

## 2018 Market Guidelines

WELCOME! To the **Meridian Main Street Market** in downtown Meridian, Idaho. The Market is a seasonal Saturday event which brings residents and visitors together with vendors selling a diverse array of products. It provides youth and adult artisans, farmers, specialty food and beverage vendors with an opportunity to sell their products directly to consumers and for consumers to learn more about the way those products are grown or made, all in a family-friendly setting.

The Meridian Main Street Market's mission is to create and ensure a vibrant, secure downtown Meridian marketplace that promotes community.

We are responsible for promoting the Market as an outlet for locally grown and vendor made products. We are committed to maintaining as high a level of quality as possible in all our products to aid in the financial success of the Market as a whole.

We will inform vendors about governmental regulations concerning their products, educational opportunities, marketing tools, and the policies and procedures of the Market.

This handbook is provided to familiarize you with the policies and procedures of the Market and its daily operations. These Guidelines can be downloaded from the *Manage My Market Website*. To access, create a new account (if a new vendor) log on to MMM, click on documents icon and scroll down to Guidelines.

Thank you for your participation and support of the Meridian Main Street Market.

The Meridian Main Street Market, LLC is a limited liability corporation managed by Indigo Idaho and Eventageous Idaho. Market staff can be found on the Meridian Main Street Market website under the About Us tab.

### Office address

Meridian Main Street Market  
573 W. Idaho Ave.  
Meridian, ID 83642  
Phone: (208) 495-4530  
Email: [cheree@eventageousidaho.com](mailto:cheree@eventageousidaho.com)  
Website:

### DAYS AND HOURS OF OPERATION

The Market for 2018 runs every Saturday from June 23rd through September 1st with hours of operation 9:00 a.m. to 2:00 pm. The Market operates every Saturday rain, sunshine or snow.

## Vendor Types

Youth Vendor. A vendor who is under 21 years old and still a student and who has paid their annual registration fee. A youth vendor must be in attendance to qualify for the Youth Vendor weekly rate. A tent and table are provided to the youth for their use courtesy of the City of Meridian.

Adult Vendor. A market vendor who has been approved by the management team that is over 18 and not a student and has paid their annual registration fee, in addition to the weekly fee. Adult vendors must have produce or hand-made goods to sell at the market. They must provide their own tables, chairs and tents/canopies, including 25# weights (4) for stability of canopy.

Non-profit Vendor. An approved vendor who fills vacancies on any Market Saturday. They are required to pay a registration fee in addition to the weekly fee. There is an optional one week only registration fee available to non-profits. They must provide their own tables, chairs and tents/canopies.

Waitlisted Vendor. Approved vendors who fill vacancies on any Market Saturday as space allows.

## NEW VENDOR PROCEDURES

Every business wishing to be a vendor at MMSM must submit an application.

<https://www.managemymarket.com/landing.aspx?orgID=883>

Applications for the upcoming season can be found on our website. Incomplete applications will not be approved.

Vendors, as part of their application, are required to submit a complete list of every product they wish to sell during the upcoming season. Any products not specifically approved and listed on the application are not considered approved.

Approved applicant vendors will be notified by email through Manage My Market which is our online application system.

## MMSM and VENDOR GUIDELINES

The MMSM does not discriminate against any person on the basis of race, color, national origin, disability, sexual orientation or age.

At least one business owner, family member or individual who is directly involved in the pre-market production of the products for sale is expected to be present at their assigned space(s) on committed market days.

There must be a youth vendor in attendance at the market to receive the youth vendor rate. Any exceptions must be approved in advance by market staff.

The Market will officially open at 9:00 am. Selling is permitted to start 30 minutes before the market opens for those vendors who are prepared to sell. No selling is allowed after the close of the market, with the exception of customers in the middle of a transaction at 2:00 pm.

No smoking by anyone is allowed in the Market area. Vaping is also not allowed.

No amplified music is permitted by vendors at the Market.

Vendors who bring young children to the Market must be considerate of other vendors and customers. Children at the Market must be closely supervised. The Market will not be responsible for their safety. Health regulations prohibit the changing of or discarding diapers in or around the Market area.

Vendors must remain professional and courteous at all times.

Market Policies and Procedures are subject to change.

### VENDOR RESPONSIBILITIES

A minimum of one (1) person from each approved business must attend an Annual Workshop prior to the start of the Market season. All vendor types must attend. Training MUST be attended before a vendor can sell at the Market. The Annual training will be held Monday, May 21, 2017 (location and time to be determined). Make up sessions will also be scheduled as needed.

All agricultural and specialty food vendors MUST complete an application with Central District Health Department even if no permit is required. Documentation of application and certification needs to be uploaded to your Manage My Market profile.

Vendors are responsible for obtaining State Tax ID and registering their business with the State of Idaho for state tax purposes. All vendors are required by the Idaho State Tax Commission to fill out a ST-124 form for our event. This form must be submitted to the Tax Commission and a completed copy uploaded to your Manage My Market profile.

Thermometers will be provided by the vendor and must be kept in all coolers used for food storage to maintain required heating and cooling conditions.

Vendors providing samples must meet requirements of the Health Department. All samples must remain within the boundaries of your space.

Vendors needing electricity must supply their own extension cord. The cord must be twelve gauge, all weather and safety colored (not a home type extension cord). Cords must be properly secured to roadway or hidden from the public so as not to create a hazard to pedestrian traffic. Electricity is never guaranteed.

Signing up for market dates is an agreement with the Market that you will pay the weekly fees for those dates. Being able to anticipate revenue from weekly fees is the basis for the MMSM annual budget. Only planned absences entered in Manage My Market will be honored as absences with no fee attached. Be considerate of the management team and insure that you are in attendance on the dates you have signed up for.

In the event a vendor will not be at Market the following Saturday, the member will notify the Market Management by noon on Wednesday before the Market to allow reassignment of stall space. There is no refund or credit for a committed space whether or not the vendor attends.

## PRODUCT POLICIES AND GUIDELINES

All products sold at the MMSM shall be grown, raised, produced, caught, gathered, designed and/or made by the person selling at the Market. Exceptions are made for farmer selling the produce of other farmers as allowed in these guidelines. Approval of any product will be based, in part, on the present competitive availability of the exact or similar products as determined by the Management.

### General Product Rules

New vendors, new products, or additional products from existing vendors will be a part of the Market only following approval from the Management.

Reselling of any product produced by anyone other than the vendor is strictly prohibited.

Agricultural vendors are allowed to sell the produce of other local farmers as long as it is clearly labeled and not more than 25% of what the vendor has available for sale.

All members, except for artisans, must complete and submit a Central District Health Application. Members granted a Low Risk stamp do not need a permit from the Health

Department. All Health Department rules must be followed precisely in order to protect customers from food-borne illness.

## PAYMENT OF FEES

### Registration Fee

A non refundable registration fee will be due upon approval. This will need to be paid within 24 hours after approval notice.

### Vendor Fees

Vendor fees will be collected by the Market Staff on the first Saturday of each month. It is expected that fees should be prepaid for the entire month. If vendors do not have payment ready to be picked up it is the vendor's responsibility to submit payment to the Market Staff before Noon that day. If vendors do not pay the space fee by Noon, there will be \$10 late fee assessed for each week that the fee is unpaid.

Fees may be paid in advance on Paypal using the invoice link provided.

Space fees listed below are based on a 10'x10' space.

Youth Vendor - \$10/week (tent and table provided)

Adult Vendor - \$20/week

Non-Profit Vendor - \$15/week

Power - \$5/week

Discounts Available for 2018:

Pre-Pay Discount: Vendors who commit to all 11 weeks and pre-pay for all committed dates by the first market, will receive a 10% discount.

Space fees may be paid as follows:

ANNUALLY - space fees may be pre-paid at the Annual Spring Meeting (TBD) and receive the discount above.

MONTHLY - space fees are to be pre-paid and due the first Saturday of each month.

WEEKLY – space fees may be paid by weekly attendees or waitlisted vendors on the Wednesdays prior.

## SALES REPORTS

Collecting and summarizing gross sales data is one way for MMSM to assess its economic impact on our local economy as well as showing the economic viability of the Market. Each week, sales slips reporting the date, the vendor business name and total sales will be collected

throughout the Market season. Annual reports will be available at the end of the season. Directions for sales reporting can be found on the MMSM website under vendor information and in Manage My Market.

### GUIDELINES SPECIFIC TO AGRICULTURAL PRODUCTS

Agricultural products are the cornerstone of farmers and public markets nationwide. The MMSM features fresh local produce. The MMSM allows agricultural vendors to carry a limited amount (25%) of another farmer's product upon Management approval.

Meat, egg and milk vendors must meet the published requirements of the Dept. of Agriculture and only sell their products in approved packaging.

Flowers, bedding and landscape plants must be either propagated by the vendor from seed, cuttings, bulbs or plant divisions or have been under the vendor's control for a minimum of 60 days.

Meat vendors must have animals in their possession for the following number of days:

Beef- 60-120 days (finishing time) and 6 months;

Lamb- 60 days;

Pork-90 days;

Buffalo, Elk- same as beef;

Goat- 60-90 days; and

Poultry- 60 days.

Value-added products may only be produced by agricultural members. A value-added product contains raw ingredients raised or cultivated by the farmer and then used as a main ingredient in another product. Examples include pies made from fruit raised and harvested by the member; lotion made with herbs raised and harvested by the member and cheese made with the milk from animals raised by the farmer. All "value added" products, which are meant for human consumption, are subject to rules governing specialty foods including Management approval.

### GUIDELINES SPECIFIC TO ARTISANS

The MMSM has many vendors who are very talented artists. The goal of the MMSM is to maintain a diverse mix of high quality artisan products.

All artisan products offered for sale at the MMSM must be of original design and made by the vendor.

Items will be juried and selected based on originality of work, excellence of workmanship, quality of materials and percentage of handwork put into the final product.

The Market is not responsible for damage done to any artisan product for sale at the Market.

## MARKET SPACE ASSIGNMENT

When planning the layout of the Market, the following criteria will be implemented to determine the best fit for the Market as a whole:

- 1) Knowledge of market mix and variety;
- 2) Frequency (number of weeks attendance)
- 3) Number of years of participation in the market.
- 4) Number of 10' x 10' booths (1, 2...)
- 5) Needs based on product offering such as electricity, shade, loading and unloading and
- 6) Visual appeal of the market.

Every effort will be made to make sure that assignment of market space is a fair and equitable process. While every effort will be made to accommodate the space choice of individuals, the overall needs of the market to maintain flow and encourage diversity will take precedence.

### General Rules for Assignment of Market Space.

Annual Stall space will be assigned in accordance with previous years of Market attendance. Space movement is limited to vacancies created by non-returning vendors.

Assigned space must be claimed by 8:15 a.m. on Market day or it may be reassigned.

## SPACE APPEARANCE

Because we are located on downtown public streets, the Market's overall appearance is extremely important. The Market Management will monitor the appearance of vendor stalls. An attractive display is an asset to the Market and is good for business. Assistance is available at the annual training on how to effectively display products.

### Rules Specific to Space Appearance

Vendors are responsible for keeping spaces clean and attractive at all times during Market hours. This includes the entire perimeter of vendor's space. No storage of product or empty boxes on benches and sidewalks. All walkways and benches are public spaces and must be kept clear. Youth vendors must provide a table covering to protect the loaned tables from damage.

Vendors are responsible for cleaning stall space and removing their own refuse, boxes, signs and unsold product at the end of the Market day. Please bring a broom and trash can to aid in cleanup of assigned stall space. Garbage cans are available on site for your use. Youth vendors are responsible to tear down their tent and table and load them onto provided carts at the end of each market.

### SIGNAGE

Vendors need to provide a sign identifying their business.

Prices should be clearly marked on all items.

All signage must be contained within space rented by vendor. Signage must not obstruct the view or interfere with any neighboring vendor spaces

### VEHICLE LOADING and UNLOADING

Do not block public roadways before, after, or during the Market.

All vendors may park in the City Parking lot to unload only. Please move your cars down the block after you are unloaded to allow customers to park closer to the market.

Load and unload in appropriate parking spaces only.

#### Start of the Day

Unloading from the parking lot will be permitted between 8:00 and 8:45 a.m.

All vehicles need to be unloaded and removed from the Market area prior to any space setup.

Any member arriving after 8:45 a.m. must carry all goods and products into the Market area.

#### End of the day

All vendors must have booths disassembled, product and equipment removed to the side of the street/sidewalk and ready to load as quickly as at the close of the market. This may require assisting other members to "take down."

Vehicles will be allowed to pickup from the parking lot as spaces are available.

### SAFETY RULES

Power cords must be covered. Use outlet as directed by Market Staff.

All signage and display material must be appropriately secured.

Potentially intrusive or obstructive displays must not alter or inhibit the customer flow of traffic.

All display areas must accommodate a safe customer access to your space.

Canopies must be anchored for potential high winds at 25 lb. per leg minimum.



SUPPLEMENTAL 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

contact: Jenna Marshall - JMarshall@cdhd.idaho.gov

DEPT. OF AGRICULTURE - MARKETING DEPARTMENT

(208) 332-8538

contact: Kim Peterson (208) 332-5832

IDAHO PREFERRED

(208) 332-8684

contact: Leah Clark

BUREAU OF DAIRYING, DEPT. OF AGRICULTURE

(208) 332-8550

DIVISION OF AGRICULTURAL INSPECTIONS, DEPARTMENT OF AGRICULTURE

(208) 332-8660

FRESH FRUIT & VEGETABLE DIVISION, DEPT. OF AGRICULTURE

(208) 332-8670

PLANT INDUSTRIES DIVISION-ORGANIC PROGRAM, DEPT. OF AGRICULTURE

(208) 332-8673

IDAHO STATE TAX COMMISSION

(208) 334-7660

INSURANCE COMMISSION HOTLINE

1-800-562-6900

[www.insurance.id.gov](http://www.insurance.id.gov)

UNIVERSITY OF IDAHO TECHNOLOGY CENTER

Contact: Cini Baumhoff (208) 795-5331

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<http://www.canopiesbyfred.com/>