

# Regulations for Entertainers

## **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 entertainer to set up or sell at the Market.
- "Entertainers" refers to featured entertainment in the Civic Center Park and street musicians throughout the Market.
- Entertainers are encouraged to participate in the Market as long as they do not conflict with the mission and the family-oriented atmosphere of the Market.
- All entertainers must submit a completed application before they will be allowed to participate in the Market. Applications may be submitted at any time. If you wish to participate in the first Market of the season you must submit your application no later than May 15.
- Featured entertainment **MUST** be scheduled in advance as there is only space for one featured entertainer at each Market. Featured entertainers must attend all Markets for which they have been scheduled. If, due to unforeseen circumstances beyond your control, you are unable to perform, you must notify the Market Manager immediately.
- Space for street musicians is limited so all street musicians must check in with the Market Manager or Assistant Manager before participating in the Market. Spaces will be assigned on a first-come, first-serve basis and location is at the Market Manager's discretion.
- Street musicians are required to rotate to alternate locations throughout the Market approximately every 30 minutes. Exceptions are at the Market Manager's discretion.
- Acoustic instruments are preferred. Amps and electric instruments are at the Market Manager's discretion. The Market Manager will determine acceptable volume levels.
- Entertainers who bring live animals to the Market must ensure that they are restrained and pose no threat to the public. Animals must be removed from the Market area immediately upon request of the Market Manager.
- Entertainers are not required to pay any fees to participate in the Market. Entertainers will not be paid for their entertainment. All entertainers may put

out a "tip jar" or equivalent to accept voluntary donations from patrons. Entertainers are not allowed to solicit donations.

- Musicians located in Whittier Park are asked not to play while special events or featured entertainment is in progress.
- No smoking is allowed in the Market area from 6:00am - 12:30pm on Saturdays and from 4:00pm - 7:00pm on Wednesdays.
- Entertainers are not allowed to park in the Market sales area without prior approval from the Market Manager. Additional fees will apply.
- Entertainers must provide their own shade, chairs, tables, tablecloths, and change (money). It is suggested that umbrellas and canopies be weighted.
- All entertainers **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 entertainer use. Please police your area and keep it neat. You are responsible for thoroughly cleaning your 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 entertainer. Entertainers are responsible for meeting all government regulations, obeying state, county, and local laws, etc.

## **Saturday Set-up**

- Set-up time begins at 5:45am. No vehicles will be allowed to enter the sales area after 6:45am. Entertainers are solely responsible for moving their goods to their area after 6:45am.
- Entertainers may set up at any time after checking in with the Market Manager. Street musicians may

begin playing at any time. Featured entertainment may begin performing at 10:00am.

- Entertainers that are carrying in their equipment, etc. may enter the Market at any time.
- There is parking 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.
- Limited electricity is available. Entertainers 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.
- Entertainers who are carrying out their equipment may leave the Market area at any time.

## **Wednesday Set-up and Tear-down**

- Set-up time begins at 4:00pm. Entertainers 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.
- Entertainers who are carrying in their equipment may enter or leave the Market at any time.
- Limited electricity is available. Entertainers must apply for use through the Market Manager.
- Entertainers may set up at any time after checking in with the Market Manager and may begin performing at any time.

## **Attendance**

- Space for entertainers is limited so all entertainers must check in with the Market Manager before setting up. Featured entertainment MUST be scheduled in advance.
- Please contact the Market Manager to let him/her know if you plan to perform at the next Market. The Market Manager can be reached by calling 761-3881 and leaving a message or you can send an email to [vendorinfo@farmersmarketgf.com](mailto:vendorinfo@farmersmarketgf.com). If your plans change, you must notify the Market Manager immediately. Please note that the Market phone is a message phone. Calls will be returned generally within 24 hours Monday through Friday.

## **Ethics**

- All entertainers will respect their fellow vendors and will treat one another kindly. No foul language or offensive remarks will be allowed.
- All entertainers will represent themselves in a professional manner when interacting with customers.
- All entertainers 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.
- that time if possible. If the vendor refuses to correct the violation they will be asked to leave the Market immediately, but will be allowed to return once they comply with the Market regulations.
- **Second Offense:** The vendor will be asked to leave the Market and the Market Manager will notify the vendor in writing whether they are terminated for the season or will be allowed to return.
- **Third Offense:** The vendor will be terminated for the remainder of the Market season, but may re-apply for membership the following season.
- All infractions will be notated in the vendor's file and kept for future reference. The Market Manager reserves the right to terminate membership immediately upon the first violation if the offense warrants such action. No portion of any weekly fees paid will be refunded to any vendor if membership is terminated due to violations.

## **Entertainer Checklist**

- Read the Regulations for Entertainers to ensure that you are in agreement and able to meet all requirements.
- Complete the Entertainer Application form.
- Mail or email your application to the Entertainment Coordinator 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.
- Featured entertainment must confirm their participation the week before their scheduled performance date.

## **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.

## **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](mailto:gffm@farmersmarketgf.com) and request a Volunteer Application.

## **Market Management**

Barb Lassiter, *Market Manager*

Kenny Thornton, *Assistant Manager*

Levi Morrison, *Market Associate*

Contact: 761-3881 or [vendorinfo@farmersmarketgf.com](mailto:vendorinfo@farmersmarketgf.com)

## **Mailing Address**

GFFM

PO Box 1986

Great Falls, MT 59403-1986

## **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](mailto:gffm@farmersmarketgf.com)

## **Other Contacts**

Entertainment Coordinator :

[entertain@farmersmarketgf.com](mailto:entertain@farmersmarketgf.com)

Sponsorship Coordinator :

[sponsor@farmersmarketgf.com](mailto:sponsor@farmersmarketgf.com)



## **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 of 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.