



WESTERN
SUSTAINABILITY
EXCHANGE



LIVINGSTON FARMERS MARKET

Food Vendor Regulations

These regulations apply to all vendors preparing and selling food, including but not limited to meals and parts of meals such as desserts, breads, and salads. They are **in addition to** the standard Livingston Farmers Market Rules & Regulations. For the purposes of this document, “Food Vendor” refers to any business preparing and selling food items.

APPLICATION & ACCEPTANCE

WSE limits the number of food vendors at each market and space is limited.

After completing the registration form online, submit the following to Western Sustainability Exchange via email to info@westernsustainabilityexchange.org:

- Menu, if not previously provided on application
- Compostable service ware plan
- Food retail license
- Photos of your food and food truck/trailer/booth with dimensions
- City of Livingston business license and proof of insurance will need to be provided if accepted.

Vendor Preference

Preference is given to vendors who have participated in the past, have completed the annual survey, and who are:

- Local (Park, Gallatin, Sweet Grass, and 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 storefront. If the vendor **does** have a storefront, preference is given to those that create a signature Livingston Farmers Market offering and/or have a product that enhances the market (as determined by WSE).



WESTERN
SUSTAINABILITY
EXCHANGE



LICENSING & DOCUMENTATION

All food vendors must follow the Farmers' Market Guidelines issued by Montana's DPHHS Food & Consumer Safety Section. For licensing questions, contact **Park County Sanitarian Scott Konley** at (406) 222-4145 or skonley@parkcounty.org.

All prepared food vendors must submit the following before their first market:

- Copy of retail license
- Menu
- Compostable service ware plan
- Photograph of food and truck/trailer/booth with dimensions
- Certificate of liability insurance (see Insurance section below)
- City of Livingston business license

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

COMPOSTABLE SERVICE WARE

Prepared food and drink vendors are required to use compostable service ware only. This includes all takeout containers, cutlery, cups, straws, and sample cups. All products must be **BPI-certified compostable**, and proof of certification must be provided at the first market of attendance.

Eco-Montana carries exactly what you need and even delivers to Livingston once per week.

INSURANCE REQUIREMENTS

Accepted food vendors must provide a certificate of liability insurance naming both of the following as additional insureds:

- Western Sustainability Exchange, PO Box 1448, Livingston, MT 59047
- The City of Livingston, 220 E Park St., Livingston, MT 59047

Minimum coverage requirements:

- \$750,000 per claim
- \$1,500,000 per occurrence
- \$2,000,000 aggregate limit
- Fire, Casualty, and Property loss insurance of \$500,000 with a loss payable provision to the City



WESTERN
SUSTAINABILITY
EXCHANGE



The certificate must cover the entire market season (approximately four months). If it expires mid-season, a current replacement must be provided.

ITEMS FOR SALE

All items for sale must be **pre-approved by WSE** and listed on your registration form. Please inform WSE of any items you plan to sell that have not been listed. WSE has authority over vendor eligibility and what may or may not be sold at the market.

SALES DATA

Vendors are asked to share sales data with WSE. This information is kept strictly confidential — no individual data is ever shared. WSE uses aggregate data to promote the value of the farmers market and to secure the funding needed to keep it running each year. Forms and online surveys will be provided to capture this information.

POLICIES

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. **WSE reserves the right to change these regulations at any time.**

Please see the standard Livingston Farmers Market Rules & Regulations for additional information.

CONTACT US

Questions? 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!