



Donnelly Farmers Market

P.O. Box 603, Donnelly, Idaho 83615

donnelyfarmersmarket@gmail.com

Guidelines, Rules & Regulations

The Basics:

The Market will be held on the City of Donnelly Park on FW Gestrin Street, and immediately South of the Donnelly Bible Church. The Market will be open **every Wednesday 3:00PM- 6:00PM from mid June through September.**

Vendor Rules and Information:

To be accepted into the Donnelly Market you will need the approval of our Jury (board). We will review your products and will see if they fit into an area where we have a need. We will limit the sales of similar products in all categories, except for produce. Baked goods, syrups, honey, jams, candles, soaps, and jewelry are currently wait-list only. We are oversubscribed in these areas.

- 1) Vendors will check in at the Market Booth for assigned booth location.
- 2) Vendors need to arrive no later than 1:30, with vehicles moved as soon as possible, be ready to open at 2:30 PM (ready for early shoppers and volunteers) and remain on-site until the end of Market. Exceptions will be made for vendors working a second market that day.
- 3) Return Vendors will be given priority for space based on seniority and reliability. New vendors will be accepted by the Market Board when space is available, depending on the need for product/produce sold, and may be put on a waiting list.
- 4) Vendors are to notify Liz Jones of intention NOT to attend the market, at least 24 hours prior to Market opening, or there will be a fifteen-dollar penalty, payable at the next market.
- 5) All vendors will respect other vendors and volunteers and treat customers in a courteous and professional manner. Frequent cancellations or poor attitudes toward the volunteer management team will result in the loss of your spot. Smoking and Pets are not permitted at the vendor's stall. Service dogs will be accepted.
- 6) Each vendor is required to have his or her own tent/ umbrella and tables. All should be properly secured to prevent blow away. Products should be displayed off the ground, and should be stored at safe temperatures, depending on the product, as required by Central District Health.
- 7) Vendors will have necessary permits from Central District Health, and any other required governing bodies, required for the sale their product.
- 8) Vendors are required to display prices, and are encouraged to package product in units, to save time. Scales may be used, but if exact weights are quoted, those scales need to be certified by State Division of Weights and Measures. Approximate weight pre-packaged or bagged items are encouraged, as they do not require a certified scale.
- 9) Before departure from the market, vendors will pay the Market 5 percent of sales and 1 percent of sales for City of Donnelly Local Option Tax to the Market cashier. The Market cashier will at that time also reimburse for any coupons and tokens collected from eligible SNAP card purchases.

Contact: Liz Jones 208-315-3616 Vendor Signature _____ Date _____