



Bonnors Ferry Farmers Market Vendor Information Packet 2026 Season Application

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

April 25-Oct 3, 2026 Event Code: 1933180928



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!

Board of Directors

Contact Information

Bonnerr Ferry Farmers Market
P.O. Box 3192
Bonners Ferry, ID 83805
board@bonnerrferryfarmersmarket.org

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

Market Manager

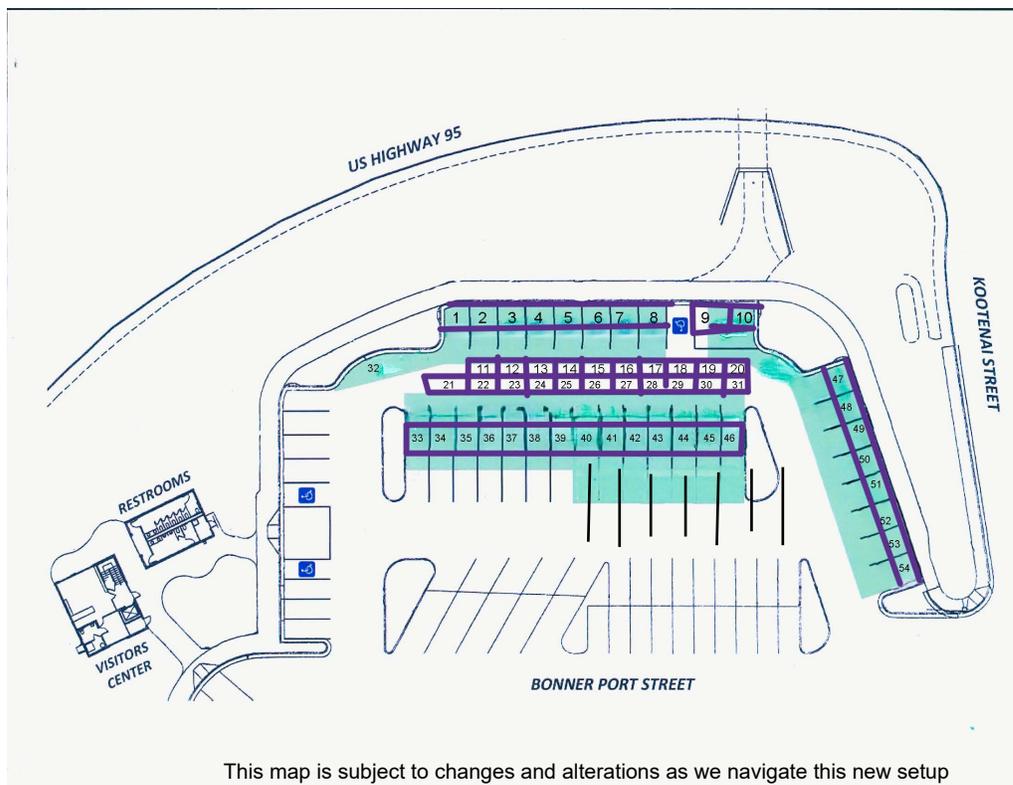
TBD

marketmanager@bonnerrferryfarmersmarket.org

Market Hours

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

Cassidy Lumen Chair	(208) 597-4434 chair@bonnerrferryfarmersmarket.org
Dianna Cossairt Treasurer	(208) 290-3767 treasurer@bonnerrferryfarmersmarket.org
Kristin Vaughn Secretary	(209) 366-3434 secretary@bonnerrferryfarmersmarket.org
Twyla Wall Advertising	(986) 205-8960 advertising@bonnerrferryfarmersmarket.org
Kathy Walk Liaison	(719) 406-6649 liaison@bonnerrferryfarmersmarket.org
Julie Haugen Special Events	(208) 290-4576 events@bonnerrferryfarmersmarket.org
Chris Chapa Alternate 1	(281) 455-3361 Alternate1@bonnerrferryfarmersmarket.org
Malinda Plant Alternate 2	(503) 583-0390 Alternate2@bonnerrferryfarmersmarket.org



This map is subject to changes and alterations as we navigate this new setup



Bonnerr Ferry Farmers Market Rules

Revised January 2026

1. All Vendors must apply for space by submitting a Vendor Application. Vendors must pay a \$25.00 non-refundable application fee with submitted application. Upon approval, an Annual Membership Fee for each 10x10 space of \$125 will be due or a weekly fee of \$25 per 10x10 space. 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.

The payment and application can be submitted 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 due and 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 6:00 am but no later than 7:00 am.

2. NEW 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 a date posted yearly by the board. Applications received after this will be considered at the next regular board meeting and applicants notified within five days.

3. Vendors who want to use the electricity available at the market must pay an extra \$25 fee for the year. Electrical outlets are only available in limited spaces. Vendors must bring their own extension cord with a minimum length of 100 feet. Vendors with electric spots must arrive by 6am to avoid traffic issues and ensure the safety of other vendors since these spaces are easily blocked by vendors in spaces across from them.

4. Each vendor is allotted one 10' x 10' space. **All 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 specific space number 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.

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. Copies of these licenses and inspections must be displayed at your booth before sales can take place.

8. You are responsible for obtaining your own product liability insurance. The Farmers Market has liability insurance that covers accidents only.

9. 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.

10. All vendors are required to get a sales tax permit. Vendors must register with the Idaho Tax Commission each year before any sales take place. Vendors who make over \$5000 in annual sales must collect and pay 6% sales tax to Idaho State. 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 you to each market. 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.

11. All vendors must obtain a City of Bonners Ferry Business License. Vendors who make over \$5000 in annual sales must pay the 1% city sales tax directly to the City of Bonners Ferry. Vendors will collect and pay the tax themselves and will no longer fall under the Bonners Ferry Farmers Market's city tax umbrella. A copy of the City of Bonners Ferry business license must be displayed at your booth.

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. Vendors must be 18 years of age or older- vendors under 18 must always have an adult over the age of 21 present with them during all market hours.

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. No smoking or vaping is allowed in the market area- please be considerate and smoke/vape where no customers or vendors will be impacted by the smoke.

15. WIND-PROOFING YOUR CANOPY IS MANDATORY EVERY MARKET DAY 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. 30-40 pounds per leg is recommended.

16. Safety is of paramount importance at the Market. Please ensure that all cords or tripping hazards are properly taped down. Please ensure that all items in your booth are wind proofed and fall proofed.

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. Per Panhandle Health no food sales shall take place in a booth with animal sales.

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 via email to board@bonnersferrymarket.org. This will ensure a relaxed atmosphere with good communication between all vendors.



Food Rules & Guidelines

The rules for selling food products to the public are explained in the Idaho Food Code (IDAPA 16.02.19) and its updates, which are available online at www.foodsafety.idaho.gov or from our local Panhandle Health District, the Idaho State Department of Agriculture, or the University of Idaho Food and Technology Center (www.ag.uidaho.edu/ftc). The Idaho State Department of Agriculture has published a useful manual Starting a Specialty Food Business that may be obtained free of charge by calling (208) 332-8530.

For more information contact our local District Health Department listed below: Idaho Department of Health and Welfare Food Protection Program 450 W. State Street Boise, ID 83720 Tel: (208) 334-5938 Fax: (208) 332-7307 www.healthandwelfare.idaho.gov or Panhandle District Health Department 8500 N. Atlas Road Coeur d'Alene, ID 83835 Tel: (208) 415-5200 www.phd1.idaho.gov



Vendor Resources

Idaho State Department of Agriculture

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

www.agri.idaho.gov

Idaho Farmers Market Association

P O Box 2241 Boise, Idaho 83701

info@idahofma.org 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

Idaho State Tax Commission

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

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

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

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 within your 10x10 allotted space.
All 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@bonnerrferryfarmersmarket.org. If you would like a photo of your booth/products taken during the market let the Advertising board member 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: _____