



Columbia Falls Farmers' Market Vending Regulations

Market Season

This year the Farmers' Market changed days and will be held every Monday evening from 5:00-8:00 p.m. The 2017 Market Season begins May 15th, and ends Sept. 18th. **We also have a new location this year TBA upon final approval.**

Product Criteria

Items accepted at the Columbia Falls Farmers' Market should be locally grown or locally handmade. This means 50% of the value of the product being sold is grown, created, assembled or manufactured in the local area, **No Resale Items Allowed**. The Farmers' Market Committee will determine suitability. If it is determined that a product does not meet the criteria for the Market, the Vendor will be asked to discontinue selling those items. Failure to comply will end the Vendor's selling privilege at the Market until compliance is assured.

Vendor Fees

Produce Vendors:

- Produce Vendors may choose between two options. **Seasonal Space:** 5% of sales up to a maximum of \$5 per week. Must be able to attend/provide produce for a minimum of 10 weeks. **Weekly Space:** Weekly space fee is \$5.
- Fees are to be paid in full each week, accompanied by a completed Application, before setting up in the Market area. Failure to pay fees will end the Vendor's selling privilege at the Market.
- An additional fee of 5% per space may be assessed to Vendors using more than their allotted space.
- Fees collected are used for advertising, insurance, entertainment/market draw, college scholarships, and other operational expenses.

Arts and Crafts Vendors:

- Vendors may choose between two fee options. **Seasonal Space:** Seasonal space fee for all 19 markets is \$50. **Weekly Space:** Weekly space fee is \$5.
- Fees are to be paid in full each week, accompanied by a completed Application, before setting up in the Market area. Failure to pay fees will end the Vendor's selling privilege at the Market.
- An additional fee of 5% per space may be assessed to Vendors using more than their allotted space.
- Fees collected are used for advertising, insurance, entertainment/market draw, college scholarships, and operational expenses.

Food Vendors:

- Vendors may choose between two fee options. **Seasonal Space:** Seasonal space fee for all 19 markets is \$95, if Vendor attends a minimum of 15 weeks \$20 is refundable and a \$75 next year registration is available at the end of the season. **Space:** Weekly space fee is \$5.
- Fees are to be paid in full each week, accompanied by a completed Application, before setting up in the Market area. Failure to pay fees will end the Vendor's selling privilege at the Market.
- An additional fee of 5% per space may be assessed to Vendors using more than their allotted space.
- Fees collected are used for advertising, insurance, entertainment/market draw, college scholarships, and other operational expenses.
- Food Vendors **MUST** have approval from the Flathead County Health Department and provide a copy of their permit to the Market Manager before they will be allowed to vend at the Market. The license must also be visibly displayed during the Market and while vending.

Vendor Applications

Applications may be submitted at any time, but **in order to participate in the first Market of the season your application must be received by May 7th**. Others who wish to join during the season will be assigned Vendor spaces on a first come first serve basis as available. These applications may be mailed ahead of time or brought with the Vendor directly to the Market. A space will be assigned at that time if any are available.

Space Assignments

- The order of priority for assigning Vendor spaces is the following: returning seasonal Vendor, new seasonal Vendor, returning weekly Vendor, new weekly Vendor.
- All Vendors must first check in with the Market Coordinator for space assignment before setting up.
- Seasonal Vendors will maintain the same space assignment throughout the season, while weekly Vendors may have changing space assignments. Any Vendor desiring a different space assignment should bring their request to the Market Coordinator.
- There may be occasions when Vendors will be given the option to adjust space assignments in order to consolidate the Market layout.

Attendance

Seasonal Vendors are encouraged to attend as many days as possible. If for some reason a seasonal Vendor cannot make a Market day please notify the Market Manager by 6pm Saturday. Any space not occupied by 4:30 p.m. on Market day will be temporarily reassigned if no prior notification of late arrival is made. Continued lack of communication regarding attendance may end the Vendor's selling privilege at the Market.

Set-up

The Vendor provides their own table(s), chair(s), display(s), change, etc. It is suggested that canopies and umbrellas be weighted. Spaces are approximately 10' x 10'. No electricity is available. **Set up time is from 3:30 - 5:00 p.m.** Please do not arrive any earlier than 3:30 p.m. If you need more time to set up, arrangements must be made ahead of time with the Market Coordinator. **Vendors need to be set up by 5:00 and remain until 8:00 p.m.** A signed copy of the Vendor Registration Form must be on file before setting up. Vendors may begin selling as soon as they set up and until they are packed up; there is no beginning or ending bell. **NO STAKES ARE ALLOWED TO ANCHOR CANOPIES.** Vendors may only use weights to anchor canopies due to in ground irrigation systems. Any damage from unauthorized stakes will be the sole responsibility of the Vendor responsible to make restitution to the City of Columbia Falls.

Vendor Responsibilities

- Upon arrival, check in with the Market Coordinator to confirm your space and gather any information needed for that day's Market.
- The Vendor is responsible for complying with any City, County, State or National laws, permits, or licenses required by said entities. If you are selling food, please phone the Health Dept. 751-8100 to determine if you are required to have a County and/or State License. Occasional inspections are made by the Health Department; they will not hesitate to shut down any Vendor not in compliance.
- Individual product liability is the responsibility of each Vendor.
- Because we are providing a family-friendly venue for the Market, Vendors must refrain from the possession or use of alcohol or illegal drugs. If you want to smoke, please do so off the grounds.
- Pay the Market fees before leaving for the day.
- Keep spaces clean and attractive. This includes providing your own garbage receptacle if you are selling products that generate waste. All Vendors are required to clean up their Vendor space and surrounding area

before leaving the Market, taking their garbage with them. We want to be able to use the space for future markets and ensuring we don't leave the space trashed is one way to encourage future acceptance for the use of the space.

Vendor Ethics

- All Vendors will be courteous and respectful toward their fellow Vendors and will treat one another kindly. No foul language or offensive remarks will be allowed. Be respectful of your neighbor's sales space.
- All Vendors will represent themselves in a professional manner when interacting with customers.
- 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.
- All problems and conflicts should be directed to the Market Manager who has the authority of final decision. If necessary, Vendors may appeal to the Market Committee for further consideration.

Parking

Instructions regarding parking will be covered during the Vendor Meeting.

Market Cancellation Policy

Generally speaking, the Market will continue rain or shine. Decisions to cancel may not be made until as late as 4:30 p.m. on Market night. When possible, a cancellation email will be sent to all Vendors and media.

Contact Information

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