

South Meridian Market at Pinnacle Vendor Guidelines 2024

1375 E. Phenomenal Street | Meridian, ID 83642

Introduction

Welcome to South Meridian Market at Pinnacle located at 1375 E. Phenomenal St. Meridian, Idaho, 83642. The South Meridian Market upholds the age-old tradition of the consumer meeting the producer in a vibrant marketplace where community residents can purchase healthy foods and handcrafted items.

At the South Meridian Market, we celebrate community by connecting residents with local small businesses, farms, and entrepreneurs. In the heart of Pinnacle, residents will be able to discover products that have been crafted, developed, or raised by people in the community while also enjoying a vibrant atmosphere with live music and entertainment. We aim to be more than just another market; we are creating Great Places where connections are made.

PLEASE READ THROUGH GUIDELINES BEFORE APPLYING.

Once your application and market dates are approved and paid for - **no refunds** will be given for withdrawal due to changes in schedule, insurance coverage, etc.

Growing Food • Growing Farms • Growing Community

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Guideline Highlights

This is a quick reference to the most important guidelines of the South Meridian Market at Pinnacle. All vendors are required to know and follow all of the guidelines.

- 1) South Meridian Market at Pinnacle is a producer-only market. The vendor booth occupant must be the person/family/employee who is directly involved in the growing or making of products sold. **Re-selling products produced by others is prohibited.** *Product Guidelines #1, pg.11.*
- 2) Fee structure, payment schedule, and penalties. *Fees, pg.4.*
 - a. The yearly registration fee is \$50 and is an automatic withdrawal from credit/debit card on file on your application.
 - b. Vendors pay an additional \$50/per market day you register for.
 - c. If payment using card on file is not authorized (card denied or invalid) and a reminder has to be issued, **the late fee is \$25 in addition to the appropriate booth fee.** No grace period will be given. No stall assignments will be given until both fees have been paid.
- 3) New Products must be approved by Market Management before being sold at the market. *Product Guidelines #3, pg.11.*
- 4) If a vendor cannot attend a planned market day they must notify Market Management by 10 a.m. on the Monday before the market. No refunds will be given for cancellations or no shows (extenuating circumstances may be discussed with Market Management). *Vendor Booth Spaces #6, pg.5.*
- 5) Traffic-Flow, Unloading, and Loading. *Market Traffic & Parking Rules pg.7, Start of Market Days pg.7, End of Market Days, pg.7.*
 - a. All vehicles must enter the area as directed and follow all unloading and loading rules.
 - b. Vendors' vehicles must be unloaded and removed from the lot **BEFORE** beginning stall set-up. **Failure to do so will result in a \$50 fine.**
 - c. Vehicle unloading will be permitted between 3:00 and 4:00 p.m. Any vendor arriving after 4:15 p.m. must carry all goods and products into the market area.
 - d. Vendors must have booths disassembled and product and equipment ready to load **PRIOR** to bringing their vehicles into the market area.
 - e. Vehicles are not allowed to enter the lot before 8:00 p.m.

These guidelines are intended to help familiarize vendors with the Market and its daily operations. Questions or issues that are not addressed in these pages will be considered on a case-by-case basis.

We look forward to having you join us at South Meridian Market at Pinnacle!

Days and Hours of the Regular Season Market

Location: 1375 E Phenomenal Street, Meridian, ID 83642
(Cross Streets of Locust Grove & Lake Hazel)

Dates: April 10, 2024 to October 9, 2024
(Second Wednesday of the Month)

Time: 5:00 PM to 8:00 PM

Weather: Market will continue rain or shine.
(Times may change based on severe weather (Rain/thunder/extreme heat) at discretion of Market Manager.)

Booth Fees

- 1) Agricultural and Specialty Product Vendors
 - a. The yearly registration fee is \$50 and is an automatic withdrawal from credit/debit card on file on your application.
 - b. Vendors pay an additional \$50/per market day you register for.
 - c. If payment using card on file is not authorized (card denied or invalid) and a reminder has to be issued, the late fee is \$25 in addition to the appropriate booth fee. No grace period will be given. No stall assignments will be given until both fees have been paid.
- 2) Food Trucks
 - a. A \$100 fee will be charged to be at the Market on the scheduled date. That fee will be returned when the vendor shows up on that date, or rolled over to future dates.
- 3) Community Groups (Non-Profit Groups)
 - a. Community groups at the Market will be charged a \$50 fee. That fee will be returned when the vendor shows up on that date, or rolled over to future dates. Community groups must be related to our mission in South Meridian in order to participate and are only allowed to participate in the Market up to three times each year. Community groups may sell products at the Market. Items for sale (no reselling items) are to be cleared with Market Management prior to applying to the Market.

Vendor Booth Spaces

- 1) Market Management will determine booth space locations and number based on availability. Every effort will be made to keep vendors in their desired spot if they attend the Market regularly. The Market does not grant or guarantee product/item exclusivity to any vendor. Consideration is given to keep similar vendors spaced away from each other.
- 2) Canopies can be any color, but must be in good condition.
- 3) Booth spaces are non-transferrable and may not be sub-let.
- 4) Booth spaces will be issued in increments of approximately 10' x 10' with some space between booths to allow guests to access vendor displays. Market Management may ask vendors to expand their display area as deemed appropriate to improve the appearance of the Market.
- 5) Vendors may not use more than 2 feet outside of their booth space for display. Vendors with displays and/or tables exceeding this space in any direction will be required to pay a ½ booth space fee of \$25 per Market day.
- 6) If a vendor will be absent from a market that they have been scheduled and paid for, notification must be given to Market Management by 10:00 AM on the Monday before the market to allow for reassignment of the space. [No refunds will be issued for a paid weekly booth fee. No shows the day of the Market will not receive a refund.](#)
- 7) Pre-paid booth fees will only be eligible for credit upon approval of Market Management for cases of emergency, crop or product failure, or other extenuating circumstances.

Market Appearance

- 1) Vendors are responsible for keeping their booth spaces clean and attractive during Market hours.
- 2) Product or empty boxes may not be stored on benches, sidewalks, or the pedestrian area. All walkways and benches are public spaces and must be kept clear.
- 3) Vendor tents must be 10' x 10'. Exceptions are at the discretion of Market Management.
- 4) At the end of the Market day vendors are responsible for cleaning their booth space and removing their own refuse, boxes, signs, and unsold product. All vendors must bring a broom and trash receptacle to aid in clean-up of their booth space. [Please do not use the Market trash cans for trash from your booth. There are dumpsters that will be provided on site for you to dispose of your trash. Use of these trash cans for large items/amounts of trash by vendors will result in a fine of \\$25 charged to the card on file.](#)

Signs

- 1) All vendors must have signage at their booth identifying themselves or their business. All signage and product sampling must be contained within the vendor's booth space.
- 2) Signage must not obstruct the view of interfere with neighboring vendor spaces or walkways.

Safety and Emergencies

Customer and vendor safety are of the utmost importance. The following safety measures must be followed for booth setup and teardown.

- 1) All signage and display material must be appropriately secured.
- 2) Vendor displays must not endanger or obstruct customers, other vendors, or the flow of the Market traffic.
- 3) All booths must be anchored so the tent will not blow away or cause a hazard during a weather or wind event at the Market. [A minimum of 20# weights per leg of tent/canopy are required for all vendors.](#)
- 4) All vendors using flame to cook food, or as a heater, must always have a fully charged fire extinguisher in their booth.
- 5) Common sense and courtesy must always be observed.
- 6) Be especially aware of:
 - a. Vehicle loading and unloading.
 - b. Correct practices for parking while unloading.
 - c. Vehicle movement throughout the Market during setup and teardown times.
- 7) Incidents resulting in personal or property damage will be the sole responsibility of the offending vendors. The Market is not responsible for damages due to vendor negligence, weather, or customers. Any incident involving personal injury or property damage must be reported to Market Management immediately.
- 8) In case of emergencies at the Market call 911 and notify the Market Manager or other Market staff immediately.

Market Traffic and Parking Rules

1) Parking

- a. Vendors are to park all vehicles (including trailers) in the East Lot facing South Locust Grove Road. There is NO PARKING in the interior parking spaces or in the South Lot. Please refer to the parking map for overflow parking.
- b. There will be no charge for parking at this time.

2) Vendor Loading and Unloading

- a. It is essential that extreme caution is exercised in the Market area due to the high amount of pedestrian traffic and vehicle traffic on surrounding streets.
- b. The speed limit in the Market is 5 mph.
- c. Do not block residential driveways, public roads, or parking lot entrances before, during, or after the Market.

3) Start of Market Days

- a. All vehicles must enter and exit as directed and follow all unloading and loading procedures. Traffic will flow one way from South to North from S Aspiration Avenue to E Phenomenal Street.
- b. Vehicle unloading will be permitted between 3:00 PM and 4:00 PM
- c. Vendors' vehicles must be unloaded and removed from the Market area prior to any booth setup. [There will be a \\$50 fine if this is not followed – assessed to the card on file.](#)
- d. Any Vendor arriving after 4:00 PM may not drive their vehicle into the Market area to unload. You will be required to find a parking space and transfer product to your booth space for set up. [You will also be charged a late fee of \\$15 for arrival after 4:00 PM – assessed to the card on file.](#)
- e. Vendors with trailers must unload before 3:30 PM or at the discretion of Market Management.

4) End of Market Days

- a. No vehicles will be allowed into the Market area before 8:00 PM or at the discretion of Market Management. If Market entrance access is unavailable, continue circling the block until it opens. Do not block traffic or enter the lot without permission.
- b. Vendors must have booths disassembled and product and equipment ready to load prior to bringing their vehicles into the Market area.
- c. [Any vendor tearing down their booth before 8:00 PM will be charged a \\$100 fee for early takedown – assessed to the card on file.](#)
- d. If a vendor sells out of product, they can put up a “sold out” sign and leave their booth if desired, but cannot take down their booth until 8:00 PM.

Market Rules Violations

The Market Management has the ultimate on-site authority and will enforce all rules of the Market. If a vendor fails to comply with these rules or any pertinent supplemental guidelines, Market Management will address the issue with the vendor and determine the course of action to resolve the issue and prevent reoccurrence.

Penalties are applied and enforced by Market Management and may include a verbal warning, written warning, additional fees, suspension, or expulsion from the Market.

Any problems or disputes should be reported to the Market Management by providing a written statement of the issue.

Vendors have the right to one appeal to the Market Management. Market Management has the final say in all penalty decisions.

General Market Rules

- 1) All vendors must comply with all applicable City, State, and Federal Laws.
- 2) No pets of vendors are allowed at the Market, with an exception for properly documented service animals, who must remain in your booth or with you on a leash at all times.
- 3) No smoking is allowed within the Market area.
- 4) No amplified music or other sound is allowed within the Market area other than what is provided by the Market during Market hours.
- 5) No alcoholic beverages are allowed at the Market, except for beverages provided by wine, beer, or cider vendors for sampling.
- 6) Vendors may not discriminate on the basis of race, color, creed, sex, religion, physical ability, sexual orientation, gender identity, age, or nationality.
- 7) Children of vendors must be closely supervised. The Market is not responsible for their safety.

Vendor Responsibility

- 1) All vendors are required to know and follow the rules covered in this document and any pertinent supplemental vendor guidelines distributed by Market Management.
- 2) At least one producer, owner, a member of their family, or employees who are directly involved in the production of the products available at the Market are required to attend their booth for the entire Market day. Exceptions must be approved by Market Management by 10:00 AM on the Monday before the Market day.
- 3) Vendors are responsible for obtaining all permits, licenses, and/or inspections applicable to their product and business (i.e. Health Dept, USDA, State Tax, IRS, etc.).
- 4) Appropriate permits and/or licenses must be posted each Market day, and copies must be uploaded to your account on MarketSpread.
 - a. Vendor's State Tax ID must be downloaded to the MarketSpread website (www.marketspread.com). Per Idaho State Law, all vendors must fill out form ST-12. Failure to do so could result in suspension from the Market until the completed form is received.
- 5) All vendors must maintain a commercial general liability insurance policy with bodily injury and property damage combined single limits of \$1,000,000 per occurrence and provide Market Management with a certificate of insurance listing Brighton Development, Inc. and Smith Brighton Inc., as additional named insureds, along with a copy of their business insurance verification through MarketSpread with their application annually. Fees are reasonable on the two sites listed.
 - a. Two companies that are easy to work with and reasonably priced are: www.eventhelper.com or www.artinsurance.com. The Market runs for 7 weeks.
- 6) Vendors requiring scales must use scales certified for sales.
- 7) Vendors coming to the Market with children must be considerate of their neighboring vendors and customers.
- 8) Vendor behavior must remain professional and courteous at all times. This means no cursing, derogatory language, or discussing topics that may make others uncomfortable.
- 9) Generators are allowed on a limited basis. All generators must be quiet enough to prevent disruption of normal Market activities. Whether or not a generator is too loud is determined by Market Management.
- 10) The reselling of products at the Market is prohibited unless specifically permitted by Market Management and will not be tolerated. Any vendor reselling products without permission will be removed from the Market for the remainder of the season. Any suspicion of unpermitted reselling should be brought to the attention of the Market Management immediately.

Market Responsibilities

The South Meridian Market at Pinnacle is committed to creating a diverse marketplace of the highest quality. In order to support our vendors in this effort, the South Meridian Market at Pinnacle and Market Management will provide the following:

- 1) Special Event Permit and/or lease contracts for the Market season.
- 2) Limited electricity, if available; advanced arrangements must be made with Market Management.
- 3) Trash receptacles.
- 4) Facilitation of any special site requirements or street closures for the Market.
- 5) Advertising and promotional support throughout the Market season.
- 6) General liability insurance to cover the overall Market. This insurance does not cover vendor product, equipment or liability.
- 7) Facilitation of vendor submission of ST-124 and other forms required by the Idaho State Tax Commission.
- 8) Market Management will provide information by using the website (www.pinnaclemeridian.com), email (southmeridianmarket@brightoncorp.com) and social media (South Meridian Market at Pinnacle).
- 9) The Market does not discriminate on basis of race, color, creed, sex, religion, physical ability, sexual orientation, gender identity, age, political affiliation, or nationality.

Gross Sales Reporting

The South Meridian Market at Pinnacle collects gross sales data and shopper counts from the vendors to better understand our economic impact. Groups that use the information gathered by South Meridian Market at Pinnacle include city, state and federal agencies, and our insurance provider. We recognize the sensitivity around gross sales reporting by vendors. In order to maintain vendor confidentiality, we follow these procedures:

- 1) Vendors are required to submit completed gross sales forms for each Market day attended. **Sales not reported on a timely basis will cause vendor to forfeit a Market date until reports are brought current.**
- 2) You will receive a text/email from MarketSpread at the end of each Market day to provide your numbers. Numbers are due 24 hours after your Market day.
- 3) Any published statistics are given in totals only and vendor names are never mentioned.

Product Guidelines

- 1) All products must be grown, raised, produced, caught, gathered, designed, or made by the person selling at the Market.
- 2) Vendors are required to submit a complete list with photos, if appropriate, of all products they wish to sell at the Market with their application.
- 3) New products, or additional products from existing vendors will be allowed for sale at the Market only upon the approval from Market Management. A written description of any new product must be submitted to Market Management one week in advance for approval. Submitting this description does not guarantee that the product will be accepted. Market Management will grant or deny approval within two working days of submission.
- 4) Admission of any product will be based on the present competitive availability of that product as determined by Market Management.
- 5) The use of locally-grown ingredients is encouraged. Vendors are urged to provide appropriate signage to advertise their use of these ingredients.

Vendor Promotional Product Guidelines

- 1) All promotional products must be approved by the Market in accordance with normal product approval protocol.
- 2) Promotional products must only promote the vendor's business or promote the South Meridian Market at Pinnacle.
- 3) Displays of these products must not dominate the vendor's booth and Market Management may direct vendors to change their promotional product display to fit the desired Market appearance.

Performing Artists

South Meridian Market at Pinnacle may maintain locations within the Market where performing artists can entertain shoppers in a fashion consistent with and complementary to the needs of the Market's commercial business activities

- 1) No devices for the electronic amplification of any sound are allowed without express permission of Market Management. The volume of music or performance must not interfere with verbal communication of the nearest place(s) of business and may be controlled by Market Management.
- 2) Market Management may suspend or revoke any performance permit secured by fraud, concealment, or misrepresentation of fact. If, in the estimation of the Market Management, a performance violates the Market rules and regulations or constitutes a hazard to public safety, a performer may be required to end a performance at any time.
- 3) Donations to performers may be accepted passively in an instrument case or other receptacle provided for that purpose by the performer. The receptacle may include a written sign, which informs the public that donations are sought. No performer shall actively solicit donations by word of mouth, gesture, mechanical devices, or second parties, but are allowed to sell CD's, t-shirts, and other merchandise.
- 4) Prospective performers may contact Market Management if they want to perform at the Market.

Vendor Categories and Products

- 1) Agricultural Vendors
 - a. Agricultural Vendors are Market vendors that sell mostly raw or modified agricultural products that they grow from seed or breeding stock like fresh fruits, vegetables or plants, or fresh or frozen meat.
 - b. Agricultural Vendors may sell specialty products, both food and non-food if the product is from raw ingredients grown from their farm.
 - c. All Agricultural Vendors must raise 100% of the agricultural products, available at their booth on the Market day, on land they own or lease.
 - d. Agricultural Vendors must provide information to the Market, when requested by Market Management, pertaining to their farm's production capabilities.
- 2) Agricultural Product Guidelines
 - a. Agricultural products at the Market include fruits, vegetables, flowers, bedding plants, beef, poultry, fish, eggs, milk, cheese, and bee products.
 - b. Bedding and landscape plants and flowers must be either propagated by the vendor from seed, cuttings, bulbs, or plant divisions or have been substantially increased in value under the vendor's care.
 - c. Meat, egg, and milk vendors must meet the current requirements of the USDA and the ISDA and only sell their products in approved packaging.
 - d. Containers holding farm products that are typically eaten raw, like leafy greens, must never be set directly on the ground unless the container has no holes to admit dirt and contaminants.
- 3) Specialty Product Vendors
 - a. Specialty Product Vendors are businesses that sell specialty foods or non-foods that are made by the business from ingredients or materials that are significantly changed in form or value in the products sold at the Market.
 - b. All Specialty Product Vendors must create and make all of the products, available at their booth on a Market day, on land they own or lease with equipment they own or lease.
 - c. Specialty Product Vendors must provide information to the Market, when requested by Market Management, pertaining to their business's production capabilities.
- 4) Specialty Food Vendors
 - a. Specialty Food Vendors sell foods prepared for off-site consumption.
 - b. Specialty foods must be prepared in a commercial or certified kitchen, with the exception of Cottage Foods that follow Cottage Food guidelines.
 - c. If any vendor wants to sell a Cottage Food at the Market; they must complete and submit a risk assessment form to their local health department and provide a copy to Market Management signed by their health department approving the product as

- a Cottage Food through their MarketSpread account.
 - d. All Specialty Food Vendors must offer at least one product that uses locally produced goods as the main or featured ingredient.
 - i. Vendors are encouraged to increase the amount of locally produced ingredients in their products each season.
 - e. The Market is obligated to promote healthy, locally produced food.
- 5) Alcoholic Beverage Vendors
- a. Alcoholic Beverage Vendors sell alcoholic beverages like beer, wine, or cider.
 - b. Alcoholic Beverage Vendors may be considered Agricultural Vendors if they grow a majority of the ingredients on land they own or lease in a majority of their products available at the Market.
 - c. An Alcohol Permit is available through City of Meridian (permits office) and is **REQUIRED** to be filed five (5) days before your Market date. Failure to do so means you will forfeit your space and no refund of the booth fee will be given.
- 6) Specialty Non-Food Vendors
- a. Specialty Non-Food Vendors sell products that are not edible products and generally serve a utilitarian or aesthetic purpose.
 - b. Priority will be given to vendors who use locally-grown raw materials.
- 7) Specialty Product, Specialty Food, & Specialty Non-Food Guidelines
- a. Specialty Products are raw or pre-processed goods whose value has been increased through the addition of ingredients or processes that make them more readily usable by the consumer. There are two categories of specialty products: Food and Non-Food.
 - b. All Specialty Products sold at the Market must be produced by the vendor. Vendor's work must dominate the final product. Raw ingredients must be significantly altered and/or enhanced by the vendor.
 - c. Specialty Food Products must be prepared for off-site consumption and include, but are not limited to, pies, baked goods, condiments, cheese, cured meat, flour, spice mixes, jams, pickles, and oils.
 - d. Specialty Non-Food Products may include, but are not limited to, soaps, lotions, cosmetics, medicinal products, wreaths, bouquets, pelts or hides, plant or animal fibers, and soil amendments.
- 8) On-Site Food Vendors
- a. On-Site Food Vendors sell food prepared at the Market that is ready to be consumed at the Market and are a category of Specialty Product Vendors.
 - b. All On-Site Food Vendors must offer at least one product that uses locally produced products as the main or featured ingredient.
 - c. On-Site Food Vendors must have a commercial or certified kitchen associated with their business where food preparation takes place and must complete and submit a risk assessment form to their local health department and provide a copy to Market

Management signed by their health department approving the product as Cottage Food through their MarketSpread account.

- d. The Market is obligated to promote healthy, locally produced food. Vendors must provide products that are as nutritious as possible and represent healthy eating habits.
- e. Vendors are expected to present their own unique product. Commercially packaged foods like chips, candy, and canned soda will not be permitted to be sold by vendors at the Market, with the exception of water bottles during periods of hot weather.

9) Food Trucks & Food Trailers

- a. Food Trucks are any self-propelled vehicle that vends food from the vehicle. Food Trailers are trailers pulled by a vehicle that vends food from the side of the trailer.
- b. All Food Trucks and Trailers must offer at least one product that uses locally produced products as the main or featured ingredient.
- c. Food Trucks and Trailers must have a commercial or certified kitchen associated with their business where food preparation takes place if any food preparation takes place outside of the Truck or Trailer.
- d. The Market is obligated to promote healthy, locally produced food.
- e. Food Truck and Trailer Vendors are expected to present their own unique product.
- f. The City of Meridian does require an inspection by the Fire Chief for all Food Trucks and Trailers. It is the Food Truck or Trailer's responsibility to acquire this inspection at their cost (\$45). You will need to reach out to the Meridian Fire Department to schedule that appointment (208-489-0458).
- g. A \$100 fee will be assessed for all Food Trucks and Trailers. This fee will be refunded AFTER the season if Food Truck and Trailer Vendors attend all selected dates. Cancellations or a no-show forfeit that fee.

10) Community Group Vendors (Non-Profit Organizations)

- a. Community Group Vendors are businesses or organizations that emphasize education, sustainability, and community building. Representatives must be sharing information to benefit the community as well as promoting their organization or event.
- b. Community Group Vendors will be charged a \$50 fee that will be refunded after attending scheduled date, or rolled over to the next date attending. This has been implemented to cut down on no-shows.
- c. If a vendor is selling any product at the Market it must be relevant to the event or organization represented at the Market and must be pre-approved by Market Management.
- d. Community Group Vendors may attend the Market up to three times each season, space permitting.

Contact Information

Market Manager CheRee Eveland
208.495.4530

Assistant Manager Lauren Brown
208.972.3625
SouthMeridianMarket@BrightonCorp.com

As a vendor at this Market I agree to all the terms of these guidelines and agree to follow them for the 2024 season of the Market. I understand that failure to follow these guidelines could result in losing booth space and/or not being allowed to vend at the Market for the rest of the 2024 season.

Signature

Printed Name

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
- Idaho State Tax Commission (tax.idaho.gov) 208.334.7660
- Insurance Commission Hotline (insurance.id.gov) 800.562.6900
- ISDA Bureau of Dairying 208.332.8550
- ISDA Bureau of Weights and Measures 208.332.8690
- ISDA Division of Agricultural Inspections 208.332.8660
- ISDA Fresh Fruit and Vegetable Division 208.332.8670
- ISDA Idaho Preferred Program 208.332.8684
- ISDA Licenses & Special Requirements for Specific Products 208.332.8500
- ISDA Marketing Department 208.332.8538
- ISDA Organic Program 208.332.8672
- University of Idaho Food Technology Center
 - Cini Baumhoff Josh Bevan
 Kitchen Supervisor Director
baumhoff@uidaho.edu jbevan@uidaho.edu
 208.795.5331 208.795.5332