



LIVINGSTON FARMERS MARKET

Frequently Asked Questions

1. How do I register for a booth? ***PREREGISTRATION IS NOW REQUIRED***

To register for a booth, read the rules and regulations, complete the registration form and return to Shannan Mascari at info@westernsustainabilityexchange.org for approval. Once approved, you can either mail your payment in or bring it to the WSE Headquarters booth the day of set up. You only need to complete this form once per summer, but you must sign in at our booth every week you vend BEFORE you set up to get your booth assignment. **If you are a PREPARED FOOD VENDOR, you must contact our office first as there are additional requirements and possibly a waiting list.**

2. When can I set up?

WSE's Headquarters booth is open from 2:30 to 4:15 PM for registration, sign in, and set up. You must come to our booth and sign in to be assigned a booth space BEFORE you may start setting up. The market manager reserves the right to pre-assign a booth space for you. You must be set up and ready to sell when the market opens to the public at 4:30.

3. How much does a booth cost?

Adult booths range from \$13 all the way up to \$52, depending on size and what you're selling. Homemade and locally grown products and WSE certified producers get a discount over resale. Please see our registration form or our rules and regulations form for prices. The booth sizes and prices are shown at the bottom of each form.

4. What if I want to sell food?

If you plan to sell any type of food for human consumption, including baked goods, eggs, prepared food, or produce, you must follow Montana's DPHHS Food & Consumer Safety Farmers' Market Guidelines. Certain types of foods and certain ingredients require preparation in a commercial kitchen and might also require a license or permit to sell. For licensing information or if you have questions about the Farmers' Market Guidelines, please contact Brian Beckner, the Park County Environmental Health Specialist, at (406) 222-4145 or (406) 223-2406 or bbeckner@parkcounty.org. You will also need to list your ingredients on our registration form and provide signage in your booth. If you are a PREPARED FOOD VENDOR, you must contact our office first and get on the waiting list. If we can fit you in, you will need to meet additional requirements, which are listed on the Food Vendor Regulations form so please make sure you can meet those requirements before signing up on our waiting list.

5. Where do I set up my booth?

You need to stop by our booth between 2:30 and 4:15 PM on the day you plan to sell and sign in to get your booth assignment. Season vendors are the only vendors who may reserve a spot since they pay for the season in advance. After that, booth spaces are given out on a first come, first served basis. The market manager reserves the right to pre-assign booth spaces and may switch locations if one weekly vendor arrives earlier than another and wishes to change.

6. What if I need electrical power?

Power is available on a limited basis. There are power outlets on the edge of the park along the Civic Center's parking lot. Since booths are often pre-assigned or given out on a first come, first served basis, you should contact the market manager prior to market day if you need power. We allow set up as early as 2:30 PM every Wednesday.

7. What do I need to bring and supply myself?

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You need to bring everything you need for your booth, including tables, chairs, and change. If you want shade, you need to supply your own canopy and keep in mind that it's very windy in Livingston, so you'll need something to weigh your canopy down, like cinderblocks or gallon jugs of sand or water. Vendors are responsible for their own set up and tear down.

8. What if I want to reserve a booth for the whole season?

You need to fill out the registration form and bring it to our booth. You will need to pay for the whole season in advance. Season vendors from prior years get to keep their booth spaces from the previous year, but you may choose a space from what is left and reserve that for the year.

9. Do I need to check in at WSE's booth each week I want to sell?

Yes, you do. Once you are registered, you still need to come to WSE's booth and sign in to get your booth assignment every Wednesday. Even season vendors must sign in before they set up, but they can bypass the line. If you are selling anything that is not already listed on your registration form, you need to let us know so we can add the information.

10. Where should I park?

We try to keep at least the first row of parking right next to the park in the Civic Center's parking lot available for customer parking. We have a lot of seniors and people attend who may have trouble walking across a gravel parking lot, so you either need to park on the grass behind your booth if there's room (the middle row booths do not allow for this), or you need to unload your car and then move it across the parking lot before the market opens at 4:30. If customers cannot find decent parking, they get frustrated and leave.

11. What if it rains?

The market will be held outside rain or shine. Fees are non-refundable after the market opens to the public. Since our area commonly has afternoon thunderstorms, be prepared for any weather.

12. What if my child would like a booth?

Bring them to our booth any Wednesday between 2:30 and 4:15 PM. We like to have kids fill out their own registration forms, but we will require your signature on one of the forms. All items sold must be at least 75% made or grown by the child.

13. What if I want a fundraiser booth?

We allow a limited number of small fundraising booths (6' wide) at each market. Nonprofits pay half price.

14. What if I don't want a booth? What if I want to walk around soliciting donations or signatures?

This is not allowed. You must have a booth and let people come to you if they are so inclined, and petitions are not allowed.

15. Can I have political, campaign or religious information in my booth?

No campaigning or promotion of any political or religious views is permitted. Even surveys are prohibited. WSE is the final authority on what qualifies as political or religious.

16. What if I'm a produce vendor, and I want to take SFMNP coupons or WIC?

To sign up for SFMNP, contact Jackie Stoeckel at the Montana Office of Aging at (406)444-6061. There is a short training required each year. To sign up for WIC, contact Meredith McDonald at the Gallatin CityCounty Health Department at (406)582-3164.

17. Can I bring my dog?

No, not unless it's a certified service dog wearing its vest and you need it there (and we've been told therapy



dogs do not count as service dogs). There's a city ordinance stating that dogs are not allowed in the park during events without a special permit. This is a particularly important rule for vendors to follow since they need to set an example for the public.