



# Potlatch Idaho Farmers Market 2025 Vendor Application

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Farm or Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media (Facebook/Instagram): \_\_\_\_\_

Products you wish to sell: \_\_\_\_\_

- Fees (mark one):
- ☐ \$85 full season 17 markets (pre-paid, non-refundable)
  - ☐ \$60 half season 8 markets (pre-paid, non-refundable)
  - ☐ \$15 per market drop in rate (pay fees on market day)
  - ☐ Junior Vendor – \$5 per market for children 17 or younger w/adult supervision
  - ☐ Non-profit/Community Group – no charge for info/fundraiser booth

☐ I have read the Potlatch Idaho Farmers Market 2025 Vendor Rules and Information (next 2 pages) and agree to comply with the rules contained therein.

☐ I also agree to indemnify and hold harmless Potlatch Idaho Farmers Market, LLC, and the Washington, Idaho, Montana Railway Historic Preservation Society, their representatives and agents, from and against all liability, claims, demands, 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: \_\_\_\_\_

Parent's Signature for Junior Vendors: \_\_\_\_\_

Mail completed form to: Potlatch Idaho Farmers Market 1370 Rock Creek Road Potlatch, ID 83855	For more information, contact Rod Johnson 907-321-4727 or Michelle Johnson 907-321-4747 or email: <a href="mailto:info@potlatchmarket.com">info@potlatchmarket.com</a>
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# Potlatch Idaho Farmers Market 2025 Vendor Rules and Information

Our Mission: To create a vibrant, family friendly market that builds community and enhances our local economy by connecting local farmers, producers, crafters, and artisans directly with consumers.

Market Dates and Hours: Every Wednesday from June 4 through September 24, open from 4pm to 7pm. Vendors may begin setup at 2:30pm and should be setup and ready to make sales when the market opens at 4pm.

Market Location: Grassy lawn area next to Historic WI&M Depot, 185 Sixth Street, Potlatch.

## Allowed Products:

1. Products for sale must be produced, grown, or made by the vendor or their family and in the spirit of a farmers market or as approved by the Market Manager. No garage sale, flea market, commercially made, nationally distributed items are allowed.
2. Reselling of produce may be allowed on a limited basis and only by permission of the Market Manager. Crops that cannot be grown reliably, or are not offered for sale in sufficient quantity by vendors selling at the market will be considered. Examples might include strawberries, cherries, peaches, or canning tomatoes. Crops will be specifically limited so as not to compete with the crops of a local vendor, and must be labelled with the name of the farm they came from.
3. All products must comply with Idaho Health Department regulations. If you sell food or food products of any kind, read the section Food and Food Products on the next page. All food testing and permits need to be done before you are allowed to sell them at market. Keep permits or your approved Cottage Food Risk Assessment form with you in your booth.
4. All products must comply with Idaho State Department of Agriculture (ISDA) rules as outlined on the next page. You are responsible for knowing which regulations apply to you and obtaining all permits or licenses before selling.

## Vendor Check-In and Setup:

1. Before setting up each week, you must check in with the Market Manager and a space will be assigned to you for that day. Spaces are assigned on a first come basis and may be adjusted to achieve a cohesive market layout.
2. There are 5 parking spots for vendors to park while unloading. After unloading, move your vehicle away from the market area and park in the gravel lot across the railroad tracks to provide customer parking closer to the market.

## Vendor Fees and Booths:

1. Space fees for the 2025 season are as follows: Full-season (17 markets) \$85 or half-season (8 markets) \$60. These are prepaid rates and are not refundable. We welcome walk on vendors for \$15 per market, to be paid on market day. We also encourage junior vendors to participate in the market and extend a \$5 per market rate to children 17 or younger with adult supervision. Non-profits or community groups may participate with an informational or fundraising booth at no charge (limited availability).
2. Vendors spaces are 10' by 10'. All spaces are outdoors so plan accordingly.
3. You must provide your own tables, chairs, shade, supplies, change, and other items needed for your booth. Access to electricity is limited with priority given to food vendors and music. If electricity is needed for your booth, notify the Market Manager as early as possible and a space close to power will be assigned. You must provide your own power cords as needed.
4. Safety is of the utmost importance to the Potlatch Idaho Farmers Market. All canopies, booths, and signs must be adequately and safely secured by weights and be windproof: you will be held responsible for any accidents that occur in those circumstances.

## Selling:

1. Vendors are responsible for setting their own fair-and-reasonable prices. Giving away large quantities of produce or severely undercutting other vendors is not allowed.
2. Vendors are required to collect sales tax if applicable. After your application is approved, we will send instructions on how to register to sell at our event with the Idaho State Tax Commission with a temporary or regular seller's permit.
3. Vendors will represent themselves in a professional manner when interacting with customers and other vendors, and will maintain a clean and attractive display in their booths. Offensive remarks and conduct will not be tolerated.
4. Smoking is prohibited in the market area.
5. Each vendor is responsible for keeping a clean space. Please provide trash containers for your booth, and pick up trash to help keep the market area clean.
6. The Market Manager is the first and final authority at the market. The Market Manager may refuse to allow any vendor or organization to set up or sell at the market and may ask anyone to leave at any point during the market for non-compliance.

It is your responsibility to know all current laws for Idaho and to know if you can legally sell your product at the Potlatch Idaho Farmers Market. The links below are only to help you find information and may not be current. If you are licensed to sell a product, you must carry your licensing on you when at the farmers market. All vendors are solely responsible for the products they sell.

## If you sell food or food products:

→ Some products fall under the Idaho Cottage Food Law. Cottage foods are foods that can be made a person's home and sold directly to a consumer. Examples of cottage foods include: baked goods that do not require refrigeration, fruit jams and jellies, honey, fruit pies, breads, candies and confections, dried fruits, dry herbs, seasonings and mixtures, cereals, trail mixes, granola, nuts, vinegar and flavored vinegars, popcorn and popcorn balls, and tinctures that do not make medicinal claims. These items do not require a permit or license, but must be labeled with your name and contact information, a statement that the food was prepared in a home kitchen not subject to regulation and inspection by a regulatory authority, and a statement indicating that the food may contain allergens. [See more info here](#) or visit the Idaho Department of Health <https://foodsafety.idaho.gov>

→ Foods that would require further testing by the health department include: salsas, pastry fillings, apple cider, fruit butters, vegetable jams and jellies, low-sugar jams and jellies. Contact Idaho Department of Health for further information, testing, and food permits.

→ Vendors selling medium- or high-risk foods must obtain a food permit with your local health department. Licenses, fees, and inspection for your food operation need to be applied for and conducted before you are allowed to operate at the market. See <http://idahopublichealth.com/environmental-health/foodprotection> for further information.

**Other products you sell:** May be regulated by Idaho State Dept of Agriculture (ISDA). See <https://agri.idaho.gov/main/>

- Bees (Apiary) - Registration of 50 colonies of bees or more is required with ISDA Bee Inspection Program.

<https://agri.idaho.gov/main/plants/bees-apiary-inspection/>

- Dairy - Selling of milk and dairy products must conform with the ISDA Dairy Bureau. <https://agri.idaho.gov/main/animals/dairy-bureau/>

- Organic Certification - Growers must apply for and comply with Idaho State Department of Agriculture's Organic Certification Program, an accredited certifying agent of the USDA's National Organic Program. <https://agri.idaho.gov/main/about/about-isda/ag-inspections/organic-certification-program/> Vendors are not allowed to label or call their produce "Organic" at market if they are not a Certified Organic grower.

- Nurseries, Florists, Landscaping - Growers of less than \$500 gross annual sales are exempt from a nursery license but must register with ISDA. <https://agri.idaho.gov/main/plants/nurseries-florists-and-landscaping/>

- Eggs - Eggs from flocks of less than 300 birds may be sold without a state license. Eggs must be clean and the container must be labeled with the individual's name, address, phone number, the words "UNGRADED EGGS".

<https://agri.idaho.gov/main/animals/avian-species/eggs/>

- Weights & Measures - Idaho Code requires any commercially used weighing or measuring device to be tested by ISDA W&M. <https://agri.idaho.gov/main/weights-and-measures/> Selling produce by the piece, bunch, bag, or box is recommended.

- Meat - Beef, lamb, and pork for sale to consumers must be slaughtered and processed in a USDA inspected facility. There are number of these located around the state.

- Animal Feed, including pet food and treats - Register with the Idaho State Department of Agriculture with a product label that lists all ingredients and includes a Guaranteed Analysis. <https://agri.idaho.gov/main/plants/feeds-fertilizers-soil-and-plant-amendments-commercial/>

## Vendor Resources:

Idaho Farmers Market Manual – "Establishing a Farmers Market in Idaho", especially the section on Permits, Licenses & Regulations starting on page 12 <https://agri.idaho.gov/main/wp-content/uploads/2018/01/EstablishFarmersMarket.pdf>

Idaho State Dept. of Agriculture: <https://agri.idaho.gov/>

North Central Idaho Health Department: <https://www.idahopublichealth.com/>

Idaho State Tax Commission: <https://tax.idaho.gov/>

Idaho Farmers Market Association: [www.idahofma.org](http://www.idahofma.org)

Potlatch Idaho Farmers Market: Contact: Rod & Michelle Johnson 907-321-4727 (Rod) or 907-321-4747 (Michelle)

Mailing address: 1370 Rock Creek Road, Potlatch, ID 83855 -

Website: [www.potlatchmarket.com](http://www.potlatchmarket.com) Email: [info@potlatchmarket.com](mailto:info@potlatchmarket.com) Facebook & Instagram @potlatchfarmersmarket