



# CITY OF EAGLE VENDOR



# HANDBOOK



THE CITY OF  
*Eagle*

City of Eagle  
175 E Mission Drive  
Eagle, ID 83616

Eagle  
*Saturday  
Market*

[www.cityofeagle.org/market](http://www.cityofeagle.org/market)  
[www.cityofeagle.org/specialevents](http://www.cityofeagle.org/specialevents)  
208.489.8763  
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# TABLE OF CONTENTS

City of Eagle Overview .....	5
Eagle Saturday Market .....	5
Vending Categories .....	5
Event Schedule and Pricing .....	7
Eagle Saturday Market Fee .....	7
Eagle Saturday Market Jury Schedule .....	7
City of Eagle Events Schedule .....	8
City of Eagle Event Fees .....	8
Table of Policies .....	9
Market Operating Policies .....	10
Vendor Operating Policies .....	11
Policy Violations .....	14
Effective Date and Enforcement .....	15
Appendices	
Appendix I—Eagle Saturday Market Location .....	17
Appendix II—Eagle Saturday Market Vendor Map .....	19
Appendix III—2nd Street Unloading/Loading Map .....	21
Appendix IV—Vendor Parking Map .....	23
Appendix V—Permits, Resources & Contacts .....	25
Appendix VI—Market Notice of Penalty .....	27



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## Overview

The City of Eagle has a long history of providing and encouraging opportunities for the community to come together and support one another. From the annual Eagle Fun Days Wet and Wild Parade, to Gazebo Concerts under the stars, and every Saturday at the Eagle Saturday Market, local businesses connect with the public to build the great community of Eagle. Although the city is growing, the small town feel and friendliness remains.

The Eagle Saturday Market is a handmade community market, managed by the City of Eagle, and was established in 2002. The market is nestled in the heart of downtown Eagle in Heritage Park (see Appendix 1). At the market, one will find an array of arts and crafts along with local produce, herbs, flowers, woodwork, specialty food items and freshly prepared food.

Every Saturday from May through the first weekend in October, the park comes alive with the melodious sounds of local musicians and community members coming together to support local micro-producers.

There are additional events throughout the year in which vendors participate. For more information on the City of Eagle Special Events, see page 8. Cost to participate and locations vary.

## Vending Categories

### Farmers

Vendors who grow or produce fresh fruits, vegetables, herbs, cut flowers, potted plants, dried food products, honey, eggs, dairy products, poultry, and meat. This also includes Vendors who produce the majority of supplies or ingredients for their processed goods and/or foods including fibers, wood products, preserves, jams, jellies, ciders, beer, wine, salsas, cheeses, etc. The significant constituents of the product are grown and processed by the Vendor themselves.

**NOTE—Produce Exception:** Based off the Idaho State Department of Agriculture Idaho Preferred seasonal list of fruits and vegetables, fruits and vegetables may be brought in from out of the area **only if not in season or not available locally in the Treasure Valley and surrounding location.** Produce Vendors must produce eighty percent (80%) of their fruits and vegetables themselves; twenty percent (20%) of the produce sold by a Vendor can be for resale.

### Processed Food Vendors

Vendors whose products contain raw ingredients that were not farmed or produced by the Vendor (i.e. baked goods, etc.). Food products must be made by the seller themselves and adhere to all Idaho public health licenses and permits.

## Prepared Food Vendors

Vendors who prepare foods fresh for immediate consumption and adhere to all Idaho public health licenses and permits.

## Craft and Artisan Vendors

Vendors who handmake all, or predominately all, of the art or craft product. Craft and artisan products include, but are not limited to; candles, ceramics, home décor, jewelry, painting, photography, sculpture, wood works, and embroidery.

## Business/Multi Level Marketing Companies

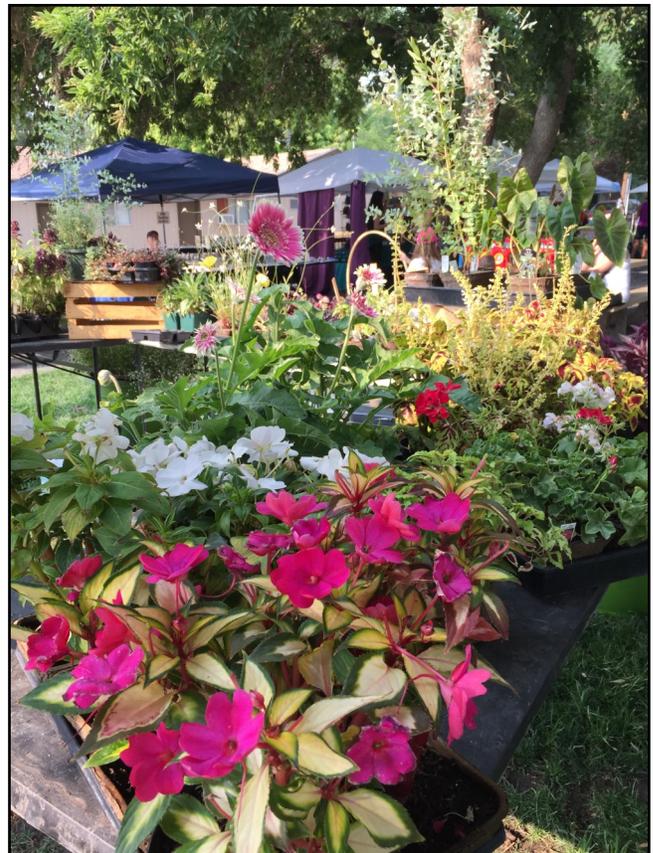
Multi Level Marketing Companies are only permitted at Eagle Fun Days. Only one representative from each type of company will be permitted i.e. only one Vendor space will be given to LulaRoe, one space to Jamberry, etc. Priority will be given in order of applications received. Businesses are permitted to participate at Eagle Fun Days as well as Eagle Country Christmas if a free kids activity/craft is provided. See Page 8 for more info.

## Non-Profits

Non-profits are permitted to participate in the market one Saturday per month (a designated space is reserved for one non-profit one Saturday per month) and at Eagle Country Christmas if a free kids activity/craft is provided. Non-profits will be juried the same as other vendors.



*Zenful Doh at the Eagle Saturday Market.*



*Growing Wild at the Eagle Saturday Market.*



## Eagle Saturday Market

The Eagle Saturday Market is a local, handmade, community market, managed by the City of Eagle. The market is nestled in the heart of downtown Eagle in Heritage Park and South 2nd Street (see Appendix 1).

The market strives to provide an opportunity and sense of community that is beneficial to the public as well as the Vendor.

There are additional events throughout the year in which vendors may participate. For more information on the City of Eagle Special Events, see page 8.

### Eagle Saturday Market:

May 2—October 3, 2020 from 9:00 AM—2:00 PM in Heritage Park

\*No Market on Saturday, July 4 for the holiday and no market on Saturday, July 11 for Eagle Fun Days (separate application required)

Vendors: Farmers, processed food, prepared food, craft and artisan vendors, and non-profits (1x/month)

\*All items/products must be handmade or grown by the seller

Cost: \$15/market, first time at the Eagle Saturday Market is FREE, free for non-profits

### Jury Schedule:

1st Review—Week of March 16, 2020

2nd Review—Week of June 1, 2020

3rd Review—Week of August 10, 2020

All applications that are received by the dates listed above will be considered for approval. If you are not approved during the first review, that does not exclude your application from the second or third review. Applications will remain under pending status until approved or the season ends. If a Vendor has a unique and one of a kind product or service, exceptions will be made for a quick approval to add variety and value to the market.



## City of Eagle Events

The City of Eagle Special Events are exciting and unique. Special events offer vending opportunities for a wide variety of businesses. These events have limited space available and will go through a jury process.

### Eagle Fun Days:

July 11, 2020 from 11:00 AM—10:00 PM in Downtown Eagle

Vendors: Processed/prepared food, craft and artisan, business/MLMs, non-profits

Cost: \$55-75

### Gazebo Concert Series:

June 11 & 25, July 23, Aug 5 & 20 & Sept 10, 2020 from 6:30—9:00 PM in Heritage Park

Vendors: Processed and prepared foods only

Cost: \$15/concert

### Yappy Hour:

April 21 and June 2 from 5:00—7:00 PM in Merrill Park, September 8 from 5:00—7:00 PM in Guerber Park, and October 27, 2020 from 3:00—5:00 PM in Merrill Park

Vendors: Processed and prepared foods, handmade artisans, businesses and non-profits relating to dogs

Cost: FREE

### Harvest Festival:

October 10, 2020 from 9:00 AM—2:00 PM in Heritage Park

Vendors: Farmers, processed food, prepared food, craft and artisan

\*All produce and products must be handmade or grown by the seller

Cost: \$35

### Eagle Country Christmas:

December 5, 2020 from 1:00—6:00 PM in Downtown Eagle

Vendors: Processed food, prepared food, craft and artisan, business, and non-profits

\*All items/products must be handmade by the seller

Cost: \$35, Kids Activity Tent; \$20 for businesses and FREE for non-profits providing a holiday themed kids craft or activity

## Table of Policies

Market Policies shall apply to the City of Eagle Special Events, the Eagle Saturday Market and its Vendors. These Policies have been developed by the Eagle Saturday Market Advisory Committee, with City Staff and community input and have been reviewed and approved by the Eagle City Council.

## Table of Policies

Market Operating Policies .....	10
1. City of Eagle Role .....	10
2. Vendor Production Rule .....	10
3. Percentage of Vendors .....	10
4. Becoming a Market Vendor .....	10
5. Jurying Criteria .....	10
6. Refunds .....	10
7. Booth Space Allocation .....	11
8. Weights .....	11
Vendor Operating Policies .....	11
1. Market Vendor Requirements .....	11
2. Sale and Distribution of Non-Approved Items .....	11
3. Cleanliness and Waste Management .....	11
4. Power and Generators .....	11
5. Decorum / Etiquette .....	11
6. Market Promotion .....	11
7. Pricing .....	12
8. Sales Reporting .....	12
9. Idaho State Sales Tax Reporting .....	12
10. Permits and Licenses .....	12
11. Vendor Meeting .....	12
12. Non-Attendance .....	12
13. Setup .....	13
14. Tear-Down .....	13
Policy Violations .....	14
Effective Date and Enforcement .....	14

# Market and Vendor Policies

## Market Operating Policies

1. **City of Eagle Role.** The City of Eagle sets fees and determines Market policy, which is subject to change at the discretion of the City. The City has the ultimate authority to assign vending space, settle disputes, and disqualify Vendors for violations of the Market policy. The City reserves the right to cancel the privileges of any Vendor who, upon completion of the appeal procedure to the City, has violated the rules governing the Market.
2. **Vendor Production Rule.** The Vendor is a person, immediate family member, or employee of a Vendor who regularly and directly works in all stages of the cultivation, production, and/or harvest of permitted goods sold and understands all Market and Vendor policies. An immediate family member is a parent, child, spouse, or domestic partner of a producer. Individuals who are included in your application may sell at the Market. A Vendor may only sell goods produced by him/her, his/her immediate family, or his/her employer.

If City Staff has reason to believe that a Vendor did not produce the goods he/she is selling at the Market, the City reserves the right to conduct an inspection at the Vendor's property.

3. **Percentage of Vendors.** It is the intent of the Market to have approximately fifty percent (50%) of vendors be craft or artisan vendors, while the remaining fifty percent (50%) be food related vendors.
4. **Becoming a Market Vendor.** Vending at the Eagle Saturday Market and/or City of Eagle Special Events requires an approved application. Returning Vendors are also required to submit a new application annually. Applications are online and can be found at [www.cityofeagle.org/market](http://www.cityofeagle.org/market) or [www.cityofeagle.org/specialevents](http://www.cityofeagle.org/specialevents).
5. **Jurying Criteria.** Vendors will be juried based on five main criteria: Returning vendors must be in good standing (i.e. payments submitted on time, timely notification of cancellation, followed protocol for set up/tear down, reported sales total weekly...), preference given to local vendors (Eagle, Treasure Valley, Idaho), uniqueness and quality of vendor product, and a completed application.
6. **Refunds.** Payment is due on a specified and communicated date dependent on the event. No late payments will be accepted. Refunds are issued on a case by case basis. For the Eagle Saturday Market, paid Vendors who notify City Staff no later than noon the Thursday before a Market date may request the fee be applied to the next date Vendor attends the Market, or may request a refund of the fee. All refunds must be requested before the end of the City's fiscal year that runs from October 1st–September 30th. Any refunds requested after fifteen (15) days of the end of the fiscal year will not be processed. For Special Events, refunds will be given if Vendor requests

refund in writing at least ten (10) days prior to event.

7. **Booth Space Allocation.** The allocation of booth space is determined by City Staff. Vendor preferences will be considered, but not guaranteed. The City provides ten (10) feet by ten (10) feet spaces, and all products must be kept within this space, with the exception of one (1) foot in front of tent for displayed signs. Sidewalks behind Vendor booths must be kept clear. Vendors must supply all their own items including straight legged canopies, tents, weather protection devices, heaters and generators, all of which must be anchored at each ground contact point to keep items on the ground.
8. **Weights.** Weights are required on all canopies or tents equaling one-hundred (100) pounds total. There should be approximately twenty-five (25) pounds per tent leg. Vendors are solely responsible for damages or personal injury resulting from the use of a tent and weights.

### Vendor Operating Policies

1. **Market Vendor Requirements.** Vending at the Eagle Saturday Market and/or City of Eagle Special Events requires an approved Vendor Application. An approval of one event does not confirm the approval of another event (i.e. Approval of the Eagle Saturday Market does not automatically grant an approval for Harvest Festival).
2. **Sale and Distribution of Non-Approved Items.** The sale of non-approved items (such as a prepared food not included in original application) is prohibited. City Staff has the authority to stop the sale of any non-approved item(s). If a Vendor would like to add an item(s) to their original application, please contact City Staff for approval.
3. **Cleanliness and Waste Management.** All Vendors must minimize waste. Vendors are responsible for the set-up, clean-up and safe operation of their booth space. State and local health and safety requirements, particularly those in the food area, will be enforced by City Staff and/or Central District Health Department. The Vendor is solely responsible for damages resulting from the sale of unsafe or unsound goods. Vendors that accumulate less than one grocery sized bag of trash may place it in the receptacle behind the park bathroom. The waste receptacles in the Market are for Market customers and should not be used by Vendors at the end of the day. Vendors accumulating more than one grocery sized bag of trash will need to take the trash with them at the close of the Market. Vendors are not allowed to keep animals/pets with them in their booth space unless it is a service animal.
4. **Power and Generators.** In an effort to minimize noise and exhaust pollution, generators are required to be less than 75 decibels. Power will not be provided to Vendors unless previously arranged by Vendor and City Staff.
5. **Decorum / Etiquette.** The City requires and expects considerate, polite, common sense and friendly cooperation among all Vendors and towards other Vendors, participants, and patrons. Vendors shall respect the authority of the City Staff and the

decisions they make for the betterment of the Market/special event.

6. **Market Promotion.** All Vendors give permission to the City to use photographs and other images of Vendors for promotional purposes without compensation.
7. **Pricing.** Vendors are required to display legible price markers for all goods offered for sale. If selling goods by weight, the Vendor shall supply a legal produce scale that is subject to periodic inspection by City Staff.
8. **Sales Reporting.** All Vendors are required to report their sales total immediately following the event in which they participated. One week will be given to Vendors to submit sales totals. Sales reports are confidential and not linked to specific vendors, instead used to determine how the event did as a whole.
9. **Idaho State Sales Tax Reporting.** Vendors must complete an Idaho Sales Tax Form ST-124 as required by the Idaho State Tax Commission. The City will provide a temporary sales tax link for each event for those vendors using a temporary ID. The State Tax Commission reserves the right to perform unscheduled inspections for tax compliance throughout the year. All Vendors are required by law to have a copy of Form ST-124 in the booth space at all times.
10. **Permits and Licenses.** All applicable permits are required and must be visibly posted during the Market/special event. All permits, resources and contacts can be found in Appendix V.
  - a. Food Vendors are responsible for meeting all health requirements and obtaining the permits, licenses, and liability insurance applicable to their products. Vendors who sell any type of food item for human consumption (including fresh, whole fruits or vegetables) need to fill out an application for a temporary food establishment with Central District Health. Additional permits are necessary if selling any type of prepared food or drink.
  - b. Vendors who are using a weight or measuring instrument for commercial purposes must register the device with the Idaho State Department of Agriculture annually. This includes scales to measure produce.
  - c. Vendors selling fresh cut flowers or live plants may need a Nursery License and must contact the Idaho State Department of Agriculture.
11. **Vendor Open House.** Vendors are encouraged to attend the Vendor Open House prior to the start of the Eagle Saturday Market. This meeting is a part of the Market Academy Program and is scheduled for March 9th at the Eagle Landing Community Center. Please check online for up to date info at [www.cityofeagle.org/market](http://www.cityofeagle.org/market).
12. **Non-Attendance.** Vendors are required to give City Staff forty-eight (48) hours notice of non-attendance for the Eagle Saturday Market to transfer payment of a paid Market date. For Special Events, Vendors are required to give City Staff ten (10) days notice of non-attendance for a refund of payment. Cancellations past the specified timeframe

will result in a forfeit of fees.

13. **Setup.** For the Eagle Saturday Market, Vendors will utilize the Heritage Park parking lot, the alley behind Heritage Park, State Street, and South 2nd Street to pull near their space, unload their items, and exit the Market area. For Vendors located on South 2nd Street, see Appendix III. Vendor parking is located at Creekside Baptist Church, Eagle City Hall, or behind Albertson's on 2nd Street (see Appendix IV). Vendors will then return to their space and setup their items. Vendors must be in their assigned space and unloaded by 8:30 AM on Market day. All vehicles must be out of the Market area by 8:30 AM. Vendors must be setup and ready to open at 9:00 AM for the opening of the Market. For Special Events, instructions will be given to participating Vendors on where to park, unload and the setup time frame.
14. **Tear –Down.** For the Eagle Saturday Market, Vendors must begin disassembling their booth at the close of the Market at 2:00 PM and pack up all items prior to retrieving their vehicle. This will allow shoppers to vacate the Market safely. Vehicles can return to the Market area after 2:30 PM. Vendors located on South 2nd Street will again enter from State Street, load up their items, and exit the Vendor area South to continue on 2nd Street or through the alley. For Special Events, instructions will be given to participating Vendors on loading and the tear-down time frame.

By submitting a Vendor application to the City of Eagle, participants declare they have read the Market and Vendor Operating Policies in its entirety and agree to abide by its terms and conditions.

## Policy Violations

The purpose of penalties imposed upon those who do not conform to Market Policies is to encourage communication between Market Vendor(s) and Market Staff to correct the action so that the Market Vendor, where possible, can continue to sell goods within the Market. Penalties are cumulative whether the same policy has been violated multiple times or multiple policies violated multiple times. Nothing related to the Market penalties shall affect, in any way, other laws and/or regulations with which Market Vendors must comply (i.e. health, tax, police, fire, etc.). Upon receipt of any penalty, the Market Vendor is welcome and encouraged to communicate with the Market Manager to discuss the penalty and how to correct it for the future.

A written explanation of policy violations of a Market Vendor will be given to the Vendor by City Staff within a reasonable timeframe of the action or report of the action (see Appendix VI). Upon receipt of the written explanation, the Market Vendor will be provided an opportunity to be heard by Market Staff orally or in writing before any decisions are made about continued participation in the Market.

## Consequences of a Penalty

First Penalty—A verbal and written warning shall be given to the Market Vendor. City Staff will be available to discuss the penalty if need be.

Second Penalty— A verbal and written warning will be given to the Market Vendor and the Market Vendor is required to meet or review the penalty with City Staff to discuss a change in behavior to avoid further violations.

Third Penalty—Prohibition from participating in the Market for the remainder of the Market and/or Special Event season. The Market Vendor must discuss actions and correction plan with City Staff for approval to return in a future season.

## Appeals Process

If a Vendor has been found in violation of the Market Policies by City Staff, said Vendor may appeal the Staff Member's decision to the City of Eagle Parks and Recreation Director in writing and within ten (10) calendar days or the appeal is waived. The Vendor can appeal by filing a written contest containing a detailed statement of the alleged violation and a detailed reasoned statement as to why the subject of the violation did not violate the Market Policies. The Vendor can only appeal the alleged violation one (1) time, and the decision rendered by the Director shall be final.

## Effective Date and Enforcement

These policies shall be effective upon approval by the Eagle City Council.

The City of Eagle—Eagle Saturday Market and Special Event Policies will be enforced by on-site City Staff and/or in consultation with the City of Eagle Parks and Recreation Director, depending on circumstances. Market Vendors are expected to be selling their own wares (produce and products) and to be in attendance when expected, with the exception of emergency situations. All Market Vendors agree to abide by Market Policies upon submitting the Vendor Application form. All Market Vendors will be evaluated for compliance with Market Policies. Failure of Vendors to follow the operating Policies will result in actions set out on Page 14.

Due to the location of the Market being on public right-of-way or City controlled property, the City reserves the right to regulate activities which occur within such public property.

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## APPENDIX—I

### EAGLE SATURDAY MARKET LOCATION

Heritage Park and South 2nd Street  
185 E State Street Eagle, ID 83616



The Eagle Saturday Market resides in Heritage Park and includes a portion of the parking lot to the west and South 2nd Street from State Street to the alley. Due to the nature of the park, Vendor booth spaces vary slightly. Some booths include a flat bench, a high backed bench, or a small section of a flower bed. For specifics, please see Appendix II.

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## APPENDIX—II

### EAGLE SATURDAY MARKET VENDOR MAP



Booths 1-24: Parking lot booths (#3 & 10 require one tent leg in a flower bed)

Booth 24: Home to a Snow Cone Shack Memorial Day—Labor Day

Booths 25-38: Grass booths (#35-38 back tent legs in front of a flower bed)

Booths 40-60: Various park booths (#43, 48, 49, 50, 57 & 58 include a flat bench, #54 & 55 include a high backed bench)

Booths 61-77: South 2nd Street booths (back of booth along sidewalk, gap required between #63 & 64)

Booths 78 & 79: Food truck booths along State Street (windows open towards park)

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APPENDIX—III  
SOUTH 2ND STREET UNLOADING/LOADING MAP

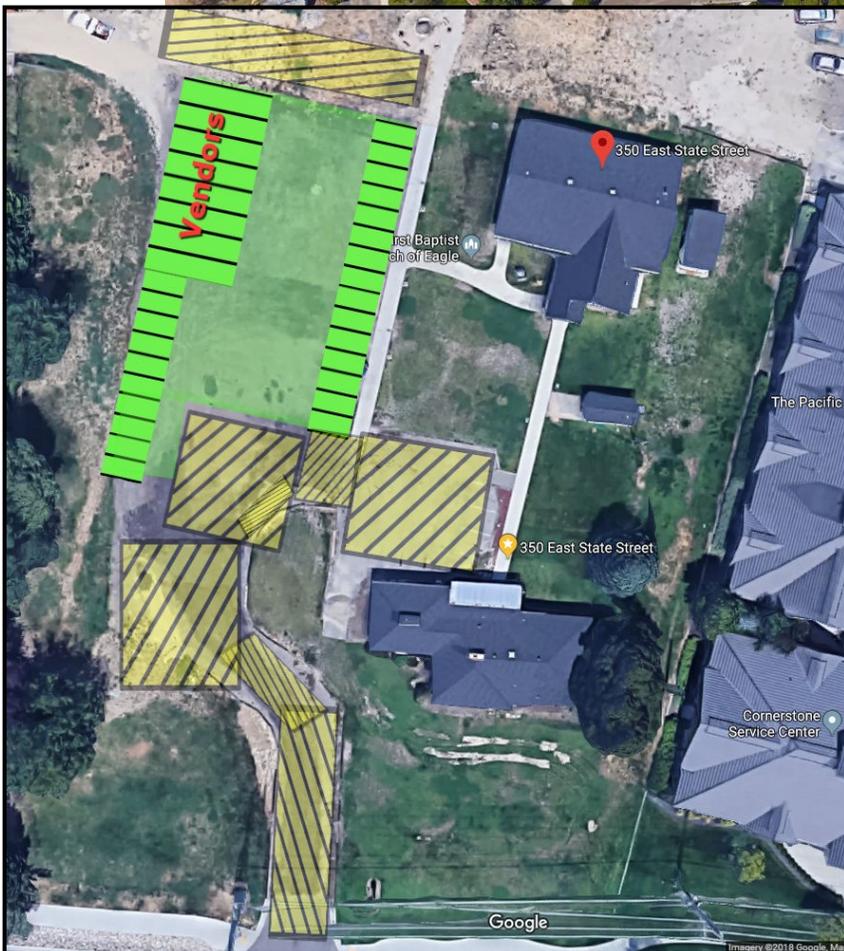


Vendors on South 2nd Street will enter from State Street, unload at the assigned booth space, and proceed to exit the Vendor area by way of South 2nd Street or the alley behind the park. Vendors are then encouraged to park their vehicles in the designated Vendor parking lots, see Appendix IV. Only Vendors located on South 2nd Street may drive through Vendor area. Tear-down will be the same process and Vendors will enter from State Street and exit towards South 2nd Street or the alley.

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# APPENDIX—IV

## VENDOR PARKING MAP



Vendors are allowed to park in the yellow sections in the map above and in the green sections in the map to the left. Please abide by all public parking laws.

These sections include Creekside Baptist Church at 350 East State Street (which is enlarged on the left), South 2nd Street behind Albertson's, City of Eagle—Eagle Landing Community Center (175 E Mission Dr), Eagle Elementary School of the Arts, and Eagle City Hall.

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## APPENDIX—V

### PERMITS, RESOURCES & CONTACTS

#### City of Eagle—Eagle Saturday Market

175 E Mission Drive  
Eagle, ID 83616  
P 208-489-8763  
C 208-860-5029  
F 208-489-8767

[eaglemarket@cityofeagle.org](mailto:eaglemarket@cityofeagle.org)  
[www.cityofeagle.org/market](http://www.cityofeagle.org/market)

#### City of Eagle Clerk's Office

660 E Civic Lane  
Eagle, ID 83616  
P 208-939-6813  
F 208-939-6827

[eaglecity@cityofeagle.org](mailto:eaglecity@cityofeagle.org)  
[www.cityofeagle.org](http://www.cityofeagle.org)

#### State of Idaho—Dept of Agriculture Idaho Preferred

Plants, fresh produce, eggs, dairy, weights  
and measurements, etc.

2270 Old Penitentiary Road  
Boise, ID 83712  
PO Box 7249  
Boise, ID 83707  
P 208-332-8500

<https://agri.idaho.gov/main/>

#### City of Eagle Parks and Recreation

175 E Mission Drive  
Eagle, ID 83616  
P 208-489-8763  
F 208-489-8767

[parks@cityofeagle.org](mailto:parks@cityofeagle.org)  
[www.cityofeagle.org](http://www.cityofeagle.org)

#### Central District Health Department

707 N Armstrong Pl  
Boise, ID 83704-0825  
P 208-375-5211

[www.cdhd.idaho.gov/](http://www.cdhd.idaho.gov/)

#### Idaho State Tax Commission

PO Box 36  
Boise, ID 83722-0410  
P 208-334-7660  
P 800-972-7660

<http://tax.idaho.gov/>

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APPENDIX—IV

CITY OF EAGLE NOTICE OF PENALTY

City of Eagle, Idaho  
Eagle Saturday Market  
Notice of Penalty

1st Penalty    2nd Penalty    3rd Penalty   Date of Penalty: \_\_\_\_\_

Vendor: \_\_\_\_\_ Date of Notice to Vendor: \_\_\_\_\_

Explanation of Infraction (reference to specific Market Policy):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAMPLE

Vendor's response/explanation (optional): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use Reverse or Other Paper if Necessary