



# Bonners Ferry Farmers Market Vendor Information Packet for 2024 Season Application

(Please keep this booklet for future reference during the season)

April 27-July 27, 2024 Event Code: 172621824

July 28-October 5, 2024 Event Code: 1445724160



P.O. Box 3192  
Bonners Ferry, ID 83805

www.bonnerrferryfarmersmarket.org  
info@bonnerrferryfarmersmarket.org

Congratulations on becoming part of our thriving market. The information contained in this book will help you acquaint yourself with the rules and procedures of our market. Please complete the Application & Vendor Information Sheet on the back page. Welcome to the Market!

## Contact Information

### Bonnerr Ferry Farmers Market

P.O. Box 3192

Bonnerr Ferry, ID 83805

board@bonnerrferryfarmersmarket.org

Questions?? Stop in at the market on Saturdays and talk to our market manager.

### Market Manager

TBD for the 2024 season

marketmanager@bonnerrferryfarmersmarket.org

## Market Hours

**Saturdays** 8am to 1pm (*Set-up may begin at 6:30 am but no LATER than 7am*)

## Board of Directors

**Adina Feldmann**

(208) 610-0088

Chair/President

chair@bonnerrferryfarmersmarket.org

**Dianna Cossairt**

(208) 290-3767

Treasurer

treasurer@bonnerrferryfarmersmarket.org

**Grace Robinson**

(208) 610-0526

Secretary

secretary@bonnerrferryfarmersmarket.org

**Cassidy Cossairt**

(208) 597-4434

Advertising

advertising@bonnerrferryfarmersmarket.org

**Kathy Walk**

(509) 290-3767

Liaison

liaison@bonnerrferryfarmersmarket.org

**Julie Haugen**

(208) 290-4576

Special Events

events@bonnerrferryfarmersmarket.org

**Chris Chapa**

(281) 455-3361

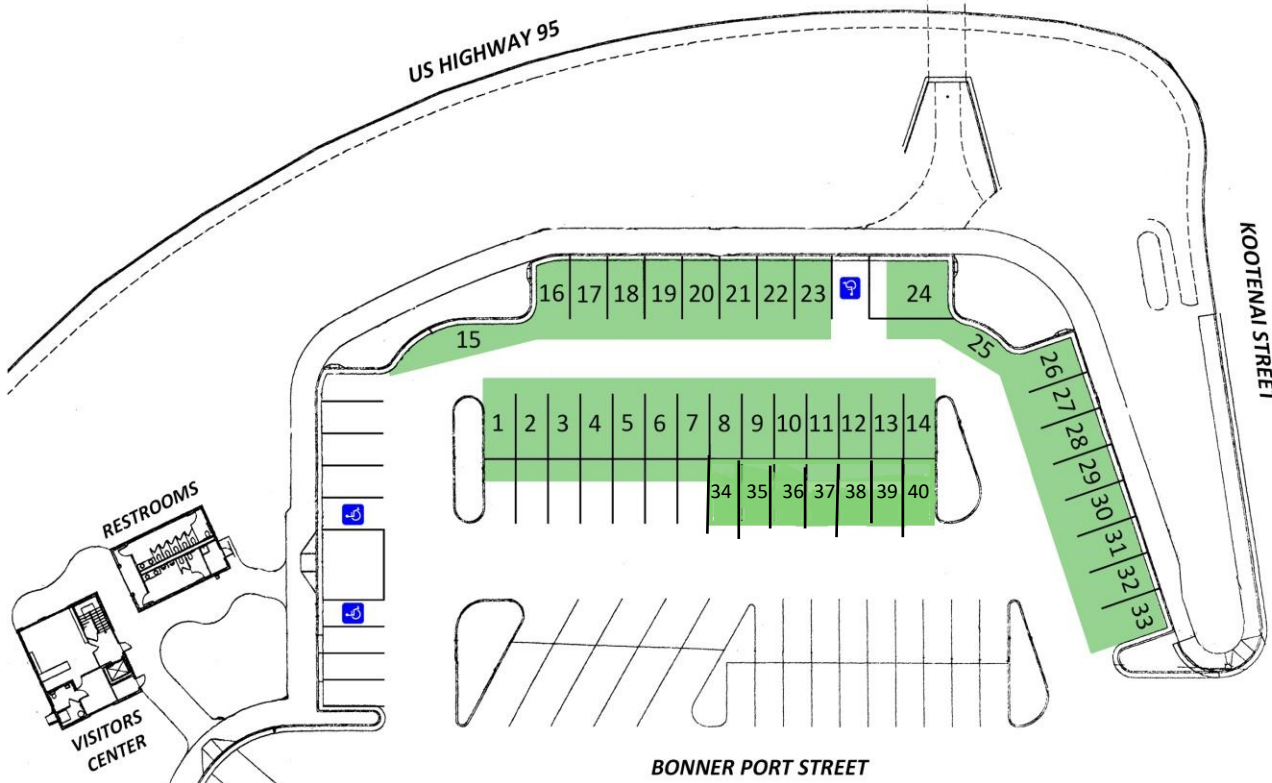
Alternate 1

Alternate1@bonnerrferryfarmersmarket.org

**Position Open**

Alternate 2

Alternate2@bonnerrferryfarmersmarket.org





## Bonnerr Ferry Farmers Market Rules

Revised February 2024

All Vendors must apply for space by submitting a Vendor Application with a \$25 nonrefundable application fee. can be done at the Spring Vendor Meeting or by printing it off the website and mailing it to the Farmers Market. No application will be considered without the application fee. Upon approval, the \$125 annual season fee will be payable prior to first day of set-up. This application will constitute an agreement between the vendor and the Market to abide by the policies and rules of the Bonners Ferry Farmers Market.

1. Market hours are Saturday 8:00 am to 1:00 pm. Setup may begin no earlier than 6:30 am but no later than 7:00 am. Please no sales before 8:00 am. Vendors may buy from each other before the market opens to the public.
2. **NEW** craft vendors are required to submit 3 photos that represent the items they wish to sell with their application. Submissions will be reviewed by the board and applicants notified of approval prior to Opening Day. To be considered for the entire market, applications need to be received by March 31. Applications received after this will be considered at the next regular board meeting and applicants notified within five days.
3. Vendors pay a \$25.00 nonrefundable application fee with submitted application. Upon approval, an Annual Membership Fee for each 10 X 10 space of \$125 will be due. This is to offset expenses for advertising, on-site Idaho nursery license & liability insurance, City of Bonners Ferry business license & space rental, market website, signs, market events, printing, postage & more. Fees are payable by cash, check, or paypal (bfdm@gmail.com) if paying with paypal an additional \$5 must be paid to cover fees.
4. Vendor who want to use the electricity available at the market must pay an extra \$25 fee for the year. Electrical outlets are limited and only available in spaces 15-25. Vendors must bring their own extension cord.
5. Each vendor is allotted one 10' x 10' space with room for one vehicle. Other vehicles and trailers must be parked off site. The goal is to create a market layout complimentary to all vendors and the market as a whole. You may request a space on the application form. Every effort will be made to accommodate requests but we cannot guarantee requests will be granted. Any reserved space not filled by 7 am may be filled with another vendor **unless prior arrangements have been made** by calling the Market Manager.
6. Vendors must be residents of the contiguous counties/province including & bordering Boundary County: Bonner County, Pend Oreille County (Washington), Lincoln County (Montana), southern British Columbia (Canada), all within 50 miles of Bonners Ferry. Boundary County residents will have preference.
7. Vendors shall sell only products that they themselves grow, harvest, create, or produce within 50 miles of Bonners Ferry. No reselling. Selling for others may be considered by the board. No garage sale, flea market or wholesale items are permitted.
8. All products must comply with state and local Health and ISDA rules. Please check their requirements to see how this applies to you. Vendors whose food types require licensing must have their actual farmers' market stand, equipment, and services (includes kitchen) inspected by an Idaho Health District Environmental Health Officer. The Market will need to have copies of these licenses and inspections on file before sales can take place. Those Vendors must have food establishment permits on site.

9. **You are responsible for obtaining your own product liability insurance.** The Farmers Market has liability insurance that covers accidents only.
10. Vendors must comply with all state & local laws, ordinances, and regulations and those of the Bonners Ferry Farmers Market. The Bonners Ferry Farmers Market works cooperatively with the USDA, ISDA, Panhandle Health Dept, Idaho Tax Commission and the City of Bonners Ferry. Violations of any US, State or local laws or regulations will result in suspension of membership without reimbursement of fees. Any resulting fines shall be the responsibility of the violating vendors. The Bonners Ferry Farmers Market Board of Directors and market vendors will follow the law under counsel of these authorities.
11. **All vendors are required to collect 6% sales tax on all sales made at the market. Vendors must register with the Idaho Tax Commission each year before any sales take place.** This digital system is new and replaces the ST-124 paper form used previously. To register, go to <https://idahotap.gentax.com/TAP/> /scroll down to Sellers and Promoters and click on "Register as a Temporary Seller or Promoter." Scroll to the bottom and click on "Seller WITH Event ID" and then "Next." Scroll to the bottom and click on "I am going to an event" and then "Next." You will then enter the Event ID for BFFM which is on page 1 of this document click "Next" and fill out all your information. Once complete, you will get an email with your TSP attached. Print and bring it with your first day. Idaho Tax Commission will send us a list the day before opening day and if you are not on that list, you will not be able to set up. You will notice if you plan to be here all season you need to do this twice. TSP are only valid for 90 days.
12. All vendors are required to collect 1% sales tax on all sales made at the market payable to the City of Bonners Ferry. Vendors will coordinate with BFFM Treasurer to register with the City of Bonners Ferry under the BFFM umbrella for this tax. The info for this tax will be given to the vendors at the Spring Vendor Meeting and/or their first day vending at the market. Vendors can also get their own business license through the City of Bonners Ferry and collect and pay the tax themselves. If this is done a copy of the City of Bonners Ferry business license must be provided to the BFFM Treasurer.
13. **NO DUMPING IS ALLOWED.** Vendors are not allowed to give products away or at unreasonably low prices, thus undercutting potential sales of other vendors. Please take time to know your production costs and set your prices at a fair market value.
14. Vendors must be present during market times. You may substitute a family member or on-farm employee occasionally if the need arises.
15. Please take into consideration that you are part of your display and that the market is a family-oriented venue. We aim for a clean, attractive look at the market. Please leave your space cleaner than you found it. No smoking is allowed in the market area- please be considerate and leave your booth and smoke where no customers or vendors will be bothered by the smoke.
16. **WIND-PROOFING YOUR CANOPY IS MANDATORY EVERY SATURDAY** with weights and tie-downs on all 4 legs to protect customers & vendors from blow-overs. Wind or no wind, you are required to have weights and tie downs. Do not release ties until you have enough help to maintain control. Your display must also stay within your 10'x10' space (including canopy legs), and not block access to other vendor's spaces. 20-30 pounds per leg is recommended.
17. All animals for sale or display must be contained or on a leash at all times. Vendors are not to have pets at the Market.
18. Consequences of not following the Bonners Ferry Farmers Market rules:
  - a. First Offence: verbal warning from the Market Manager to correct the violation.
  - b. Second Offence: written warning from the Market Manager to correct the violation.
  - c. Third Offence: consequences of action from the board. This will include temporary or permanent suspension from the market for the season at the board's discretion. Written notice will be provided, and consequences will be enforced. There will be no refund of vendor fees when suspended.
19. Any problems or suggestions may be submitted to the Board of Directors on a Suggestion/Comment Form found at the Market Manager Booth or sent as an email to [board@bonnersferrymarket.org](mailto:board@bonnersferrymarket.org). This will ensure a relaxed atmosphere with good communication between all vendors.



## Food Rules & Guidelines

The following is provided for information only and is current as of March 1<sup>st</sup>, 2019. If you are selling food items it is strongly recommended that you contact the Panhandle Health District for approval of your product. Their contact information is located on the following page.

### Standard Operating Procedure Regarding Farmer's Markets Per the Idaho Food Code IDAPA 16.02.19.110.01

Agricultural (farmers) markets, both transient and permanent, sell only raw fruits and vegetables, nuts in the shell, and as a minor portion of the operation, they may sell factory sealed, non-potentially hazardous foods. They may display their products in open-air stands. Vendors selling products per the stated definition will not be issued food establishment licenses unless they expand beyond fruits, vegetables and nuts in the shells and the exempted items of fruit jams and jellies (cooked with sugar added), non-potentially hazardous baked goods (no meats, fruits, vegetables or dairy). Any person offering the exemptions for sale, must post a sign stating this food is produced in a home kitchen and is not inspected by a regulatory authority.

As of July 1, 2009, vendors selling "farm fresh" eggs will not be required to obtain a food license from the health district. However, the following rules still apply per IDAPA 02.02.11, "If an individual has less than 300 birds, he/she can sell the eggs without complying with the requirements. However, the eggs must be clean and the container must be labeled with the individual's name, address, phone number, and the words "UNGRADED EGGS"." This exemption only applies to vendors selling direct to consumer at the farmers' market and does not apply to any other retail or wholesale activities.

Any other food products sold must meet the requirement of the Idaho Food Code for mobile, temporary, intermittent, processor and / or full-service foods. Any processed food products (i.e., Dry mixes, vinegar, etc.) must be prepared in an approved, licensed commissary / commercial kitchen (not a home kitchen), properly labeled and the processor must have a current license.

### Other food related information

The sale of potentially hazardous foods (including but not limited to cut melon, raw seed sprouts, garlic-in-oil preserves, cooked plant food and raw or cooked meat) make the vendor a regulated food establishment and subject to the requirements of the Idaho State UNICODE. Therefore, those vendors need to obtain a license. Wild mushroom collectors are required to have a permit.

Dairy products are regulated by the USDA and Idaho Department of Health.

**Please contact Panhandle Health District for more details.**





## Vendor Resources

### **Idaho State Department of Agriculture**

P.O. Box 790 Boise, Idaho 83701 (208) 332-8500

[www.agri.idaho.gov](http://www.agri.idaho.gov)

### **Idaho Farmers Market Association**

P O Box 2241 Boise, Idaho 83701

[info@idahofma.org](mailto:info@idahofma.org) [www.idahofma.org](http://www.idahofma.org)

### **Panhandle Health District**

P.O. Box 893, 7402 Caribou, Bonners Ferry, ID 83805 (208)267-5558

<https://panhandlehealthdistrict.org/>

[EHEApplications@phd1.idaho.gov](mailto:EHEApplications@phd1.idaho.gov)

### **Idaho State Tax Commission**

PO Box 36, Boise ID 83722-0410 (800) 972-7660

[www.tax.idaho.gov](http://www.tax.idaho.gov)

### **ISDA Bureau of Weights & Measures**

PO Box 790 Boise ID 83701-0790 (208) 332-8690

<https://agri.idaho.gov/main/weights-and-measures/>

Norman Wood – District 4a Inspector (208)-446-8258

### **Idaho Preferred Program**

A program promoting products grown & produced in IDAHO

P.O. Box 790 Boise, Idaho 83701

[www.idahopREFERRED.com](http://www.idahopREFERRED.com)

[IdahoPreferred@agri.idaho.gov](mailto:IdahoPreferred@agri.idaho.gov)

### **Growing for Market** - A national monthly newsletter for direct market farmers

P.O. Box 3747 Lawrence, Kansas 66046

(800) 307-8949 [www.growingformarket.com](http://www.growingformarket.com)

### **City of Bonners Ferry**

7232 Main Street, PO Box 149, Bonners Ferry, Idaho 83805

(208) 267-3105

<https://bonnersferry.id.gov/local-option-tax/>

### **Bonners Ferry Chamber of Commerce**

<https://visitbonnersferry.org/org-membership/>



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# Vendor Application

Date Received: ____ / ____ / ____
Paid: \$ _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check#

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ E-mail Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Product you will sell at our market (list all): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request a space:** A space is **10 x 10 ft.** You will need to keep your display area and your one vehicle within these boundaries. All other vehicles must be parked off site.

Space Choice #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ (See market Map on page 2). We will do our best.

- Non Refundable Application Fee - \$25
- Annual Membership Fee - \$125. Paid by Cash \_\_\_ Check \_\_\_ Paypal \_\_\_ (add \$5 to cover fees if using paypal) bfidfm@gmail.com
- Electricity Fee - \$25
- Guest Vendor - \$25 fee and **REQUIRES PRE-APPROVAL & RESERVATION**
- Non-Profit Organizations - FREE on a space available basis. Information only-NO SALES.

No political or religious information will be allowed.

I request to participate in the Bonners Ferry Farmers Market. My signature below indicates that I agree to read and to abide by the polices & procedures of the Market. I realize that failure to do so may result in revocation of attendance privileges.

I also agree to indemnify and hold harmless the Bonners Ferry Farmers' Market, its representatives and agents from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to my activities at the market.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

I understand and have read the regulations regarding vendor food permits. I am required to make a copy of my permit or license if required, to be given to the Market Manager with my application, on the first day I vend at the Market. I must have a copy of my permit(s) on site at all times

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



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## VENDOR INFORMATION SHEET

To help promote the market and our vendors we ask that you provide the information below. This information will be used on the market website and may also be shared with members of the press on request for market publicity.

- I wish to opt out. Please do not list or share my information on the website. Initial here: \_\_\_\_\_
- Please list only my basic information. Circle which you'd like listed: Name, Business Name, Address, Phone, E-mail, Products Sold
- I agree to let the Bonners Ferry Farmers Market use pictures of my products and/or me for advertising purposes
- Please list my basic information and the following information.

Number of years vending at our market: \_\_\_\_\_ Seasons you vend:  Spring  Summer  Fall

Unusual/Special Products: \_\_\_\_\_

New products this year: \_\_\_\_\_

Other places people may purchase/see your products. Other Farmers Markets you sell at and which days:

\_\_\_\_\_

Your Website: \_\_\_\_\_ Do you want a link to it?  Yes  No  
(All material to be pre-approved and suitable for family audiences and webhost guidelines)

Organic grower?  Yes  No # of years? \_\_\_\_\_ Certified?  Yes  No Certification # \_\_\_\_\_

Registered Organic?  Yes  No Registered # \_\_\_\_\_

Other certification: (Demeter, Oregon Tilth, USDA, etc.) or growing techniques: \_\_\_\_\_

Any other information you would like included about your farm, market booth, or products? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you would like a picture of your booth/products (or a farm photo) on the market website, please bring one to the market. You can also e-mail your photo to [advertising@bonnersferryfarmersmarket.org](mailto:advertising@bonnersferryfarmersmarket.org). If you would like a photo of your booth/products taken during the market let the Market Manager know.

I hereby grant the Bonners Ferry Farmers Market permission to publish my name and business name, address, phone numbers, & other information provided in a Market Publication to be shared with other Market members and on the Market website.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_