



# Bonners Ferry Farmers Market Vendor Information Packet 2024 Holiday Market Application

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

**Saturday November 23rd, 2024**

Idaho Tax Commission Event Code: 503971840

Boundary County Fairgrounds Exhibit Hall  
6567 Recreation Park Rd. Bonners Ferry ID 83805



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

## Contact Information

### Bonners Ferry Farmers Market

P.O. Box 3192

Bonners Ferry, ID 83805

Questions?? Email

board@bonnersferryfarmersmarket.org

## Holiday Market

### Hours Saturday

### November 23rd

### 9am to 3pm

setup Saturday 6am to 8:30am-  
vendors must be present by 7:30am  
booths must be fully setup ready to  
go by 8:45am

## Board of Directors

### Dianna Cossairt

Treasurer

(208) 290-3767

treasurer@bonnersferryfarmersmarket.org

### Grace Robinson

Secretary

(208) 610-0526

secretary@bonnersferryfarmersmarket.org

### Cassidy Cossairt

Advertising

(209) 597-4434

advertising@bonnersferryfarmersmarket.org

### Kathy Walk

Liaison

(509) 290-3767

liaison@bonnersferryfarmersmarket.org

### Chris Chapa

Alternate 1

(281) 455-3361

Alternate1@bonnersferryfarmersmarket.org

### Julie Haugen

Special Events

(208) 290-4576

events@bonnersferryfarmersmarket.org

### Adina Feldmann

Chair

(208) 610-0088

chair@bonnersferryfarmersmarket.org



## Bonners Ferry Farmers Holiday Market Rules

Revised Sept 11, 2024

All Vendors must apply for space by submitting a Vendor Application with nonrefundable application fee. This can be done by printing it off the website and mailing it to the Farmers Market.

No application will be considered without the fee. Holiday market fee and application will be due by October 15th.

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 November 23rd 9:00 am to 3:00 pm. Setup may begin no earlier than 6:00 am but no later than 8:30 am. Vendors must be present by 7:30am. You must be set up by 8:45am.
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 November 1st. To be considered for the entire market, applications need to be received by October 23rd.
3. Fee for each 10 X 10 space of \$75 for the November market will be due by Oct 23rd. 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.
4. Each vendor is allotted one 10' x 10' space or the equivalent to 10 x 10 given the building layout. 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 8:00 am may be filled with another vendor **unless prior arrangements have been made** by reaching out to the Board.
5. 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.
6. **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.
7. 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.
8. 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 vendor. The Bonners Ferry Farmers Market Board of Directors and market vendors will follow the law under counsel of these authorities.

9. **You are responsible for obtaining your own product liability insurance.** The Farmers Market has liability insurance that covers accidents only.
10. **All vendors are required to collect 6% sales tax on all sales made at the market. Vendors must register with the Idaho Tax Commission before any sales take place.** This digital system is new and replaces the ST-124 paper form used previously. YES, all participants need to register but NO, Regular Sales & Use Tax holders do NOT need a Temp Permit. To register: 1. Go to [tax.idaho.gov/GoToTAP](http://tax.idaho.gov/GoToTAP) and under "Sellers and Promoters" click "Register as a Temporary Seller or Promoter." 2. Choose "Seller WITH Event ID" > "Next" 3. Choose "I am going to an event" > "Next" 4. Enter the Event ID > "Next" 5. Enter your Seller Information > "Next" 6. Choose Purpose: "I am not making taxable sales," "I have a regular permit" or "I need a temporary permit." > "Next" 7. Review your entry > "Submit" 8. Check your email account for further instructions or attached Temporary Sellers Permit (if applicable). 9. Bring the sellers permit with you to the markets as proof that you've registered. Idaho Tax Commission Event Code: 503971840
11. **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 register with the City of Bonners Ferry for this tax. The info for this tax will be given to the vendors on market day.
12. **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.
13. Vendors must be present during market times. You may substitute a family member or on-farm employee occasionally if the need arises.
14. 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.
15. No holes in the walls, tacks, nails, etc. Do not do any damage to the walls of the hall.
16. 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.
17. If you are planning on using a canopy frame indoors or any other large display that may block other booths please let us know on your application so we can provide you with a space that accommodates that.
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 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.**

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

## 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 [www.phd1.idaho.gov](http://www.phd1.idaho.gov)

**Ryan Johnsen** - Environmental Health Specialist [rjohnsen@phd1.idaho.gov](mailto:rjohnsen@phd1.idaho.gov) (208) 597-2155

### **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

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

### **Idaho Preferred Program**

P.O. Box 790 Boise, Idaho 83701 [www.idahopreferred.com](http://www.idahopreferred.com) [IdahoPreferred@agri.idaho.gov](mailto:IdahoPreferred@agri.idaho.gov)

*A program promoting products grown & produced in IDAHO*

**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)



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Bonners Ferry, ID 83805

www.bonnerrferryfarmersmarket.org  
info@bonnerrferryfarmersmarket.org

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

# Holiday Market Vendor Application

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 or equivalent**. You will need to keep your display area within these boundaries.

**1st space choice** \_\_\_\_ . **2nd space choice** \_\_\_\_ . **3rd space choice** \_\_\_\_ . We will do our best do give you your requested space but cannot guarantee it

**Nov 23rd 2024 fee of \$75 please check payment method:**

- Paid with a check
- Paid with cash
- Paid via Paypal -add \$5 to cover paypal's fees. Our paypal email is [bfidfm@gmail.com](mailto:bfidfm@gmail.com)

No political or religious information will be allowed.

I request to participate in the Bonners Ferry Farmers Holiday 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 Holiday Markets. 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 agree to let the Bonners Ferry Farmers Market use pictures of my products and/or me for advertising purposes

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 and social media.

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

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

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

## Exhibit Hall

Occupancy 420  
Includes: 160 chairs,  
& Fifteen 8-foot tables

