

# Willow+Stone Market Co. Handbook

*Farmers & Artisans Market*



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### **Introduction**

Welcome to the Willow+Stone Market Co. Farmers & Artisans Market, located in the heart of Buhl, Idaho, at Eastman Park! We are thrilled to have you join our community of talented vendors and enthusiastic customers. This handbook serves as a comprehensive guide to ensure a successful and enjoyable market experience for everyone involved. Please take the time to carefully review the guidelines and regulations outlined in this document. We believe that clear communication and mutual respect are essential for fostering a thriving market environment. Our goal is to create a vibrant and welcoming space where local farmers, artisans, and the community can connect and celebrate the best of Buhl. Thank you for being a part of the Willow+Stone Market Co. family!

# Vendor Guidelines

These guidelines are designed to ensure a fair and consistent experience for all vendors participating in the Willow+Stone Market Co. Farmers & Artisans Market.

## Product Requirements:

- Locally sourced or handcrafted goods
- High-quality standards
- Compliance with all applicable laws and regulations

## Application Process:

- Complete and submit the vendor application form.
- Provide detailed product descriptions and photos.
- Acceptance based on product suitability and market space availability.

## Insurance and Permits:

Vendors are responsible for obtaining all necessary licenses, permits, and insurance coverage required to operate their business legally in the state of Idaho and the City of Buhl. Willow+Stone Market Co. is not liable for any vendor's failure to comply with these requirements.

## Booth Fees:

- Booth fees are due prior to market day.
- Fees vary depending on booth size, business type, and space needs.
- See the vendor application form for the current fee schedule.
- Fees support market operations and promotion.

## Payment Methods:

Vendors are responsible for processing their own transactions. Accepted payment methods are at each vendor's discretion. Clearly display accepted payment methods at your booth.

# Market Rules & Regulations

To maintain a safe, clean, and enjoyable environment for all, the following rules and regulations apply to all vendors participating in the Willow+Stone Market Co. Farmers & Artisans Market at Eastman Park.

## Booth Presentation:

- Maintain a clean and organized booth.
- Display prices clearly.
- Ensure booth setup is safe and secure.
- **Tent Weight Requirement:** All canopy tents (10'x10' or larger) must be secured with a minimum of 30-40 lbs of weight on each leg. Pop-up tents secured with light stakes or ropes are prohibited for safety and will be subject to enforcement.

## Conduct:

- Be respectful of other vendors and customers.
- Refrain from disruptive behavior.
- Resolve conflicts peacefully.

## Market Hours:

- Vendors must be set up and ready to sell by the designated market start time.
- Vendors must remain open for the duration of the market.
- Early breakdown is not permitted without prior approval.

## Prohibited Items:

The sale of counterfeit, illegal, or dangerous items is strictly prohibited. Willow+Stone Market Co. reserves the right to remove any vendor selling prohibited items.

## Enforcement:

Willow+Stone Market Co. reserves the right to enforce these rules and regulations. Failure to comply may result in warnings, fines, or expulsion from the market.

**Cancellation:** If we need to cancel our event (e.g., wind gusts of 18-20 mph; thunderstorms), a refund will be issued.

**\*In the event of an emergency, please call 911. Natasha will also be available during the event. She and designated staff will be available to assist you.**

# Setup & Breakdown

These guidelines detail the procedures for setting up and breaking down your booth at the Willow+Stone Market Co. Farmers & Artisans Market.

## Setup:

- Arrive at your designated setup time.
- Check in with the market manager.
- Set up your booth within your assigned space.
- **Vehicle Access Deadline:** All vendor vehicles must be unloaded and moved immediately to the designated vendor parking area by the mandatory deadline (e.g., 7:45 AM). No re-entry of vehicles into the park area is permitted until the market officially closes.
- **Generator/Power Use:** All use of generators or supplemental power must be approved by the Market Manager in advance. Generators must be quiet (commercial grade) and placed to minimize noise and hazard to foot traffic.

## Breakdown:

- Begin breakdown only after the market has officially closed.
- Remove all items from your booth space.
- Dispose of all trash and debris properly.
- Leave your space clean and tidy.

## Waste Disposal:

Vendors are responsible for removing all trash and waste generated by their booth. Please use the designated trash receptacles. Do not leave any trash behind. A cleaning fee may be assessed if vendors leave behind waste or damage their booth space.

## Parking:

- Vendor parking is designated separately from customer parking.
- Follow the directions of the market staff for parking.
- Do not park in customer parking areas during market hours.

## Contact Information

For any questions or concerns, please do not hesitate to contact the Willow+Stone Market Co. team. We are here to help!

### **Willow+Stone Market Co.**

- Email: [info@willowandstonemarketco.com](mailto:info@willowandstonemarketco.com)
- Website: [www.willowandstonemarketco.com](http://www.willowandstonemarketco.com)

### **Market Manager:**

- Natasha Theberge
- Email: [info@willowandstonemarketco.com](mailto:info@willowandstonemarketco.com)

### **Address:**

Eastman Park  
Buhl, ID 83316

## Summary

This handbook provides a detailed overview of the Willow+Stone Market Co. Farmers & Artisans Market, including vendor guidelines, market rules, setup and breakdown procedures, and contact information. By adhering to these guidelines, we can ensure a successful and enjoyable market experience for all participants.