

Regulations for Community Booths

General Requirements

- The Great Falls Original Farmer's Market shall make regulations for the operation of the Market and shall amend, add, or delete such regulations at their sole discretion.
- A Market Manager shall represent the Great Falls Original Farmer's Market. The Market Manager is the first and final authority at the Market.
- The Market Manager may refuse to allow any community organization to set up or sell at the Market.
- Community organizations are encouraged to participate in the Market to promote their organizations or activities as long as they do not conflict with the mission and the family-oriented atmosphere of the Market.
- All community organizations must submit a completed application before they will be allowed to participate in the Market. Applications may be submitted at any time. However, community organizations that wish **to participate in the first Market of the season must submit their application no later than May 15.**
- Space for community organizations is limited and priority is given to paying vendors. All community organizations must check in with the Market Manager or Assistant Manager before participating in the Market. Booth spaces will be assigned on a first-come, first-serve basis and location is at the Market Manager's discretion.
- Community organizations are not required to pay any fees to participate in the Market unless they request a paying vendor space.
- **Early sales or reservation of goods before the Market opens are not allowed. Delivery of pre-ordered items at the Market must take place after the Market opens. Violators may be suspended from Farmer's Market participation.** Vendors may buy from other vendors before the Market opens, but must be wearing their Market apron.
- No smoking is allowed in the Market area from 6:00am - 12:30pm on Saturdays and from 4:00pm - 7:00pm on Wednesdays.
- Community organizations are not allowed to park in adjoining spaces without prior approval from the Market Manager. Additional fees will apply.
- Community organizations must provide their own shade, chairs, tables, tablecloths, and change

(money). It is suggested that umbrellas and canopies be weighted. Maximum canopy size is 10'x10'.

- All community organizations **must** provide their own garbage can and **must** take their trash with them when they leave at the end of each Market Day. City trash receptacles are NOT for vendor/community organization use. Please police your booth area and keep it neat. You are responsible for thoroughly cleaning your booth area before leaving the Market. **Violators may be suspended from Farmer's Market participation.** The Market Manager should be notified of any problems.
- No pets are allowed in the Market area except for service animals.
- Children under the age of 12 must be under the control of their parents or guardian at all times.
- No climbing on the trees in the Market area.
- No roaming, hawking or badgering of shoppers or members of the public is allowed.
- The Great Falls Original Farmer's Market is not responsible for lost, stolen, or damaged merchandise or personal items including money.
- The Great Falls Farmer's Market reserves the right to limit or prohibit the sale of any commodity and the distribution of literature, political or religious material, or any article deemed not to be in the best interest of the Market, and at their sole discretion, may eject persons from the Market area.

Insurance and Licensing

- Individual product liability is the responsibility of each community organization. Community organizations are responsible for meeting all government regulations, obeying state, county, and local laws, etc.

Saturday Set-up

- Set-up time begins at 5:45am. Community organizations must be in place by 6:45am or the Market Manager has the authority to assign that space to another vendor or organization. No vehicles will be allowed to enter the sales area after 6:45am. Community organizations are solely responsible for moving their goods to their sales area after 6:45am.
- If parking is not available in your booth space or you prefer not to park in your booth space parking is available in Margaret Park on the north side of the Civic Center and in other alternate sites outside of the Market area. Please respect

the rights of our business neighbors by not parking in private parking lots. Please leave spaces closest to the Market open for our patrons.

- Please do not encroach on your neighbor's sales space with any of your display including signs or canopies and their supports.
- **All extension cords across walkways must be secured with bright yellow tape for easy visibility.**
- If a vendor is in your space or encroaching on your space please contact the Market Manager to resolve the problem. **DO NOT** move the vendor's merchandise.
- Limited electricity is available. Vendors must apply for use through the Market Manager.

Saturday Tear-down

- Vehicles parked in the sales area must remain until 12:05pm. Leaving early due to emergency or bad weather is at the Market Manager's discretion.
- For the safety of vendors and patrons, vehicles leaving the Market sales area must drive SLOWLY and cautiously. Management will warn violators. Repeated violations could result in the loss of Farmer's Market membership.
- There will be a single horn-blast at approximately 12:00pm signaling the end of the Market Day.
- There will be a double horn-blast at approximately 12:05pm indicating that vehicles may start leaving the sales area.
- There will be a triple horn-blast at approximately 12:10pm indicating that vendor vehicles may enter the sales area.
- Do not leave your vehicle idling during the Market, while tearing down, or while waiting to leave the Market area.

Wednesday Set-up and Tear-down

- Set-up time begins at 4:00pm. Organizations that show up early will not be allowed to start setting up until 4:00pm because our contract with the city does not allow us to block off the parking lot until that time.
- No vehicles will be allowed to enter or leave the sales area between 4:30pm and 6:30pm. Vehicles parked in the sales area must remain until the Market closes.

Attendance

- Vendors and community organizations must notify the Market Manager of their intent to participate in the next Market Day in order to remain a member in good standing. The Market Manager will not assume that you are participating. If the Market Manager hasn't heard from you, your space will be assigned to another vendor.
- You may notify the Market Manager when you pay your fee, you can call the Market Manager at 761-3881 and leave a message, or you can send an email to vendorinfo@farmersmarketgf.com. Deadlines for notification are 5:00pm Thursday for the Saturday Market and noon Tuesday for the Wednesday Market. **If your plans change, you must notify the Market Manager by the above deadlines.** Please note that the Market phone is a message phone. Calls will be returned generally within 24 hours Monday through Friday.

Ethics

- All community organizations will respect their fellow vendors and will treat one another kindly. No foul language or offensive remarks will be allowed.
- All community organizations will represent themselves in a professional manner when interacting with customers.
- All community organizations will maintain a clean, attractive display in their booth.
- All community organizations will respect the rights of our customers to come to the Market and find a welcoming environment where they can feel safe and secure to enjoy the family-friendly atmosphere.

Safety and Restrooms

A first aid kit is available at the Market Information table in Whittier Park.

Walkie-talkies will be stationed with Board Members and selected vendors around the Market so the Market Manager can be promptly notified in case of problems or emergencies.

The restrooms in the Civic Center are not available for Market use. There are porta-potties available in the Market sales area. Also, JJ's Bakery on Central Ave. will allow us to use their restrooms.

Market Management

Barb Lassiter, *Market Manager*
Kenny Thornton, *Assistant Manager*
Levi Morrison, *Market Associate*
Contact: 761-3881 or
vendorinfo@farmersmarketgf.com

Board Members

Barbara Murfield, *Chairman*, Karen Gray, *Vice Chairman*, MJ Ahrendes, Erin Borland, Traci England, CJ Jemison, Levi Morrison, Dave Vermeulen, Tim Wynn
Contact: Barbara Murfield - 761-1444 or
gffm@farmersmarketgf.com

Other Contacts

Entertainment Coordinator:
entertain@farmersmarketgf.com
Sponsorship Coordinator:
sponsor@farmersmarketgf.com

Mailing Address

GFFM, PO Box 1986
Great Falls, MT 59403-1986

Board Meetings

The Farmer's Market Board meets at the Park Manor, 100 Central Avenue, at 6:00pm on the 4th Tuesday of every month from January through October. Vendors and the general public are encouraged to attend.

For information about becoming a Board Member, please send an email to the Board of Directors at gffm@farmersmarketgf.com and request a Volunteer Application.

Community Booth Checklist

- Read the Regulations for Community Booths to ensure that you are in agreement and able to meet all requirements.
- Complete the Community Booth Application form.
- Mail or email your application to the Market Manager using the addresses shown on the application.
- Please note that applications will be reviewed and accepted in the order received. Applications may be submitted at any time. However, if you wish to participate on the first Market Day you must submit your application no later than May 15, 2015.
- If you are selling any type of food product, except fresh unprocessed produce, you must have your application signed and stamped by the City-County Health Department before you can sell any food product at the Market.



General Information

The mission of the Great Falls' Original Farmer's Market is to promote and nurture the buying and selling of Montana-produced products and services by direct consumer sales. We accomplish this by celebrating the agricultural riches and talented people of our state in a fun, social and vibrant setting.

We offer a wide variety of fresh produce, baked goods, jams and jellies, concessions, handcrafted items, entertainment, musicians, pony rides, and daily prizes. With an average of 145 vendors every Saturday we have something for everyone. Thousands of shoppers come from around the state and around the world to visit our Market. We are the largest family-friendly social and shopping event in the state and, we think, the best open-air farmer's market in the country.

The attached regulations endeavor to capture the spirit of what the Great Falls Original Farmer's Market has created. Your participation contributes to the positive energy, diversity and health that are important to the prosperity our local community. In the spirit of encouraging communication between all participants, we welcome concerns or comments regarding the attached regulations.

Market Days and Times

The Market is open every Saturday from the first Saturday of June through the last Saturday of September. Market selling times are 7:45am to 12:00pm.

Wednesday Markets begin the second Wednesday of July and end the Wednesday before the last Saturday Market. Market selling times are 4:30pm to 6:30pm

Market Location and Booth Spaces

The Great Falls' Original Farmer's Market is located by the Civic Center in downtown Great Falls, Montana. The Market consists of three sales areas: Park Drive from Central Avenue to First Avenue South, Whittier Park (the parking lot on the south side of the Civic Center) and the city parking lot on the east side of Park Drive known as the Downtowner Parking Lot.

The Saturday Markets use all three sales areas. The Wednesday Markets use a portion of Whittier Park only.