

Great Falls' Original
Farmer's Market



Vendor Guidelines and Agreement

CONTACT INFORMATION

Market Manager

761-3881

GFFMmanager@earthlink.net

Board of Directors:

GFFM

P.O. Box 1986

Great Falls, MT 59403

FarmersMarketGF@earthlink.net

facebook: facebook.com/farmersmarketgf

twitter: @farmersmarketgf

OUR MISSION

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.

MARKET LOCATION AND SALES 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.

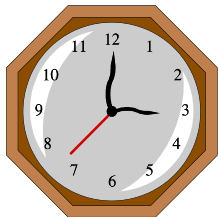
The Saturday Markets use all three sales areas. The Wednesday Markets use a portion of Whittier Park only.

A single sales space consists of one standard-sized parking space.

The Market Manager has the authority to assign larger spaces.

Any conflict over the reservation of sales spaces will be resolved by the Market Manager based on the seniority of the vendor and 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 will be advertised as 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 will be advertised as 4:30pm to 6:30pm.

SET-UP AND TEAR-DOWN

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 sales 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.

SATURDAY

Set-up time on Saturdays 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 or leave the sales area between 6:45am and 12:00pm. Vendors are solely responsible for moving their goods to their sales area after 6:45am.

Vehicles parked in the sales area must remain until the Market closes. 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.

WEDNESDAY

Set-up time on Wednesdays 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 we haven't heard from you, your space will be assigned to another vendor.

You may notify the Market Manager when you pay your fee or you can call the Market Manager at 761-3881 and leave a message. Deadlines for notification are noon Friday 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.

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 sales area.

Any vendor that has not paid their fees will not be allowed to set up or participate in the Market until their fees are paid.

Fees are as follows:

1 space:	10% of gross sales
2 spaces:	\$50.00 Flat fee
3 spaces:	\$70.00 Flat fee
4 spaces:	\$95.00 Flat fee

There is a \$5.00 minimum and \$45.00 maximum for a single space. 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 for the advertising that brings in customers, so if you short-pay you are only hurting yourself in the long run.

GENERAL REQUIREMENTS

All vendors, musicians, and non-profit organizations must sign a Vendor Agreement before they will be allowed to participate in the Farmer's Market.

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 set up or participate in the Market. Vendors are responsible for food safety.

All vendors selling any type of food product must provide a list of the products sold to the Market Manager at the end of each Market day. NO EXCEPTIONS! Be sure to include your vendor name and the date on the list. This is a Health Department requirement.

Vendors are not allowed to park in adjoining spaces without prior approval from the Market Manager. Additional fees will apply.

Early sales or reservation of goods before the Market opens are not allowed. It is unfair to the other vendors. Delivery of pre-ordered items at the Market must take place after the Market opens.

Vendors must provide their own chairs, tables, and tablecloths.

All vendors **must** provide their own garbage can. Vendors **must** take their garbage can and all garbage with them when they leave the Market sales area at the end of each Market day. Please police your sales area and keep it neat. Vendors are responsible for thoroughly cleaning their sales area before leaving the Market sales area. The Market Manager should be notified of any problems.

No pets are allowed in the Market sales area.

No smoking is allowed in the Market sales area from 6:00am - 12:30pm on Saturdays and 4:00pm - 7:00pm on Wednesdays.

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 will allow us to use their restrooms.

Vendors may buy from other vendors before the Market opens, but must be wearing their Market apron.

VENDOR PRODUCTS AND CATEGORIES



The Market is limited to regionally-produced agricultural and horticultural products, handcrafted items, processed foods (i.e. baked goods, jams, jellies, etc.), concessions, and other regionally 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.

SAFETY

All extension cords across walkways must be secured with bright yellow tape for easy visibility.

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

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

MUSICIANS

Musicians must check in with Market management before participating in the Market. Acoustic instruments only, please.

Musicians must rotate between several designated locations throughout the Market according to the schedule established by the Market Manager. Exceptions to the rotation requirement are at the Market Manager's discretion.

Musicians may put out a tip jar or other container to accept voluntary donations by patrons. Musicians may not solicit donations. Musicians are not required to pay any fees to participate in the Market.

Musicians located in Whittier Park are asked not to play while special events are in progress.

NON-PROFIT ORGANIZATIONS

Non-profit 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 non-profit organizations 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.

Non-profit organizations are not required to pay any fees to participate in the Market unless they request a paying vendor space.

MARKETING TIPS

Wear a name tag so customers know who they are dealing with.

Talk to customers and browsers and make eye contact. Show people that you are proud of and enthusiastic about your product. Think about how you like to be treated when you walk into a local store and then treat your customers the same way.

Put prices on your products or on a price sheet. Many customers like to browse the Market and comparison shop before they buy. People are more likely to come back and purchase from you if they know what your products cost.

If you want referrals from customers or repeat business put your contact information on your products or give customers a business card or flyer.

CONFLICT RESOLUTION AND GRIEVANCE PROCEDURES

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.

MANAGEMENT AND BOARD OF DIRECTORS

Market Management

Pam Feist, *Market Manager*
Kenny Thornton, *Assistant Manager*

Board Members

Barbara Murfield, *Chairman*
Monica Furst, *Vice Chairman*
MJ Ahrendes, Sandy Brown, Dennis
Dougherty, Sara Harrell, Susan Martin,
Janel Novak, Dan Truman

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. The 2012 schedule is listed below.

January 24	June 26
February 28	July 24
March 27	August 28
April 24	September 25
May 22	October 23

For information about becoming a Board Member, please send an email to the Board of Directors at FarmersMarketGF@earthlink.net.

Great Falls' Original Farmer's Market
2012 VENDOR AGREEMENT

I understand that I must sign this agreement before I will be allowed to set up or participate in the Great Falls' Original Farmer's Market. **I understand that execution of this Agreement does not guarantee my acceptance as a vendor or guarantee space at the Market.**

I certify that I have received a copy of the Great Falls' Original Farmer's Market Vendor Guidelines for 2012 and I agree that I, and all persons participating with me, will comply with these guidelines.

I agree to notify the Market Manager on a weekly basis regarding my intent to participate in the next Market Day. I understand that failure to do so will result in the forfeiture of my sales space for that Market Day.

I understand that if a Health Department permit or license is required for participation in the Farmer's Market that I must provide a copy of my current permit to the Market Manager before I will be allowed to set up or participate in the Farmer's Market. I agree to comply with State and local health regulations or I may forfeit my right to participate at the Market. I agree that I will display the permit or license in my sales space in accordance with Health Department regulations.

Liability Release and Waiver of Claims: I release the Great Falls' Original Farmer's Market and each of its officers, employees, agents, volunteer workers, directors, and representatives from any and all actions, causes of action, liability, claims, demands, costs, charges, and expenses my/our immediate families, estates, personal representatives, heirs and devisees might have arising from any damage, personal injury, suffering or death occurring from participation in the Great Falls' Original Farmer's Market.

My execution of this agreement is a lawful and voluntary act. By signing below I certify that I understand and agree to abide by the terms of this agreement.

Vendor Signature: _____ **Date:** _____

Vendor Name (*Please Print*): _____

Business Name (*if applicable*): _____

Address: _____

City, State, Zip: _____

Phone: Home: _____ Work: _____ Cell: _____

Email: _____

Website: _____

Products Being Sold: _____

FOOD PRODUCTS SOLD CANNOT CHANGE WITHOUT HEALTH DEPARTMENT APPROVAL

**Please mail this form and any required licenses or permits to:
GFFM, PO Box 1986, Great Falls, MT 59403-1986**

Health Dept Stamp
_____ Signature/Date

Health Department Use Only

- [] Approved — Meets exemptions or State license attached
[] Not Approved — License or Farmer's Market Short Term Food Permit