



Western Sustainability Exchange organizes and promotes the Livingston Farmers Market to:

- provide a venue for regional farmers, ranchers, and independently-owned businesses to sell produce, flowers, herbs, house plants, meat, eggs, baked goods, crafts, etc., directly to consumers
- continually grow the customer base for those products by including artisans, food purveyors, and other vendors that provide entertainment, social activities, and attractions for the entire community and visitors
 - promote sustainable practices through education and incentives

WSE's Livingston Farmers Market Regulations for Vendors

- 1) Vendors must sign in at WSE's booth and get their booth assignment BEFORE setting up, whether their space is already paid for or not. Season vendors have reserved spots, and any vendor who takes someone else's spot will be asked to move. Season vendors can bypass the line to sign in.
- 2) **Set up begins at 2:00 p.m.** No early set up.
- 3) Please be set up and ready to sell by 4:30pm and stay until the market closes at 7:30pm before breaking down.
- 4) Keep products within the bounds of your allotted space (10 foot booths should not be more than 10 feet wide).
- 5) All vendors must have a booth. Anything you sell, hand out, or display must be pre-approved by WSE and written on your registration form. You can add items to your form mid-season with WSE's approval.
- 6) Vendors must provide and set up their own tables, shelter, chairs, change, bags, signs, scales, etc.
- 7) All tents or canopies must be anchored down to prevent them from blowing away in the event of strong winds.
- 8) Vendors determine their own prices and should bring lots of change. The Market Manager does not have change.
- 9) Vendors must clean up the area around their booth of any trash, debris, or rocks (brought to hold stuff down) before leaving.
- 10) Vendors may not sell or set aside products before the market opens at 4:30 pm (except to other vendors).
- 11) The market is held rain or shine, and fees are non-refundable once the market opens. It is up to each vendor to decide whether to stay or leave during inclement weather.
- 12) **PARKING: no vendor parking in the first row of the parking lot along the grass across from the Civic Center.** This is reserved for customers. An exception will be made for vendors with handicapped placards.
- 13) No sale or giving away of hard liquor, weapons, ammunition, fireworks, or balloons.
- 14) No sale of used items unless it is repurposed into something else (like chimes made from forks or curated items)
- 15) No campaigning or promotion of any political or religious views is permitted. Advocacy of any kind, even surveys, is strictly prohibited. WSE is the final authority on what qualifies as advocacy.
- 16) **No dogs allowed in Miles Bandshell Park during market hours (except certified service dogs)**
- 17) The Livingston Farmers Market is a smoke-free and firearm-free zone. Please refrain from using any smoking substance or carrying any firearms during the market.
- 18) Any product not grown or produced in Montana must have a sign stating where it was grown/produced.
- 19) All vendors selling food must read and agree to abide by the "Farmers Market Act" information provided by the Park County Health Department and WSE's Food Vendor Regulations. Please call the Park County Environmental Health Specialist at (406) 222-4145 for more information.
- 20) **BAKED GOODS:** Due to increased concerns about allergies, you must list **all** ingredients used on your registration form and **either** provide an ingredient list on individual products **or** on signage at your booth.
- 21) Commercial bakeries and caterers must provide a current copy of their Food Purveyor's License.
- 22) **Prepared-food & drink vendors are required to use compostable service ware ONLY. Compostable products need to be certified as BPI-certified compostable. This includes all takeout containers, cutlery, cups, straws, sample cups, etc. Proof of product certification must be provided prior to attendance. Eco-Montana in Bozeman is a great resource for these products.**

- 23) Anyone selling food is required to have a temporary food permit from the Park County Health Department and provide a **certificate of liability insurance naming Western Sustainability Exchange and the City of Livingston as additional insured.** Please see food regulations for more info.
- 24) Vendors may be required to have a City of Livingston business license.
- 25) Vendors are expected to treat the public, other vendors, and WSE's staff and volunteers with courtesy.
- 26) WSE has a "3 strikes, you're out" policy for anyone who doesn't follow the above rules.**

WSE reserves the right to change these rules and regulations at any time. WSE reserves the right to inspect farms & gardens to ensure that the products sold at the market are locally grown if so claimed and to verify any claims made by vendors. 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 about the vendor from the public or other vendors or infractions of our rules.**

Preference is given to independently-owned, regional businesses that sell regionally grown/made/produced goods and returning vendors that have completed the annual survey. WSE determines what is considered regional. WSE encourages vendors to display signage stating if they sell locally and/or sustainably made or grown products.

Reserved spaces are assigned for the season and are not guaranteed to remain the same next season. Payment in the amount specified on the registration form must be received within two weeks of application being approved to reserve your space. Reserved season rates are available at any time and will be prorated from the date of sign-up. WSE may pre-assign weekly non-reserved spaces based on vendor registration, however, spaces may be changed upon request following the first-come, first-served basis. The Market Manager has the final word in all disputes over space.

Please be prepared to share sales data with WSE. This information is kept strictly confidential. WSE gets much of its funding based on the success of its programs. Providing your sales data helps WSE obtain the funding required to keep the Livingston Farmers Market going. Also, the Montana Department of Agriculture requests an aggregate of this information, but no individual information is given out! The data is used to promote the value of farmers markets locally and statewide. Forms and online surveys will be provided to capture data.

We encourage vendors selling **fresh produce, herbs, or plain honey** grown in Montana to participate in the **Senior Farmers Market Nutrition Program**. Vendors selling Montana grown fruits and vegetables may also participate in the **WIC (Women, Infants, & Children) program**. **If you accept WIC or SFMNP checks or coupons without signing up first, you will not be reimbursed!** WSE will also stop reimbursing SFMNP coupons at 7:30pm on the day of the market. **Any remaining receipts will be reimbursed at the following market.**

In addition to SFMNP, at the Market we offer the Livingston Food Resource Center's Healthy Families Token Program and the Supplemental Nutrition Assistance Program (SNAP) with Double SNAP Dollars. A list of the tokens and how they may be used can be found at our website. To be reimbursed for these programs, farm & ranch vendors need to take their tokens over to the Healthy Families Tent located near the band shell during market hours.

Dogs are not allowed at the Miles Band Shell Park from 1-8 pm on farmers market days unless they are certified service animals. Refer any questions to City of Livingston Animal Control Officer Erica at 406-223-2197.

WSE is not responsible for any theft or damage. Should you need to leave your area, you may ask a neighboring vendor to watch your booth for a short time. We suggest you keep your money on or near you at all times.

WSE works hard to "grow" the market to increase your sales. We also 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.

WSE's Livingston Farmers Market will be held each Wednesday in Miles Band Shell Park (next to the Civic Center) from the first Wednesday in June through mid-September (15 or 16 weeks). Formal selling hours are 4:30 to 7:30 pm, and set up is from 2:00-4:15 pm. You must be ready to sell by 4:30.

We're working to grow for you!

