



## **Livingston Farmers Market Food Vendor Regulations** **(These are in addition to the standard Rules & Regulations)**

For the purpose of this document, “Food Vendors” is defined as a business preparing and selling food including but not limited to meals and/or parts of meals (ie. desserts, breads, salads, etc).

***All food vendors must follow the Farmers’ Market Guidelines put out by Montana’s DPHHS Food & Consumer Safety Section. If you need to be licensed or have any questions about these guidelines, please contact Park County Sanitarian, Brian Beckner at (406) 222-4145 or (406) 223-2406 or [bbeckner@parkcounty.org](mailto:bbeckner@parkcounty.org).***

All food vendors must submit a copy of their retail license, menu, plan for lower impact compostable takeout ware, photograph of the food and truck/trailer/booth with dimensions, and certificate of liability insurance (see below). Commercial bakeries and caterers must provide a current copy of their Food Purveyor’s License.

Due to popularity, WSE limits the number of food vendors at each market. Please email the Market Manager to get on the waiting list. Preference is given to vendors that have participated in the past and vendors that are:

- local (Park, Gallatin, Sweet Grass, & Meagher counties)
- using locally-sourced ingredients (identify by producer name)
- using energy efficient practices (documented)
- a member of one of WSE’s programs
- a stand-alone business without a store front, or if the vendor has a store front, preference is given to those that create a signature Livingston Farmers Market offering and/or have a product that enhances the market (to be determined by Western Sustainability Exchange).

***Please submit a registration form, complete with proposed menu, takeout-ware plan, food retail license, and photos of your food and food truck/trailer/booth with dimensions to [info@westernsustainabilityexchange.org](mailto:info@westernsustainabilityexchange.org) or Western Sustainability Exchange, P.O. Box 1448, Livingston, MT 59047.***

If you are accepted, we also need certificates of liability insurance naming Western Sustainability Exchange as additional insureds with a minimum liability limit of \$500,000 per claim; \$1,000,000 for each occurrence; and an aggregate limit of \$2,000,000, plus Fire, Casualty and Property loss insurance in the amount of \$500,000 with a loss payable provision to the City. This certificate needs to cover the entire four months of the market, or it needs to be replaced with a current one if it expires mid-season.

**IMPORTANT:** All items for sale must be pre-approved by WSE - PLEASE INFORM WSE OF ANY ITEMS YOU PLAN TO SELL THAT HAVE NOT BEEN LISTED ON YOUR REGISTRATION FORM.

Please be prepared to share sales data with WSE. This information is kept strictly confidential. This information helps us promote the value of the farmers market and helps us get funding to keep the farmers market going each year. No individual data is given out. Forms and online surveys will be provided to capture data.

WSE has authority over vendor eligibility and what may or may not be sold at the market. ***WSE reserves the right to refuse vendors admission into the Farmers Market for any reason, including receiving complaints against the vendor from the public or other vendors.*** Please see the standard Livingston Farmers Market Rules and Regulations for additional information.

WSE works hard to “grow” the market to increase your sales. We will continue to foster the sense of community that has developed around the farmers market. To that end, WSE invites comments and suggestions but asks that they promote success for the whole vendor community.