

# **Great Falls Original Farmer's Market**

## *General Information for Volunteers*

### **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 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. A single booth space is generally the size of one standard parking space. Exceptions are at the Market Manager's discretion.

### **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.

### **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.

## **Management and Board of Directors**

### **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)

### **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)

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

### **Volunteer Checklist**

- Read the General Information and Regulations to ensure that you can comply.
- Complete the Volunteer 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.

# **Great Falls Original Farmer's Market**

## *Regulations for Volunteers*

### **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 volunteers must submit a completed application before they will be allowed to participate in the Market. Applications may be submitted at any time.
- 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.
- No smoking is allowed in the Market area from 6:00am - 12:30pm on Saturdays and 4:00pm - 7:00pm on Wednesdays.
- 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.

### **Products and Categories**

- 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.

### **Set-up and Tear Down**

- Set-up time begins at 5:45am on Saturdays and 4:00pm on Wednesdays.
- 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.
- 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.

### **Volunteer Ethics**

- All volunteers will respect their fellow volunteers and will treat one another kindly. No foul language or offensive remarks will be allowed.
- All volunteers will represent themselves in a professional manner when interacting with customers.
- All volunteers 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.