



WESTERN
SUSTAINABILITY
EXCHANGE



LIVINGSTON FARMERS MARKET

Vendor Frequently Asked Questions

Welcome to the Livingston Farmers Market vendor community! This FAQ covers the most common questions, but please read the full Rules and Regulations for complete details. If you still have questions, don't hesitate to reach out — we're happy to help.

GETTING STARTED

1. How do I register?

Pre-registration is required. Read the rules, complete the online registration form, and wait for approval. Once approved, you can pay online, by mail, or in person at the WSE booth on market day, depending on your booth type. You only register once per season, but must sign in at our booth every week before setting up.

2. How much does a booth cost?

Booths range from \$15–\$55 depending on size and product type. Homemade and locally grown products receive a discount over resale items. See the registration form for full rates.

3. Can I reserve a booth for the whole season?

Yes. Register online, get approved, and pay for the full season in advance. Reserved spaces are assigned for the season but are not guaranteed to remain the same the following season. Payment must be received within two weeks of application approval. Returning vendors who completed the prior year's survey receive preference for acceptance and booth location.

4. Do I need insurance?

All vendors should carry liability insurance. It is required for prepared food and other high-risk vendors, who must provide a certificate of liability insurance naming both the City of Livingston and Western Sustainability Exchange as additional insureds.

BOOTH SETUP & LOGISTICS

5. When can I set up?

Setup begins at 2:00 PM. No early setup. The WSE booth opens at 2:00 PM for sign-in and booth assignments. You must sign in before setting up, and all vendors must be ready to sell by 4:30 PM when the market opens to the public. The market closes at 7:30 PM — please stay until closing before breaking down.



WESTERN
SUSTAINABILITY
EXCHANGE



6. Where do I set up?

Your booth assignment is given at sign-in. Season vendors have reserved spots and may bypass the sign-in line, but still must sign in. All other spaces are assigned at the Market Manager's discretion.

7. Do I need to sign in every week?

Yes, every week — even season vendors, though they can bypass the line. If you're selling anything not listed on your registration form, let us know so we can update it. WSE must pre-approve all items you sell, hand out, or display.

8. Is electrical power available?

Power is limited and available along the Civic Center parking lot edge. Contact the market manager before market day if you need it, as booth spaces near power outlets may be pre-assigned.

9. What do I need to bring?

Everything — tables, chairs, change, bags, signs, scales, and your own canopy if you want shade. Livingston is very windy, so anchor your canopy with cinderblocks or sand/water jugs, and use stakes no longer than 12". You are responsible for your own setup and teardown, and must clean up the area around your booth before leaving.

10. Where should I park?

Unload your vehicle, then move it to behind the Civic Center before 4:30 PM. The front row of the Civic Center lot is reserved for customers — including many seniors and others with limited mobility. An exception is made for vendors with handicapped placards or permits provided by management.

11. What if it rains?

The market runs rain or shine, so come prepared for anything — afternoon thunderstorms are common in our area. Fees are non-refundable once the market opens.

SELLING FOOD

12. What do I need to know about selling food?

All food vendors must read and agree to abide by the Farmers Market Act information provided by the Park County Health Department, as well as WSE's Food Vendor Regulations. Depending on what you sell, you may need to prepare food in a commercial kitchen and obtain a license or permit. For questions, contact the Park County Environmental Health Specialist at (406) 222-4145.



WESTERN
SUSTAINABILITY
EXCHANGE



You must list all ingredients on your registration form and display them clearly at your booth — either on individual products or on booth signage. This is especially important for baked goods due to allergy concerns.

Commercial bakeries and caterers must provide a current copy of their Food Purveyor's License.

13. Are there special requirements for prepared food or drink vendors?

Yes. Prepared food and drink vendors must:

- Use compostable service ware only — all takeout containers, cutlery, cups, straws, sample cups, etc. must be BPI-certified compostable. Proof of certification must be provided at your first market. (Eco-Montana in Bozeman carries what you need; WSE is also working on a group ordering option to reduce costs.)
- Provide a certificate of liability insurance naming both the City of Livingston and Western Sustainability Exchange as additional insureds.

14. Can I accept SFMNP coupons or WIC? (Annual training required for both.)

Yes, and we encourage it! These federal nutrition assistance programs help low-income seniors and families access fresh, local food — and they can meaningfully boost your sales.

For SFMNP (Senior Farmers Market Nutrition Program): Contact Rachel Goen at Farm Connect: (406) 926-1625.

For WIC (Women, Infants, and Children): Contact Meredith McDonald at the Gallatin City County Health Department: (406) 582-3164.

To be reimbursed, bring your tokens to the Mission Park tent across from the Headquarters booth during market hours. Note: Mission Park stops reimbursing SFMNP coupons at 7:30 PM on market day — remaining receipts will be reimbursed at the following market.

Important: If you accept WIC or SFMNP checks or coupons without signing up first, you may not be reimbursed.

15. Can I sell produce or items not grown or made in Montana?

Yes, but any product not grown or produced in Montana must have a sign clearly stating where it was grown or produced.



WESTERN
SUSTAINABILITY
EXCHANGE



SPECIAL BOOTH TYPES

16. Can my child have a booth?

Absolutely — we love it! Bring them by any Wednesday between 2:30–4:15 PM. Kids fill out their own registration forms with a parent signature, and at least 75% of items sold must be made or grown by the child.

RULES & POLICIES

17. Can I solicit donations, gather signatures, or hand out flyers?

No. You must have a booth and let people come to you — the market isn't the place for circulating petitions or unsolicited outreach of any kind.

18. Can I display political or religious materials?

No. Campaigning, promotion of political or religious views, and surveys are all prohibited. WSE has final authority on what qualifies as advocacy.

19. Can I bring my dog?

We love dogs, but they are not permitted in Miles Band Shell Park from 1–8 PM on farmers market days — so please leave your pup at home unless they are a certified service dog. Note that therapy dogs do not qualify as service dogs. As vendors, we ask that you help set a good example for the public on this one.

20. What items are prohibited from sale?

The following may not be sold or given away at the market:

- Animals, hard liquor, weapons, ammunition, fireworks, or balloons
- Used items (unless repurposed, such as wind chimes made from forks, or curated items)

The Livingston Farmers Market is also a tobacco-free and firearm-free zone. Please refrain from using tobacco or carrying firearms during the market.

21. What is the policy for not following the rules?

WSE has a “3 strikes, you're out” policy for anyone who doesn't follow the rules. WSE also reserves the right to refuse vendors admission for any reason, including complaints from the public or other vendors.

22. Can WSE change these rules?

Yes. WSE reserves the right to change the rules and regulations at any time, and has final authority over vendor eligibility and what may or may not be sold at the market.



WESTERN
SUSTAINABILITY
EXCHANGE



SALES DATA

23. Why does WSE ask for my sales data?

WSE uses aggregate sales data to secure funding that keeps the Livingston Farmers Market going, and to report to the Montana Department of Agriculture, which uses the data to promote the value of farmers markets statewide. Your individual data is kept strictly confidential — no individual information is ever shared. Forms and online surveys will be provided to capture this data.

CONTACT US

Questions not answered here? Reach out — we're glad to help.

(406) 222-0730

info@westernsustainabilityexchange.org

WesternSustainabilityExchange.org

Visit us at the WSE Headquarters booth any market Wednesday, 2:00–7:30 PM

We're working to grow for you!