



Boise Farmers' Market
Guidelines 2024



Growing Food • Growing Farms • Growing Community

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VISION

The Boise Farmers Market is a community marketplace where local food and agricultural products are available year-round and where the community can learn about and become engaged in food system issues. The Market is a catalyst and incubator for local food-related activities in the region and helps to build personal and community self-reliance.

MISSION

The Boise Farmers Market supports a regenerative, healthy food and agricultural system by operating a vibrant marketplace featuring locally grown and crafted products.

VALUES

- Access: we enable the ability for all people to participate at the market equitably.
- Sustainability: we advocate to protect the land, labor, and local marketplaces that we are a part of.
- Inclusivity: we commit to creating an environment where all people feel welcome and where they can see themselves represented and supported.
- Community: we believe in building a place that builds connectivity through food, breaks down barriers and allows people to come together.
- Abundance: we embrace the fact that there are enough resources and successes for all to share.
- Integrity: we engender trust and respect, acting ethically and encourage honesty and transparency within our organization as well as the products sold through our market.
- Education: we engage our community in food related issues through learning opportunities for all ages.

EQUITY STATEMENT

Farmers markets are part of an agricultural system with a long history of exclusion and racism; land access, agricultural loans, housing policy, immigration, and other systems led to disparities in wealth, income and opportunity. Boise Farmers Market strongly supports a goal of racial and social equity. We hold each other accountable to these values and work together to collaboratively address equity especially as it relates to work to strengthen our local and regional food system.

The Boise Farmers Market, Inc. is an Idaho non-profit corporation. The Board of Directors is responsible for governing the market, ensuring the business of the corporation is conducted legally, hiring the staff leadership, and approving the vendor guidelines.



THE BOISE FARMERS' MARKET

Farmers You Can Trust • Food You Can Trace

1500 Shoreline Drive - Downtown Boise

Introduction

Welcome to the Boise Farmers' Market located at 1500 Shoreline Drive in downtown Boise, Idaho. The Boise Farmers Market upholds the age-old tradition of the consumer meeting the producer in a vibrant marketplace where community residents can not only purchase nutrient dense foods but learn about the relationship of local farms and food to our environment, economy and our culture.

We are dedicated to promoting a sustainable food system for our community by offering a diverse mix of agricultural products at the Market. This, in turn, encourages the renewal of our local agricultural economy. The Market is more than merely a place to exchange goods. It is a catalyst for incubating new farmers, new ideas and a sustainable community.

The vendors of the Boise Farmers' Market are not only trusted to provide high quality products that are grown, made and sourced locally, but they are also storytellers about why it's important to eat seasonally, grow sustainably, and show the incredible power of food to build community. Food is a great unifier, and building a world that values and honors small, regenerative agriculture is the first step to securing our future.

These guidelines are intended to help familiarize vendors with the market and its daily operations. They are revised annually by the Staff and Board of Directors to support the mission of the market, and to create a safe, successful market environment. Questions or issues that are not addressed in these pages will be considered on a case-by-case basis. The Board of Directors has the final authority on any issue. Vendors are responsible for understanding the guidelines and adhering to them.

We look forward to having you join us at The Boise Farmers Market!

MARKET GUIDELINES

Days and Hours of the **Regular** Season Market

Location: 1500 Shoreline Drive

Dates: First Saturday of April to the last Saturday in October

Time: Saturdays 9 a.m. to 1 p.m. - rain or shine

The Boise Farmers Market will officially open and close with the ringing of the bell and all sales must occur between the bells. Sales may be completed after the closing bell if the interaction initiated before the bell rang. All other sales occurring on a market day before or after the market, and in the market area, must be approved, before the opening bell, by Market Management.

Booth Fees

1. Booth fees are assessed based on vendor dates in MarketWurks. It is the vendor's responsibility to have accurate dates in MarketWurks. Booth fees may be paid weekly or monthly as detailed below.
2. Invoices for weekly booth fees will be issued at the start of each month and can be paid one week at a time or all at once. Weekly booth fees are due no later than 12:30 p.m. on each market day attended. A \$25 late fee will be added for all late payments.. Late fees will not exceed \$25 per month. It is the vendor's responsibility to pay on time.
3. Monthly booth fees are assessed two weeks before the start of the month. In order to receive the discount, fees must be received in the BFM office by the 1st day of each month. If not paid by the 10th day of the month, a \$25 late fee will be added. It is the vendor's responsibility to pay on time. For example, to receive the discount for April, the April monthly fee must be received in the BFM office by April 1st. If it is not received by April 10th, a \$25 late fee will be added to the reminder invoice. *(Note: discounted monthly rates vary based on number of Saturdays in month as reflected below).*
4. Non-payment of fees may cause a vendor to be suspended until payment is made or, if non-payment is ongoing, may cause removal from the market.

Vendor and Product Category	Weekly Fee	Monthly Fee
Agriculture	\$45	\$160/\$200
Specialty Food & Non-Food	\$50	\$180/\$225
Alcoholic Beverage Vendor	\$50	\$180/\$225
Storefront Vendor	\$65	\$240/\$300
Food Trucks and Food Trailers	\$75	\$280/\$350

Artisan Vendors	\$50	\$180/\$225
Temporary Vendors	\$100	
Community Groups	Contact Executive Director for details	

Other Fees

Annual Selling Permit

1. Every vendor at the farmers market must pay an annual selling permit of \$100 due before the vendor may attend a market.
2. Vendors that have become members and are returning for another season must pay their annual selling permit before the Annual Member Meeting in order to vote.
3. Community Group vendors and Temporary vendors are not required to pay for an annual selling permit.

General Market Rules

1. All vendors must comply with all applicable City, State and Federal laws.
2. No pets of vendors or entertainers are allowed in the market area.
3. No smoking is allowed within the market area.
4. No amplified music or other sound is allowed within the market area other than what is provided by the market during market hours.
5. No alcoholic beverages are allowed at the market, except for beverages provided by wine, beer or cider vendors for sampling.
6. Vendors may not discriminate on the basis of race, color, creed, sex, religion, physical ability, sexual orientation, gender identity, gender expression, age or nationality.
7. Children of vendors must be closely supervised because of the high level of activity in our urban marketplace. The market is not responsible for their safety.

Admitting Vendors

1. All new and returning vendors must fill out a vendor application annually. Applications may be found on our website (www.theboisefarmersmarket.com). **Applications must be thoroughly completed each year.** It may take up to one month to approve applications. Failure to submit a complete and thorough application will delay acceptance of your application or could cause it to be declined.
2. Applications are reviewed by the Market Manager to ensure they are complete and that products fall within the guidelines requirements.
3. Market Management will approve applicants and products based on: novelty/diversity of currently offered products, locality, participation and support of Idaho's agricultural community, sustainability of product, practices, production and processing, seniority at the market, quality of product, and available space.
4. All applicants are entitled to one appeal to the Board of Directors if their application is declined by Market Management. No more than one application per year may be

submitted by an applicant. Appeals may be sent via email to board@theboisefarmersmarket.com.

5. New applicants are those that have not participated in a previous year. All newly accepted applicants are considered probationary for 5 Market Days. Applicants are then evaluated by Market Management and the Membership committee for full approval for the remaining season.
6. Returning vendors that have obtained membership in a previous year may attend as many markets as they wish once their application is accepted to the market annually.

Market Responsibilities

The Boise Farmers Market is committed to creating a diverse marketplace of the highest quality. In order to support our vendors in this effort, BFM and the Market Management will provide the following:

1. Special Event Permit and/or lease contracts for the market season.
2. Limited electricity, if available; advanced arrangements must be made with Market Management.
3. On site trash, portable restrooms and hand washing facilities for the general market area.
4. Facilitation of any special site requirements or street closures for the market.
5. Advertising and promotional support throughout the market season.
6. General liability insurance to cover the overall market. This insurance does not cover vendor products or equipment.
7. Facilitation of vendor submission of ST-124 and other forms required by the Idaho State Tax Commission.
8. Market Management will provide information by using the website (www.theboisefarmersmarket.com), email, social media, our newsletter, and at workshops hosted by the market.
9. The market does not discriminate on the basis of race, color, creed, sex, religion, physical ability, sexual orientation, gender identity, gender expression, age or nationality.

Vendor Responsibilities

1. All vendors are required to know and follow the rules covered in this document and any pertinent supplemental vendor guidelines distributed by Market Management.
2. At least one producer owner, a member of their family or employees who are directly involved in the production of the products available at the market are required to attend their booth for the entire market day. Exceptions must be approved by Market Management.
3. Vendors are responsible for understanding and obtaining all necessary permits, licenses, and/or inspections applicable to their product and business (i.e. Health Dept, USDA, State Tax, IRS, etc.).
4. Appropriate permits and/or licenses must be posted each market day, and copies must be provided to Market Management upon request.
 - a. Vendor's State Tax ID must be given to the Market Manager with their application annually. Per Idaho State Law, all vendors must fill out form ST-124 and return it to Market Management. Failure to do so could result in suspension from the market until the completed form is received.

5. All vendors must hold an insurance policy for their business of at least \$1,000,000 listing BFM as an additional named insured and supply a copy of their business insurance verification with their application annually.
6. Vendors requiring scales must use scales certified for sales.
7. Vendors coming to the market with children must be considerate of their neighboring vendors and customers.
8. Vendor behavior must remain professional and courteous at all times. Vendors should not engage in discussions or use language that is contrary to our vision, mission, values, and equity statement.
9. Generators are allowed on a limited basis. All generators must be quiet enough to prevent disruption of normal market activities. Whether or not a generator is too loud is determined by Market Management.
10. To maintain the trust of our customers, and to ensure that we are a producer-only market, all vendors will undergo at least one inspection of their farm or production facility conducted by a market representative.
 - a. Inspections will not include financial records or personal property
 - b. Inspections may include material and ingredient invoices and any property related to the production of products sold at the market
 - c. Vendors will be given a minimum of 72 hours' notice of the inspection.
11. The reselling of products at the market is prohibited unless specifically permitted by Market Management and will not be tolerated. Any vendor reselling products without permission will be removed from the market for the remainder of the season. Any suspicion of unpermitted reselling should be brought to the attention of Market Management immediately.

Vendor Booth Spaces

1. Market Management will determine booth space locations and number based on availability. Every effort will be made to keep vendors in a consistent spot if they attend the market regularly.
2. Booth spaces are non-transferrable and may not be sublet.
3. Booth spaces will be issued in increments of approximately 10' x 10'. Market Management may ask vendors to expand their display area as deemed appropriate to improve the appearance of the market.
4. Vendors may not use more than 2 feet outside of their booth space for display. Vendors with displays and/ or tables set outside of their booth in any direction will be required to pay a fee of \$25 per week for additional space. If the space taken up is more than 5x5, vendors will pay for an additional booth space.
5. Up to four booth spaces can be purchased by the same vendor per week. They will not be split.
6. If a vendor will be absent, notification must be given to Market Management in writing as well as updating in MarketWurks by 5:00 p.m. on the Thursday before the market to allow for reassignment of the booth space. If the vendor does not provide notification of an absence, the vendor will be charged the regular rate for their space.
7. Vendors who pay monthly and choose to take a Saturday off will not receive credit. In cases of an emergency, crop or product failure or other extenuating circumstances, pre-paid booth fees will only be eligible for credit upon approval of Market Management.

Market Appearance

1. Vendors are responsible for keeping their booth spaces clean and attractive during market hours.
2. Product or empty boxes may not be stored on benches, sidewalks or the pedestrian area. All walkways and benches are public spaces and must be kept clear.
3. Vendor tents must be 10'x10' with a white cover. Exceptions are at the discretion of Market Management.
4. At the end of the market day vendors are responsible for cleaning their booth space and removing their own refuse, boxes, signs and unsold product. All vendors must bring a broom and trash receptacle to aid in clean-up of their booth space.

Signage

1. All vendors must have signage at their booth identifying themselves or their business, and their location. All signage and product sampling must be contained within the vendor's booth space.
2. Signage must not obstruct the view or interfere with neighboring vendor spaces or walkways.

Gross Sales Reporting

The Boise Farmers Market collects gross sales data from vendors to better understand our economic impact on small scale food production. Gross sales data is shared in bulk sums to agencies that use the information gathered by BFM which include city, state and federal agencies and our insurance provider. We recognize the sensitivity around gross sales reporting by vendors. In order to maintain vendor confidentiality, we follow these procedures:

1. Vendors are required to complete an online survey for each market day attended. Vendors will receive a link to the survey in the weekly reminder email for each market attended, as well as an email day of the market.
2. Sales must be submitted using the survey provided each week. If the emailed survey link doesn't work for a vendor, said vendor must submit weekly sales by the Tuesday after the market attended by email to Market Management.
3. Any published statistics are given in totals only and vendor names are never mentioned. Your individual sales totals will never be reported or audited by any agency.
4. Vendors who do not report weekly are subject to warnings, and potential permanent removal from the market.

Safety and Emergencies

Customer and vendor safety is of the utmost importance. The following safety measures must be followed for booth setup and teardown:

1. All signage and display material must be appropriately secured.
2. Vendor displays must not endanger or obstruct customers, other vendors or the flow of market traffic.
3. Booths with tents must be appropriately anchored at all times.

4. All vendors using flame to cook food or as a heater must always have a fully charged fire extinguisher in their booth.
5. Be especially aware of:
 - a. Vehicle loading and unloading.
 - b. Correct practices for parking while unloading.
 - c. Vehicle movement throughout the Market during setup and teardown times.
6. Incidents resulting in personal or property damage will be the sole responsibility of the offending vendors. The Market is not responsible for damages due to vendor negligence, weather, or customers. Any incident involving personal injury or property damage must be reported to Market Management immediately.
7. In case of emergencies at the market, call 911 and notify the Market Manager or other market staff immediately.

Market Traffic and Parking Rules

Vendor Loading and Unloading

1. It is essential that extreme caution is exercised in the market area due to the high amount of pedestrian traffic and vehicle traffic on surrounding streets.
2. The speed limit in the market is 5 mph.
3. Do not block alleys, public roadways or parking lot entrances before, during, or after the market.
4. In an effort to reduce emissions and air quality on the lot for vendors, please do not leave your car idling. Turn off your vehicle while you are on the lot.
5. Vehicles can only remain on the lot during **active** unloading and loading.

Start of Market Days

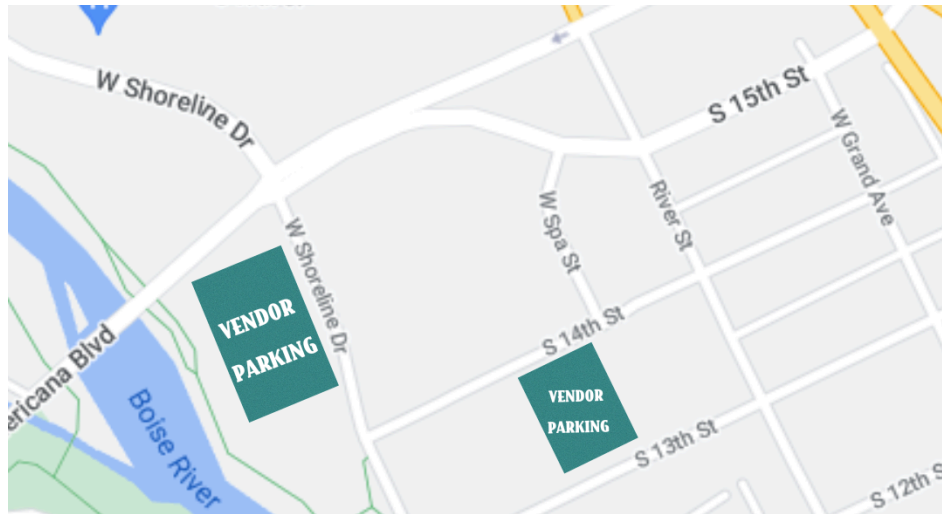
1. All vehicles must enter the lot as directed and follow all unloading and loading procedures.
2. Vehicle unloading will be permitted between 6:30 and 8:00am. Vendors with trailers must unload before 7:30 a.m. or at the discretion of Market Management.
3. Vendors' vehicles must be unloaded and removed from the market area prior to any booth setup.
4. All vehicles must be off the lot by 8:00 a.m.

End of Market Days

1. No vehicles will be allowed into the market area before 1:15 pm or at the discretion of Market Management. If market entrance access is unavailable, wait patiently until it opens. Do not block traffic or enter the lot without permission.
2. Vendors must have booths disassembled and product and equipment ready to load prior to bringing their vehicles into the market area.

Parking Fees

At this time, there will be no charge for vendor parking. Vendors will be required to park in the designated parking near the Pantry Restaurant sign at the corner of Shoreline Drive and Americana Boulevard. Vendors must park in designated spaces.



Market Rules Violations

The Market Manager has the ultimate on-site authority and will enforce all rules of the market. If a vendor fails to comply with these rules or any pertinent supplemental guidelines, Market Management will address the issue with the vendor and determine the course of action to resolve the issue and prevent recurrence.

Market Day Violations

- Warning
- First Violation
- Second Violation goes to board review

For egregious violations, market staff have the authority to expel a vendor at their discretion. Appeals can be made to the Boise Farmers' Market Board of Directors.

Any problems or disputes should be reported to the Market Manager by filling out a [Vendor Concern Form](#) or providing a written statement of the issue.

Vendors have the right to one appeal to the Board of Directors and the Board has the final say in all penalty decisions. Appeals can be sent via email to board@theboisefarmersmarket.com. The President of the Board of Directors will acknowledge receipt of the appeal and recommend a course of action to resolve the issue within two (2) subsequent board meetings. The Board of Directors has the final authority in deciding on the outcome of any unresolved appeal.

Vendor and Product Categories

Product Guidelines

1. **The use of locally-grown ingredients is required. Use of an ingredient that is not locally grown when there is abundant local supply is not in keeping with the local, seasonal agricultural focus of the Boise Farmers Market. Vendors may be asked to defend their product choice before Market Management.**
2. All products must be grown, raised, produced, caught, gathered, designed or made by the person selling at the market. At least one producer owner, a member of their family or employees who are directly involved in the production of the products available at the market are required to attend their booth for the entire market day or they will be categorized as Storefront Vendors.
3. Vendors are required to submit a complete list of all products they wish to sell at the market with their application. **Unapproved items cannot be sold at Market.**
4. New products or additional products from existing vendors will be allowed for sale at the market only upon approval from Market Management. A written description of any new product must be submitted to Market Management one week in advance for approval.
5. Submitting this description does not guarantee that the product will be accepted. Market Management will grant or deny approval within two working days of submission.
6. Admission of any product will be based on the present competitive availability of that product as determined by Market Management.
7. Federal law requires that any grower using the term "organic" in any way must be certified organic by a USDA-accredited agency. Growers and producers who wish to market their products as organic (on the BFM website, online marketplace, or at their booth) must submit proof of current certification to the Market Manager.

Category: Agriculture

Agricultural Vendors

1. Agricultural Vendors are market vendors that sell mostly raw or modified agricultural products that they grow from seed, cuttings or breeding stock. Special exceptions are granted for products that are personally and legally, wild harvested by the market vendor (i.e. fish, wild game, foraged flora, fauna and fungi).
2. Agricultural vendors may sell specialty products, both food and non-food if the product is from raw ingredients grown on their farm.
3. Agricultural vendors must raise 100% of the agricultural products, available at their booth on a market day, on land they own or lease, unless otherwise indicated

4. Agricultural vendors may sell a limited amount of **specialty** products with raw ingredients they do not grow themselves with approval of Market Management.
 - a. Additional signage on these products will be required to identify the grower.
 - b. Market Management will determine if an agricultural vendor is more appropriately classified as a specialty product vendor based on the origin of the products that are sold.
- 5.
6. Agricultural vendors must provide information to the market, when requested by Market Management, pertaining to their farm's production capabilities.
7. All agricultural vendors will report on their application form any agricultural products purchased by their farm for the intent of resale or for which the potential of resale exists, and are subject to approval by Market Management.
 - a. Additional signage on these products will be required to identify the grower.

Agricultural Product Guidelines

1. Agricultural products at the market include fruits, vegetables, flowers, bedding plants, beef, poultry, fish, other animal proteins, seeds, grains, dry beans, plant proteins, nuts, foraged flora, fauna, fungi, eggs, milk, cheese, and bee products.
2. Bedding and landscape plants and flowers must be either propagated by the vendor from seed, cuttings, bulbs or plant divisions or have been substantially increased in value under the vendor's care.
3. Preference will be given to vendors who:
 - a. Raise livestock from birth to slaughter. All livestock must be owned and managed by the vendor for at least 80% of the normal lifespan of the animal.
 - b. Produce a substantial amount of feed on their operation
 - c. Purchase breeding stock or feed from other market vendors
4. Meat, egg and milk vendors must meet the current requirements of the USDA and ISDA and only sell their products in approved packaging.
5. Appropriate food safety practices should be adhered to throughout the growing, harvesting, packaging, and selling of agricultural products. See Food Safety Modernization Act of 2011 for further details.
6. We encourage all vendors to seek out containers that are recyclable according to the Curbit Recycling Guidelines of the City of Boise.

Category: Specialty Food and Non Food Products

Specialty Food Vendors

1. Specialty Food Vendors are businesses that sell specialty foods that are made by the business from ingredients or materials that are significantly changed in form or value in the products sold at the market.
2. All Specialty Product Vendors must create and make all of the products available at their booth on a market day, on land they own or lease with equipment they own or lease.

3. Specialty Product Vendors must provide information to the market, when requested by Market Management, pertaining to their business's production capabilities.

Alcoholic Beverage Vendors

1. Alcoholic Beverage vendors sell alcoholic beverages like beer, wine or cider, and are considered to be Specialty Food vendors unless they meet the Storefront Vendor definition.
2. Alcoholic Beverage vendors may be considered Agricultural Vendors if they grow a majority of the ingredients on land they own or lease in a majority of their products available at the market.

Specialty Food and Alcoholic Beverage Product Guidelines

1. **Priority is given to vendors who use more locally grown or produced products, especially seasonal products from agricultural vendors at the market.**
2. Specialty Food vendors sell foods prepared for off-site consumption.
3. Specialty foods must be prepared in a commercial or certified kitchen, with the exception of Cottage Foods that follow Cottage Food guidelines.
4. Specialty Food products must be prepared for off-site consumption and include but are not limited to pies, baked goods, condiments, cheese, cured meat, flour, spice mixes, jams, pickles, hummus or spreads, salsa and oils.
5. If any vendor wants to sell a cottage food at the market they must complete and submit a risk assessment form to their local health department and provide a copy to Market Management signed by their health department approving the product as a cottage food.
6. All specialty food vendors must offer at least one product that uses locally produced goods as the main or featured ingredient.
 - a. Vendors are required to increase the amount of locally produced ingredients in their products each season.
 - b. If this is not possible, the vendor must present their case for continued participation in the market to Market Management.
7. We encourage vendors to use natural flavors and natural dyes in their prepared foods.

On-Site Food and Beverage Vendors

1. On-site food and beverage vendors sell food and drinks prepared at the market that are ready to be consumed at the market and are a category of Specialty Food vendors.
2. All on-site food vendors must offer **at least** one product that uses locally produced ingredient(s) as the main or featured ingredient(s).
 - a. On-site food vendors are required to use as many locally grown ingredients as possible and must increase the amount annually.
 - b. If this is not possible, the vendor must argue their case for continued participation in the market before Market Management.
 - c. Exceptions are granted for products that enhance the market customer experience and are subject to Market Manager approval (i.e. coffee).

3. Priority is given to vendors who use more locally grown or produced ingredients in their products, especially products from agricultural vendors at the market.
4. On-site food vendors must have a commercial or certified kitchen associated with their business where food preparation takes place.
5. Vendors are expected to present their own unique product. Commercially packaged foods like chips, candy, canned soda, and bottled water will not be permitted to be sold by vendors at the market.
6. We encourage all vendors to seek out containers that are recyclable according to the Curb It Recycling Guidelines of the City of Boise. Styrofoam containers are not permitted for use.

Specialty Non-Food Vendors

1. Specialty non-food vendors sell products that are not edible products and generally serve a utilitarian or aesthetic purpose.
2. Priority will be given to vendors who use locally-grown raw materials.

Specialty Non-Food Guidelines

1. Specialty products are raw or pre-processed goods whose value has been increased through the addition of ingredients or processes that make them more readily usable by the consumer. Examples include, but are not limited to, soaps, lotions, cosmetics, medicinal products, wreaths, bouquets, pelts or hides, plant or animal fibers and soil amendments.
2. All Specialty Products sold at the market must be produced by the vendor. Vendor's work must dominate the final product. Raw ingredients must be significantly altered and/or enhanced by the vendor.
3. Specialty products will be admitted to the market based on the current product mix, and priority will be given to products that use more locally sourced materials, ingredients and packaging.
4. Co-packing is only allowed if the vendor is the original owner and creator of the product or recipe, and only with the approval of Market Management.
5. We encourage all vendors to seek out containers that are recyclable according to the Curbit recycle guidelines of the City of Boise. Styrofoam containers are not permitted for use.

Category: Food Trucks and Trailers

Food Trucks & Food Trailers

1. Food trucks are any self-propelled vehicle that vends food or beverages from the vehicle. Food trailers are trailers pulled by a vehicle that vends food or beverages from the side of the trailer.
2. All food trucks and trailers must offer at least one product that uses locally produced products as the main or featured ingredient.
 - a. Food trucks and trailers are required to use as many locally grown ingredients as possible and required to increase the amount annually.

- b. If this is not possible, the food truck or trailer business owner must argue their case for continued participation in the market before Market Management.
3. Priority is given to food trucks/trailers who use more locally grown or produced ingredients in their products, especially ingredients from agricultural vendors at the market.
4. Food trucks/trailers must have a commissary or certified kitchen associated with their business where food preparation takes place unless it is deemed to be “self-sufficient” by [CDH Guidelines](#).
5. Food truck/trailer vendors are expected to present their own unique product. Commercially packaged foods like chips, candy, canned soda, and bottled water will not be permitted to be sold by vendors at the market.
6. We encourage all food truck/trailer vendors to seek out containers that are recyclable according to the Curbit Recycling Guidelines of the City of Boise. Styrofoam containers are not permitted for use.

Category: Storefront

Storefront Vendors

1. Storefront vendors are commercial businesses with a retail storefront either at or in addition to the place of production. Examples are bakeries, breweries, boutiques or restaurants.
2. Any vendor that wants to have anyone at the booth besides owners, their family, or employees directly associated with the production of their products available at the market are considered Storefront vendors.
3. Agricultural vendors with on-farm produce stands are not considered Storefront vendors.

Category: Artisan

Artisan Vendors

1. The Boise Farmers Market is dedicated to supporting local agriculture and food. BFM Staff will determine the number of artists each season based on the current number and mix of vendors.
2. Artists applying for the Market are selected based on quality, use of locally grown products, relevance to our mission, and the space available in the market. We will only consider artisans who use an extensive amount of locally-grown agricultural products in their art, or their art in some way contributes to the local agricultural economy.

Category: Community Group

Community Group Vendor

1. Community Group vendors are non profits or organizations that emphasize education, sustainability and community building that is relevant to our

mission. Representatives must be sharing information to benefit the community as well as promoting their organization or event.

2. Community Group vendors do not pay the annual selling permit and are not eligible for membership.
3. Community Groups are not allowed to sell any product at the market.

Category: Temporary Vendors

Temporary Vendors

1. Temporary vendors are admitted to the market on a short term, seasonal basis. They may be any category of vendor and must follow all applicable rules in their respective category.
2. Temporary vendors are admitted to provide market customers particular types of short-season products, or other products not otherwise available at the market. This may include products like berries, tropical fruit, or citrus.
3. These vendors may not become members, and they do not have to pay an annual selling permit.
4. A majority of products sold by the vendor must be grown by the vendor. If products are contracted by the vendor they must be from farms near the vendor's locale and must be approved by Market Management. Names and locations of contractors with products at the market must be displayed at the vendor's booth.

Category: Performing Artist

Performing Artist

BFM may maintain locations within the market where performing artists can entertain market shoppers in a fashion consistent with and complementary to the needs of the market's commercial business activities.

1. No devices for the electronic amplification of any sound are allowed without express permission of Market Management. The volume of music or performance must not interfere with verbal communication of the nearest place of business and may be controlled by Market Management.
2. Market Management may suspend or revoke any performance permit secured by fraud, concealment or misrepresentation of fact. If, in the estimation of the Market Management, a performance violates the market rules and regulations or constitutes a hazard to public safety, a performer may be required to end a performance at any time.
3. Donations to performers may be accepted passively in an instrument case or other receptacle provided for that purpose by the performer. The receptacle may include a written sign, which informs the public that donations are sought. No performer shall actively solicit donations by word of mouth, gesture, mechanical devices or second parties.
4. Prospective performers may contact Market Management if they want to perform at the market.

Vendor Promotional Products

1. Vendor Promotional Products are defined as products for sale that promote a business and are not made by the vendor, such as hats, shirts, stickers, tote bags, etc.
2. All promotional products must be approved by the Market in accordance with normal product approval protocol.
3. Promotional products must only promote the vendor's business or promote the Boise Farmers Market.
4. Displays of these products must not dominate the vendor's booth and Market Management may direct vendors to change their promotional product display to fit the desired market appearance.

Market Tokens

To enlarge our customer base, and for market promotions, the Boise Farmers Market facilitates the use of tokens as currency. We reimburse 100% of the value of tokens turned in. All vendors are required to accept tokens that are valid for their products.

Market Fresh Bucks Tokens

Issued by the market in limited quantities and used as promotional giveaways or purchased by customers as gift certificates.

1. Green \$5 Wooden Tokens
2. Green \$3 Tokens
3. Must be taken by all vendors
4. Change must be given to customers for Market Fresh Bucks tokens

Food Stamp / EBT / SNAP Tokens

Issued by the market, with funding from the federal government, to customers who redeem federal food assistance benefits

1. Orange \$1 wooden tokens with the carrot and BFM logo
2. Must be accepted by vendors selling ONLY the following
 - a. Fresh fruits & vegetables
 - b. Food producing plants
 - c. Meats, dairy & breads
 - d. Processed foods packaged to take away from the market
3. The following items may NOT be purchased with these orange EBT tokens
 - a. Hot foods intended to be eaten on site
 - b. Flowers or ornamental flowering plants
 - c. Wine or beer
4. No change may be given
5. Federal Guidelines apply



Double Up Food Bucks Tokens

Issued by the market, funded by the City of Boise, Idaho Farmers Market Association and private donations, to match EBT/SNAP sales up to a specified amount.

1. ***Tokens may only be used for fresh fruits and vegetables or food producing plants***
2. *Different colored \$1 Wooden tokens with the City logo on one side.*
3. *Black \$1 tokens with the BFM carrot and "snap match" written on one side.*
4. *No change may be given*



Sprouts Kids Club Tokens

Issued by the market, funded by the market and private donations, to children in the Sprouts Kids Club for the purchase of fresh fruits and vegetables or food producing plants.

1. **Must only be used for fresh fruits and vegetables or food producing plants**
2. Green \$1 wooden token with the Sprouts logo
3. No change may be given



Vendor Payment for Tokens

Vendors will receive reimbursement for tokens. Vendors must follow these guidelines in order to receive reimbursement for the market tokens they collect from customers:

1. Collect tokens until a total of at least \$10 has accumulated
 - a. Bring tokens to the Market Information booth by 12:30 on any market day.
 - b. Tokens must be contained in an envelope when they are turned in (envelopes can be found at the BFM Information Booth) and the token reimbursement sheet must be filled out completely.
2. Checks for token reimbursement will be issued twice monthly by mail.
3. Vendors are responsible for accepting only tokens appropriate for their products. BFM will not reimburse tokens taken incorrectly.

Governance and Membership

1. The Board of Directors has the authority to make and change these guidelines and other policies, manage staff, decide which vendors may or may not attend the market, decide which vendors may be accepted as members with voting rights, and determine the vendor fees, among other duties and powers given to the board in the bylaws.
2. Market Manager and the Board of Directors will review and revise guidelines regularly. Vendors are encouraged to submit guidelines suggestions, in writing, to the Board of Directors at any time. The guidelines will be available for member review before the Annual Member Meeting held each year in February or March.
3. These guidelines may be revised at any time by the Board of Directors to address emergencies or unanticipated situations. If changes are made during the market season, all market vendors will be notified via email no later than 7 days after the revisions have been approved by the Board.
4. Vendors in good standing may become Members of the Boise Farmers Market upon completion of the following requirements and maintaining good standing with the organization:
 - a. Participation in six market days during the regular season in the previous calendar year
 - b. Submission of all required documentation
 - c. Pay all fees by December 31st of the current market season.
 - d. Approval of membership by a vote of the Board of Directors Members who fail to maintain good standing may have their membership revoked by the Board of Directors.

5. A membership year starts on January 1st and ends on December 31st each year. The board votes to approve the membership list after the regular market season has ended and before the new membership year begins.
6. Vendors that are members can vote in Board elections, vote on changes to the bylaws of BFM, serve on the Board of Directors, run for an officer position on the Board, and vote on other matters that may be decided by a majority vote of the members, among other powers given to members in the bylaws.
7. The number of actual vendors in each product type at any given market may fluctuate, but the majority of members in the market organization must be agricultural. Artisan members are limited to 10% of the total number of members, unless otherwise approved by the Market Manager and Board.
8. The Annual Meeting of the vendors, and Board elections, are held in February or March of every year and those vendors that are members may attend and vote. Notice for this meeting and nominations for new directors are distributed to members by email 30 days before the meeting is scheduled to occur.
9. The Board is composed of 13 members: 7 Agricultural vendor members and 2 Specialty Product vendor members elected for 3-year staggered terms, and 4 community members who are appointed annually by the Board after the elections.
10. Minutes of the Board meetings, member meetings and current copies of bylaws, guidelines and other rules will be made available to members within 7 days of a request made to Market Management by a member.

BFM Drive-Thru Farmers Market

BFM's highly organized drive thru service continues to be a valued part of the market community as it encourages new shoppers, serves those with mobility issues, and offers convenience for those who want to meal plan, have prior Saturday engagements, or value shopping ahead. We encourage all of our vendors to participate and offer a wide variety of products to keep this a viable option for our customers.

Upon acceptance to BFM a Drive Thru Guide will be emailed to all vendors. . There you will find video tutorials, instructions and FAQs to help you build and optimize your online storefront.

You will find details of the drive thru [here](#).

Contact Information

Executive Director – Amber Beierle

phone: (208) 345-9287 (office)

email: amber@theboisefarmersmarket.com

Market Manager – Olivia Wargo

(Market Management and Application Questions)

phone: (208) 345-9287 (office)

email: manager@theboisefarmersmarket.com

Operations Assistant – Layla Brown

(Billing / Reimbursements)

phone: (208) 345-9287 (office)

email: layla@theboisefarmersmarket.com

Other Contact Information

The following information on State agencies is provided to aid vendors in complying with regulations concerning their products. Vendors should contact the appropriate State agency for detailed information.

- Central District Health Department - (208) 375-5211
- Idaho State Tax Commission - (208) 334-7660 - tax.idaho.gov
- Insurance Commission Hotline - 1-800-562-6900 - www.insurance.id.gov
- ISDA Bureau of Dairying - (208) 332-8550
- ISDA Bureau of Weights and Measures - (208) 332-8690
- ISDA Division of Agricultural Inspections - (208) 332-8660
- ISDA Fresh Fruit and Vegetable Division - (208) 332-8670
- ISDA Idaho Preferred Program - (208) 332-8684
- ISDA Licenses and Special Requirements – (208) 332-8500
- ISDA Marketing Department - (208) 332-8538
- ISDA Organic Program - (208) 332-8673
- University of Idaho Food Technology Center
 - Cini Baumhoff - Kitchen Supervisor - baumhoff@uidaho.edu - (208) 795-5331
 - Josh Bevan – Director - jbevan@uidaho.edu - (208) 795-5332