

Regulations for Vendors

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 vendor to set up or sell at the Market.
- All vendors must submit a completed application before they will be allowed to participate in the Market. Applications may be submitted at any time. However, **vendors that wish to participate in the first Market of the season must submit their application no later than May 15th.**
- 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 have their Farmer's Market membership terminated. 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 4:00pm - 7:00pm on Wednesdays.
- Vendors are not allowed to park in adjoining spaces without prior approval from the Market Manager. Additional fees will apply.
- Vendors 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 vendors **must** provide their own garbage can. Vendors **must** take their trash with them when they leave at the end of each Market Day. City trash receptacles are NOT for vendor use. Please police your sales area and keep it neat. Vendors are responsible for thoroughly cleaning their sales area before leaving the Market. Violators may have their Farmer's Market membership terminated. 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 vendor. Vendors are responsible for meeting all government regulations, obeying state, county, and local laws, etc.

Food Vendors

- All vendors selling any food must have a current City-County Health Department Short Term Food Permit or Food Service License. This permit or license must be displayed at the vendor's sales space in accordance with Health Department regulations. All vendors must provide a copy of their current permit or license to the Market Manager before they will be allowed to participate in the Market.
- Vendors are responsible for food safety. No permit or license is required for vendors selling fresh, unprocessed produce.
- All vendors shall immediately cease to sell and remove from the Market any product(s) deemed potentially hazardous by any health authority or by the Market Manager.
- All vendors selling any type of food product must provide the Market Manager, at the end of each Market day, a list of the products sold. NO EXCEPTIONS! Be sure to include your vendor name and the date on the list. **THIS IS A HEALTH DEPARTMENT REQUIREMENT.**

Products and Categories

- The Market is limited to Montana-produced agricultural and horticultural products, handcrafted items, processed foods (i.e. baked goods, jams, jellies, etc.), concessions, and other Montana-made items and services. Exceptions are at the Market Manager's discretion.
- No flea market, garage sale, or buy/resell items may be sold at the Market. No commercial or

mass-produced items are allowed. No live animals may be sold, given away, or displayed at the Market. No hazardous chemicals, flammables, guns, etc. may be sold at the Market.

- The Market Manager must approve all items sold at the Market. Anyone found selling unauthorized items will be asked to remove them from their sales area. Refusal to do so could result in loss of Farmer's Market membership.
- The number of vendors in some product categories and sub-categories may be limited. This will ensure that there are a variety of products at the Market and help to make all vendors' products more marketable. The Market Manager has the authority to determine which category or sub-category your products fall into.

Saturday Set-up

- Set-up time begins at 5:45am. Vendors must be in place by 6:45am or the Market Manager has the authority to assign that space to another vendor. No vehicles will be allowed to enter the sales area after 6:45am. Vendors are solely responsible for moving their goods to their sales area after 6:45am.
- If vendors do not wish to park in their sales space 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.
- Concession trailers must be unhooked from the towing vehicle and the towing vehicle must be parked outside of the Market area.
- 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.**
- Since much of the area used for the Market is public parking occasionally a vehicle may be left behind. This is out of the Market Manager's control. Rest assured that the Market Manager will find you another space.
- 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.

- Spaces are assigned at the discretion of the Market Manager, and may be based on factors such as seniority, regular attendance, and the location of similar merchandise.
- Limited electricity is available. Vendors must apply for use through the Market Manager.
- New and temporary vendors must check in before setting up.

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. Vendors 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 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.

- **If a vendor is a no show/no call two times during the season they will lose their vendor space.**

Rule Violations

- **First Offense:** The vendor will be notified verbally by the Market Manager. The vendor will be given the opportunity to correct the violation at 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.

Conflict Resolution and Grievance

Procedure

The Market Manager has the authority to warn vendors verbally and in writing for violations, and to suspend for cause. Vendors have the right to appeal such decisions to the Board of Directors. The Board has the obligation to meet in a timely manner to hear such appeals.



Great Falls' Original
Farmer's Market

(406) 761-3881

PO Box 1986, Great Falls, MT 59403-1986

VendorInfo@farmersmarketgf.com

Vendor Ethics

- All vendors will respect their fellow vendors and will treat one another kindly. No foul language or offensive remarks will be allowed.
- All vendors will represent themselves in a professional manner when interacting with customers.
- All vendors will maintain a clean, attractive display in their booth.
- All vendors 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.

Fees

- Fees for each Market Day are listed below. Fees are due and payable in full at the end of each Market Day before the vendor leaves the Market area.
- If you forget to pay your fee, you must pay before the start of the next Market Day unless other arrangements have been made with the Market Manager.
- Fees are as follows:
 - 1 space: 10% of gross sales
 - 2 spaces: \$60.00 or 10% of gross sales, whichever is greater
 - 3 spaces: \$75.00 or 10% of gross sales, whichever is greater
 - 4 spaces: \$95.00 or 10% of gross sales, whichever is greater
- There is a \$5.00 minimum and \$60.00 maximum for a single space.
- There is a flat fee of \$60 for 2 spaces for vendors selling perishable items.
- Rain day fees may be reduced at the Market Manager's discretion.
- Any vendor found not paying their full fee is subject to losing their Farmer's Market membership. These fees pay all of our expenses including the advertising that brings in customers, so if you short-pay you are only hurting yourself in the long run.