

# Portneuf Valley Farmers Market

## 2010 Market Rules

**Please read each section, initial the box to the left and sign on back side.**

	<p><b><i>Welcome to the Portneuf Valley Farmers Market!</i></b></p>
	<p><b>DATES AND TIMES:</b>          The market will open May 1<sup>st</sup> and close October 30<sup>th</sup>. Saturday hours will be 9:00 am – 1:00 pm, with setup beginning at 7:30am. Wednesday Markets begin May 26<sup>th</sup> with sale hours from 4:00 – 8:00pm (soft close) with setup beginning at 3:00pm. <b>FOR THE SAFETY OF OUR CUSTOMERS, PLEASE NO SALES BEFORE MARKET IS OFFICIALLY OPEN.</b> Vendors may choose to stay open after the Market closes.</p>
	<p><b>FEES AND DUES:</b>          Fees may be paid by cash or check made payable to the Portneuf Valley Farmers Market.</p> <p><i>For Participating Members:</i></p> <ol style="list-style-type: none"> <li>(1) \$30.00 membership dues plus \$15.00 for each additional 10' x 10' space. Additional spaces must be approved by the Market Manager.</li> <li>(2) 6% of gross sales or \$5.00, whichever is greater, to be paid at the end of each market day.</li> <li>(3) 15 minutes of service donated to the market per week of participation.</li> </ol> <p><i>For Temporary Members:</i></p> <ol style="list-style-type: none"> <li>(1) \$5.00 per 10' x 10' space for the first market day, plus 6% of gross sales or \$5.00, whichever is greater, to be paid at the end of the market day.</li> <li>(2) On second market day, \$25.00 per 10' x 10' space, plus 6% of gross sales or \$5.00, whichever is greater, to be paid at the end of the market day. At close of the second market day Temporary Members become Participating Members.</li> </ol>
	<p><b>STORE FRONTS:</b>          It is important to <b><i>PLEASE CHECK IN WITH THE MARKET MANAGER BEFORE SETTING UP</i></b>, unless you have made prior arrangements with the Market Manager.</p> <p>Tents &amp; canopies are not required, but strongly suggested and must be securely tied down with a minimum of 15lbs of weight per leg corner.</p> <p>Every effort will be made to allow consistent vendors to retain a specific space, however, I, the vendor agree to be FLEXIBLE. It also may be necessary to condense spaces where possible during peak participation times, making it possible to fit us all in! Make your area attractive and inviting. No walk-on vendors.</p>
	<p><b>HEALTH ISSUES:</b>          There will be no smoking by vendors. Homemade food items must be accompanied by a letter/license from the Southeast District Health Department. If you are planning to give out any samples of baked foods or produce you must contact the Health Department for the specific rules for your sample. They can be reached at 239-5274. No live animals may be sold. No vendor pets allowed at the market.</p>
	<p><b>WEIGHTS, MEASURES, &amp; LICENSES:</b>          Scales, tables, bags and price signs are to be provided by each vendor. All scales must be certified by the Idaho Bureau of Weights and Measures. If you will sell produce in bagged quantities you should also contact this Bureau for specific requirements and labeling necessary. The phone contact name and number is Mike Howser at 237-6088.</p> <p>An Idaho State Sales Tax Number must be obtained and made available during the market.</p> <p>An Idaho State Nursery License is required for selling plant stocks OR you may utilize the market's nursery license for an additional \$5.00 per market, up to a maximum of \$25.00.</p>
	<p><b>PRODUCE ITEMS:</b>          I will grow my own produce. All produce grown outside of Idaho will have clearly marked signs in view of customers with its state of origin, for example: "California" pears, "Oregon" blueberries, etc. Resale produce may be allowed until local produce of like kind is available, as determined by the Market Manager. Permission to sell resale produce must be obtained the week prior to selling. I give permission for inspection of my gardening / farming operation.</p>

	<p><b>CRAFT ITEMS:</b> All crafters should complete an application to be considered as a vendor at the market. The number of crafters will be limited each year. No commercial items will be considered. The Market Manager will review/approve applications as they are received.</p>
	<p><b>INSURANCE:</b> Our market has a general liability policy. Please note that does not cover individual vendors. You may wish to consult an insurance agent for your own specific insurance coverage needs.</p>
	<p><b>CLOSING:</b> Settle your daily market fees promptly at the end of the market day. Vendors shall clean up your area and place any garbage or recycling in appropriate containers.</p>
	<p><b>MEMBER PARTICIPATION:</b> Members shall be willing to serve on various committees as needed and take an active role in assisting the market to grow and thrive.</p>
	<p><b>GENERATORS:</b> Generators &amp; power must be approved by the Market Manager prior to use. A power surcharge will be collected at the end of the market day: 10 amp &amp; below \$2.00 Above 10 amp \$5.00</p>
	<p><b>CODE OF CONDUCT:</b> As a market vendor, I agree to conduct myself in a professional, respectful manner at all times. I will demonstrate respect and professionalism at all times when working with the Market Manager, fellow vendors, customers and the Board of Directors. I understand the Market Manager has the right at any time to ask any vendor to leave based on inappropriate conduct or behavior. Any vendor asked to leave will do so with their space and inventory left in place until after the market closes. A member of the Board of Directors will secure the space until the vendor is allowed back in the market to clean up. Any vendor asked to leave will not be allowed to set up at any future market without the review and approval of the Board of Directors during their next regularly scheduled Board Meeting.</p>
	<p><b>RESPECT FOR PROPERTY:</b> The City of Pocatello and Old Town Pocatello have provided the parking lot, Pavilion and restrooms for use by the Portneuf Valley Farmers Market. All vendors are asked to please respect the property. Please do not litter; clean up after yourself and your customers. Do not use glass whenever possible. Recycle appropriate materials in the recycling containers. Keep the restrooms clean and if they need attention, please contact the Market Manager ASAP. Be respectful of the trees, plants and flowers. Do not tie banners of any type to the trees. Help keep kids from hanging on the trees or climbing the steel beams. Watch where you walk so the plants can grow and please do not pick the flowers. Thank you!</p>

I agree to read and abide by the Bylaws of the Portneuf Valley Farmers Market as posted on the market's web site at [www.portneufvalleyfarmersmarket.com](http://www.portneufvalleyfarmersmarket.com) .

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Thank you for your membership and participation! The 2010 season is going to successful, prosperous and of course loads of fun for our vendors and for all of our customers!

Questions? Please call Melannie Jones-Volbrecht at 208-705-7333 or email to [manager@portneufvalleyfarmersmarket.com](mailto:manager@portneufvalleyfarmersmarket.com) .