



# OROFINO FARMERS MARKET

## COVID-19 Procedures – Supplement to 2020 OFM Market Handbook Ver. 2 (5/18/20)

- **Goal:** to protect vendors, customers, and the community from virus spread. If you are ill, or if you think you might have been exposed to the virus, please stay at home. *All attending vendors need to comply with the following COVID Market Procedures:*
- **Allowed Products:** All vendors and products, subject to the usual OFM rules (see 2020 Vendor Handbook)
- **Supplied by Market:**
  - Handwashing station with antibacterial soap and paper towels. Plan to leave your booth to wash your hands as often as you can during market. Station will be sanitized by management through the day.
  - Disinfecting wipes and spray- wipe down your table and equipment often.
  - Disposable gloves- if you have your favorites, you're welcome to use your own.
  - Caution tape, wire flags, cones – for market to use for social distancing and crowd control.
  - "Social Distancing" reminders and other customer information placards for your booth.
- **Not Supplied (personal items):**
  - Face masks (Required): Homemade cloth masks are fine. Use when dealing with customers.
  - Hand sanitizer: Provide your own if desired.
- **Required Market Procedure:**
  - Booth Locations: Vendors will be assigned spots so that booths are at least 10 feet apart. This means you will probably *not* have your "regular" location at start of season. Please try to be flexible at this time.
  - Table Layouts: Straight across, outside L- or outside U-shaped table layouts are advised. Table arrangements that would allow customers to enter booths are not allowed unless the entrance has a barrier.
  - Establish a 6-foot barrier between yourself and customers. Use empty tables, boxes, totes, coolers, sawhorses, etc., placed in front of your table to keep customers away from yourself and your items. Alternatively, we can lay a piece of Caution tape on the ground 3 feet from the front edge of your booth, secured by wire flags. You will be responsible to keep customers behind the line or barrier.
  - Maintain and enforce 6-foot Social Distancing at all times. We can place flags or cones to mark 6-foot spacing locations for customers in line at your booth.
  - Facemasks and gloves must be worn when in contact with customers. Change gloves often, especially when handling food or money.
  - **NO TOUCHING** of products by customers. Have items prebagged as needed. Let customers point to or ask for products, then you can show them and they can select.
  - Do not place products in customer's personal shopping bags. Give items to customer so they can bag it themselves, or bag up a large order yourself for them to take.
  - Sampling of food products is allowed if you give the sample to the customer. No self-served samples. Use gloves and facemasks when serving food.
- **Recommended but not Required:**
  - Have a second person with you – one dedicated to handle products; one to handle money.
  - If you're concerned about virus on money, have a money drop box on your table that customers can put money into directly. Price your products at even dollar increments to reduce coin and bill handling. Ask for exact change. Leave money in "quarantine" for a few days after market.
  - Use vinyl or no tablecloths to enable wiping down/disinfecting surfaces that customers touch. Or, lay a piece of clear plastic over your fabric tablecloth that you can wipe down.

*Thank you for coming to market, your cooperation, and help during this crisis. Have fun with your customers to make it an enjoyable market experience in spite of the restrictions, and encourage them to come again! Please note this is a revision of the Supplement dated May 11. Some procedures may be revised again before market opens and as the weeks go on. For any questions, call Grace at 208-476-5526, or a leave a message at 208-816-1644.*



# OROFINO FARMERS MARKET

## 2020 Vendor Application, Rules, and Information Handbook

Local Produce, Food, Arts, Crafts, & Fun  
June 2 thru September 29, 2020

Application must be completed at or before the first market you attend, subject to approval by Market Manager. Only one application needed per season. Booth size is approximately 10'x10'.

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

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

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

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

Website or Facebook Page: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Products for sale at the market must be produced, grown, or made locally (within 100 miles of Orofino) by you or your family. No flea market items. No reselling of products without market permission. Food items must comply with ID state health regulations. See next page for more information.**

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

\_\_\_\_\_

\_\_\_\_\_

Idaho State Sales Tax Form ST-124 No. : \_\_\_\_\_

Fees (mark one):  \$5 per week per booth, or  \$70 pre-paid season rate (non-refundable), or

Junior Vendor – no charge for children 17 or younger with adult supervision

I have read the ***Orofino Farmers Market 2020 Vendor Rules and Information*** (next page) and agree to comply with the rules contained therein.

I also agree to indemnify and hold harmless the Orofino Farmers Market Association, the City of Orofino, the County of Clearwater, their representatives and agents from and against all liability, claims, demands, levies, and causes of action or suits on any nature whatsoever, arising out of or related to my activities at the market.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Return this signed **Vendor Application** and your **Market Fee** to the Market Manager at your first market. State Sales Tax Form **ST-124** is available at market. Please make checks payable to Orofino Farmers Market. If paying weekly, pay fees for subsequent markets directly to the OFM Treasurer at market after you set up. For more information please call Grace at 208-476-5526, a message at 208-816-1644, or one of our board members.



# Orofino Farmers Market 2020 Vendor Rules and Information

**Our Mission and Organization:** OFM is intended to provide an outlet for local food growers, producers, and craftspeople and to provide consumers with direct-from-farm fresh produce and products in a family-oriented, enjoyable community event. OFM's governing board consists of a Market Manager and four additional Board members, elected yearly.

**Market Dates and Hours:** Every Tuesday from June 2 through September 29. Vendor setup time is from 10 a.m. to 11 a.m. Sales start precisely at 11 a.m. and continue until 3 p.m. Vendors may stay later in the day to accommodate their customers.

**Market Location:** Orofino City Park, 101 Michigan Ave., Orofino, Idaho. Exceptions to the park location during Clearwater County Fair week or at any other time will be determined as needed. Vendors will be notified ahead of time of the new location.

## Allowed Products and Product Regulations:

- 1). Products for sale must be produced locally (within 100 miles of Orofino) by the vendor or their family and in the spirit of a farmers market or as approved by the Board. No garage sale, flea market, commercially made, nationally distributed items are allowed. Reselling or non-local items are on a limited basis and only by permission of the Board.
- 2). **All products must comply with Idaho Health Department regulations.** If you sell food or food products of any kind, please read the section **Food and Food Products** on the next page. Fill out the attached Cottage Food Assessment, have it approved **before** selling at market, and keep the signed form with you in your booth.
- 3). **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 on-site market manager and a space will be assigned to you for that day. Space preferences are given to regular vendors, long-time vendors, and vendors with special needs. New, weekly, or occasional vendors will be asked to fill in between those locations to make a cohesive market layout.
- 2). **ID State Tax Form ST-124 is required for ALL vendors** and must be completed before any sales take place. ST-124's are available at market and only one is needed each year for our market. If you have an Idaho Sellers Permit number, please bring it with you to enter on the form. Keep your completed form with you in your booth. Within 15 days of your last market of the season, enter the amount of tax you collected during the year and send it to Boise along with the form.
- 3). At your first market of the season, return your completed **Vendor Application**, your ID State Sales Tax Form **ST-124**, and your **market fee** to the Market Manager during setup.
- 4). After unloading, please move your vehicle away from the grassy area and park along the levee, the baseball field, or by the fair building to provide customer parking closer to the market area.

## Vendor Fees and Booths:

- 1). Vendor fees are \$5 per week per 10' x 10' booth, or \$70 for the entire season. If paying weekly, please pay the Market Treasurer after setting your booth up. Market fees are not refundable. Children 17 years or under selling their own products are not charged but must be under adult supervision during market ("Junior Vendors").
- 2). You must provide your own tables, chairs, shade, supplies, change, and other items needed for your booth. Access to electricity is limited at the park. If electricity is needed for your booth, notify Market Manager as early as possible and a space close to power will be assigned. You must provide your own power cords as needed.
- 3). Safety is of the utmost importance to the Orofino Farmers Market. All canopies, booths, and signs must be secured by weights and be windproof: you will be held responsible for any accidents that occur in those circumstances.

## Selling:

- 1). For fairness to both other vendors and customers, selling of products is not permitted until precisely 11:00 a.m.
- 2). Per Idaho health regulations, vendors are not allowed to cut produce of any kind for sampling to customers.
- 3). 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.
- 4). 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.
- 5). Smoking or consumption of alcoholic beverages are prohibited in the market area. Please leave your dogs at home. Dogs are not allowed in the city park so are not allowed at market with the exception of Service Animals.
- 6). Each vendor is responsible for maintaining cleanliness in his/her space and immediate surrounding area. Please provide refuse containers for your booth, and pick up trash when you see it to help keep Orofino City Park clean.
- 7). 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 any vendor or organization to leave at any point during the market for non-compliance. Any problems or suggestions may be brought before the Board of Directors.

***Please keep this page for future reference***

## Food or Food Products:

- ➔ An ***Idaho Cottage Food Risk Assessment*** form must be completed, listing your intended products and assessed by the Health Department to determine the level of risk involved. Cottage foods are foods made in a person's home or other designated location 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, cakes that do not require refrigeration, pastries and cookies that do not require refrigeration, candies and confections, dried fruits, dry herbs, seasonings and mixtures, cereals, trail mixes and granola, nuts, vinegar and flavored vinegars, popcorn and popcorn balls. List these **non-Time/Temperature Control for Safety (non-TCS)** foods on the Cottage Food form, submit it to Jacob Wimpenny of the North Central Idaho Health Department in Orofino, and keep the approved form at your booth. Foods should be labeled, including a listing of the ingredients in order of which ingredient is most predominant.
- ➔ 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 Jacob Wimpenny for further information, testing, and food permit.
- ➔ 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> or contact Jacob Wimpenny for further information.

## Other products you sell:

may be regulated by Idaho State Department of Agriculture (ISDA). For more information on the following items, please see <https://agri.idaho.gov/main/licenses/>

<b>Bees (Apiary)</b>	Registration of 50 colonies of bees or more is required with ISDA Bee Inspection Program. <a href="https://agri.idaho.gov/main/plants/bees-apiary-inspection/">https://agri.idaho.gov/main/plants/bees-apiary-inspection/</a>
<b>Dairy</b>	Selling of milk and dairy products must conform with the ISDA Dairy Bureau. <a href="https://agri.idaho.gov/main/animals/dairy-bureau/">https://agri.idaho.gov/main/animals/dairy-bureau/</a>
<b>Organic Certification</b>	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. <a href="http://www.agri.idaho.gov/AGRI/Categories/PlantsInsects/Organic/indexOrganicHome.php">http://www.agri.idaho.gov/AGRI/Categories/PlantsInsects/Organic/indexOrganicHome.php</a> <b>Vendors are not allowed to call their produce "Organic" at market if they are not a Certified Organic grower.</b>
<b>Nurseries, Florists, Landscaping</b>	Growers of less than \$500 gross annual sales are exempt from a nursery license but must register with ISDA. <a href="https://agri.idaho.gov/main/plants/nurseries-florists-and-landscaping/">https://agri.idaho.gov/main/plants/nurseries-florists-and-landscaping/</a>
<b>Eggs</b>	Eggs from flocks of less than 300 birds may be sold. Eggs must be clean and the container must be labeled with the individual's name, address, phone number, the words "UNGRADED EGGS", and kept at 45 degrees or lower temperature. <a href="https://agri.idaho.gov/main/animals/avian-species/eggs/">https://agri.idaho.gov/main/animals/avian-species/eggs/</a>
<b>Weights &amp; Measures</b>	Idaho Code requires any commercially used weighing or measuring device to be tested by ISDA W&M. <a href="https://agri.idaho.gov/main/weights-and-measures/">https://agri.idaho.gov/main/weights-and-measures/</a> <b>Selling by the piece, bunch, bag, or box is recommended.</b>
<b>Meat</b>	Meat vendors must comply with ISDA regulations and have all necessary permits before selling. <a href="https://agri.idaho.gov/main/animals/">https://agri.idaho.gov/main/animals/</a>

## Vendor Resources:

### Idaho Farmers Market Manual – *Establishing a Farmers Market in Idaho* :

<http://www.agri.idaho.gov/AGRI/Categories/Marketing/Documents/EstablishFarmersMarket.pdf>

### North Central Idaho Health Department – Orofino office:

Jacob Wimpenny – Environmental Health Specialist - 105 115<sup>th</sup> St. Orofino, ID 83544 - 208-476-7850 [jwimpenny@phd2.idaho.gov](mailto:jwimpenny@phd2.idaho.gov)

### Idaho State Tax Commission:

Patricia Gilmore - Compliance Officer - 1118 F St./P. O. Box 1014, Lewiston, ID 83501 - 208-750-3924 [patricia.gilmore@tax.idaho.gov](mailto:patricia.gilmore@tax.idaho.gov)

**University of Idaho Extension, Clearwater County:** 2200 Michigan Ave., Orofino, ID 82544 - 208-476-4434

**Idaho Farmers Market Association:** P.O. Box 44222, Boise, ID 83711 [info@IdahoFMA.org](mailto:info@IdahoFMA.org) Website: [www.idahofma.org](http://www.idahofma.org)

**Orofino Farmers Market:** Mailing address: P.O. Box 2042, Orofino, ID 83544 - 737-808-3544 Website: [orofinofarmersmarket.com](http://orofinofarmersmarket.com)

Email: [orofinofarmersmarket@gmail.com](mailto:orofinofarmersmarket@gmail.com) Facebook: Orofino Farmer's Market

### 2020 Orofino Farmers Market Board of Directors:

Grace Kehlet - Market Manager - 208-476-5526 or message 208-816-1644  
Lillie Kleemeyer – Treasurer; Terry White; Carlene Dawson; Angus Hughes