



WESTERN
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LIVINGSTON FARMERS MARKET

Vendor Rules & Regulations

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, and more directly to consumers
- Continually grow the customer base 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

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

REGISTRATION & FEES

Pre-registration is required. Vendors must complete the online registration form and receive WSE approval before participating. Once approved, payment can be made online, by mail, or in person at the WSE booth on market day.

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.

Reserved spaces are assigned for the season but are not guaranteed to remain the same the following year. 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.

Anything you sell, hand out, or display must be **pre-approved by WSE** and listed on your registration form. Items may be added mid-season with WSE's approval. WSE has authority over vendor eligibility and what may or may not be sold at the market.

Prohibited Items

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

- Animals, hard liquor, weapons, ammunition, fireworks, or balloons



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- Used items unless repurposed into something new (e.g., wind chimes made from forks, or curated items)

BOOTH SETUP & LOGISTICS

The market is held each Wednesday in Miles Band Shell Park (next to the Civic Center) from the first Wednesday in June through mid-September (15–16 weeks). Formal selling hours are 4:30–7:30 PM; setup runs from 2:00–4:15 PM.

Sign-In & Setup

Vendors must sign in at the WSE booth and receive their booth assignment before setting up, whether their space is already paid for or not. Setup begins at 2:00 PM — no early setup. All vendors must be ready to sell by 4:30 PM and must stay until the market closes at 7:30 PM before breaking down.

Season vendors have reserved spots and may bypass the sign-in line, but must still check in each week. All other spaces are assigned at the Market Manager's discretion. The Market Manager has the final word in all space disputes.

Equipment & Booth Standards

Vendors must provide and set up their own tables, chairs, shelter, change, bags, signs, scales, and other equipment. All products, signage, and canopies must remain within the bounds of the vendor's allotted space.

All tents and canopies must be anchored and staked to the ground using stakes no longer than 12" to prevent them from blowing away in strong winds.

Vendors must clean up the area around their booth — including any trash, debris, or rocks used for weighing things down — before leaving.

Parking

Vendors must unload and then move their vehicles to behind the Civic Center before 4:30 PM. The front row of the Civic Center lot is reserved for customers, including seniors and others with limited mobility. An exception is made for vendors with handicapped placards.

Weather & Cancellation

The market runs rain or shine. Fees are non-refundable once the market opens. It is up to each vendor to decide whether to stay or leave during inclement weather.



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Pre-Market Sales

Vendors may not sell or set aside products before the market opens at 4:30 PM, except to other vendors.

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. Contact the Park County Environmental Health Specialist at (406) 222-4145 for more information.

Ingredient Labeling

Due to allergy concerns, all vendors selling baked goods must list **all** ingredients on their registration form and display them clearly — either on individual products or on booth signage.

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

Any product not grown or produced in Montana must include a sign stating where it was grown or produced.

Compostable Service Ware

Prepared food and drink vendors are required to use compostable service ware only. All takeout containers, cutlery, cups, straws, and sample cups must be **BPI-certified compostable**. Proof of certification must be provided at the first market of attendance. Eco-Montana in Bozeman carries what you need; WSE is also working on a group ordering option to help reduce costs.

Insurance

Prepared food and other high-risk vendors must provide a certificate of liability insurance naming both the City of Livingston and Western Sustainability Exchange as additional insureds. See the Food Vendor Regulations for full coverage requirements.

Nutrition Assistance Programs

WSE encourages vendors selling fresh produce, herbs, or plain honey grown in Montana to participate in the Senior Farmers Market Nutrition Program (SFMNP) and the Supplemental Nutrition Assistance Program (SNAP) with Double SNAP Dollars. Some vendors may also be permitted to accept WIC vouchers.



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SFMNP & SNAP: Contact Rachel Goen at Farm Connect: (406) 926-1625.

WIC: Contact Meredith McDonald at the Gallatin City County Health Department: (406) 582-3164.

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

Important: Accepting WIC or SFMNP checks or coupons without first signing up will result in no reimbursement.

SPECIAL BOOTH TYPES

Youth Vendors

Children are welcome to have their own booth. They may come by any Wednesday between 2:30–4:15 PM, fill out their own registration form with a parent signature, and set up their space. At least 75% of items sold must be made or grown by the child.

CONDUCT & POLICIES

Vendor Conduct

Vendors are expected to treat the public, other vendors, and WSE staff and volunteers with courtesy at all times.

Solicitation & Advocacy

Vendors must operate from their assigned booth. Circulating petitions, distributing unsolicited materials, gathering signatures, and advocacy of any kind — including surveys — are strictly prohibited. WSE is the final authority on what qualifies as advocacy.

Political & Religious Materials

Campaigning and promotion of political or religious views are not permitted at the market.

Dogs

A city ordinance prohibits dogs in Miles Band Shell Park from 1–9 PM on farmers market days. Dogs are not permitted during the market unless they are certified service dogs. Therapy dogs do not qualify under this ordinance.

Tobacco & Firearms



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

Enforcement

WSE has a “3 strikes, you’re out” policy for anyone who does not follow the rules. WSE reserves the right to refuse vendors admission for any reason, including complaints received from the public or other vendors, and reserves the right to change these rules and regulations at any time.

Farm Inspections

WSE reserves the right to inspect farms and gardens to verify that products sold as locally grown are in fact locally grown, and to verify any other claims made by vendors.

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 secure funding and to report to the Montana Department of Agriculture, which uses it to promote the value of farmers markets statewide. Forms and online surveys will be provided to capture this 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!