except to other vendors) are to be made prior to the 9:00am opening of the Market.

Market Days for 2011: First and Third Saturdays May through October 2. We may consider every Saturday beginning in July.

Market Location for 2011: Rathdrum City Park. No dogs are allowed in park.

Vendor Information: A vendor must submit an application that does not guarantee participation. Vendors must request a space at a market day by no later than Wednesday of the week prior to Market. Vendors must pay a \$10 fee for a 10' x 10' space. This fee must be paid prior to the approved vendor setting up for Market.

VENDORS WHO HAVE BEEN APPROVED FOR PARTICIPATION IN A MARKET DAY MAY NOT ALLOW ANYONE ELSE TO USE THEIR SPACE IF THEY ARE NOT ABLE TO ATTEND. A SPACE MAY ONLY BE OCCUPIED BY THE VENDOR WHO HAS MADE THE ORIGINAL APPLICATION. VACANT SPACES MAY ONLY BE FILLED BY MARKET MANAGEMENT.

Spaces may be used only by the person or entity signing the original application.

RULES OF PARTICIPATION

1. Vendors may sell only products they themselves, grow, create, or produce. No reselling or selling for others is permitted. No garage sale, flea market or wholesale items, no import or mass produced items. There is a possibility that a very limited number of vendors may be approved to sell antiques or collectible items. These vendors will be allowed only upon prior approval of the vendor manager and must agree to only offer items that are specifically approved. They must also agree to remove from sale any items that Market management feels do not fit within the parameters of the Market vision.

2. Vendors must be residents of the area within 50 miles of Rathdrum or meet the approval of the Market committee.

3. All products must meet Health and ISDA rules. Individual vendors must check requirements to see how they apply to their products. It is each vendor's responsibility to obtain any required licenses or permits. Copies must be provided to market management and clearly posted in the vendor's space.

Baked or canned goods may need Health Department Permits. Some foods may be considered non-potentially hazardous foods and not require permits. Potentially hazardous foods will require permits. Vendors must check with the Panhandle Health District (208-667-9513) and provide verification of your products status.

4. The vendor signing the application must be present during market hours. You may occasionally use a family member or on-farm employee but market manager must be advised.

5. Each vendor is responsible for obtaining their own sales tax number and collecting sales tax on sales. Vendors who will be participating in fewer than 3 statewide events (including market days) may obtain a temporary number from the Market management. Collection and payment of sales tax is vendor's responsibility. The Market will be providing the state with information about participating vendors. (Contact the Idaho State Tax Commission (208) 769-1500)

6. Vendor spaces will be assigned on a first come, first served basis.

7. Vendors must clean their area at the time of breakdown of the spaces. **ALL** trash, unsold items, equipment, etc. must be removed at the end of the day. If you brought it, caused it, or it somehow found its way to your area – dispose of it. NO LEFTOVER debris will be tolerated. The Market will only be as nice as we make it.

The Market Committee consists of volunteers who spend many hours making things work. Please be considerate of all participants and customers. If you do not wish to do your part in cleaning up for everyone's benefit, **please don't apply**.

8. Vendors are asked to be a part of their display. If you would like to dress in a manner that depicts an old fashioned, open air, farmers market (Classic farm life attire) we would be pleased for you to do so. In any event, we ask that you present yourself and your products in a clean and attractive manner.

9. All space set-ups MUST be windproof with all legs weighted and tied down. Weights and tie-downs must be contained within the marked space you are assigned and cannot impose on walk areas, infringe on other vendors areas or block access to other areas.

10. The Rathdrum Farmers & Artisans Market will provide insurance coverage as required to operate the market. Coverage does not include product or other liability insurance requirements of the individual vendors. Each vendor is responsible for insurance coverage for their participation in the Market.

11. **Booth Set Up:** Vendors will check in by 8am on Market Day. Following check in, set up of booth may begin. Vehicles may be driven into market area but must receive direction for set up. NO vehicles or trailers will be allowed in the market area without prior approval. Vendor spaces for 2011 will consist of canopy spaces only. Vendor who usually sell from trailers may make application but must be aware that approved trailer set ups may be in an area slightly distant (but within sight) of the main market area.

12: **Booth Break Down:** Booth break down and removal may not take place before close of Market at 3 pm. Sales MUST end at 3 pm so people begin to leave and vehicles can be safely brought into the area. Break down may begin but vehicles should not be brought into Market area until at least 3:10 pm. Please be cautious.

Vendors who have reason to close sales earlier than 3pm should put a closed notice on their booth but may not remove their booth and products prior to the approved break down time. The Vendor manager must be notified of any early closes. Because of safety and Market appearance, early removals will not be allowed. Vendors may choose to stay and greet potential, next Market day, customers or may leave their space unattended until breakdown time.

Consequences of Rules and Procedure violations:

1. First verbal notice of violation by Market management and request for correction of violation.
2. Second verbal warning. Vendor will be required to shut down operation. Sales will cease but breakdown and removal of vendor's set-up will not be allowed until end of market day.
3. Continued incidences of violations will result in a written warning about ongoing violations. Consequences may include, but are not limited to, temporary or permanent removal from the market season by Market Committee decision. In the event of suspension fees will not be refunded.
4. Any violation of laws or requirements of the ISDA, Panhandle Health District, Idaho State Tax Commission, the City of Rathdrum, any US, or State and local laws or regulations, will result in suspension without reimbursement of fees. The Rathdrum Farmers & Artisans Market will work in cooperation with all agents charged with enforcement of the governing laws and regulation.