



# FARMERS MARKET

## DOWNTOWN HELENA

### THE HELENA FARMERS MARKET, INC. VENDOR/SELLERS' RULES 2022 SEASON

Helena Farmers Market, Inc. is a non-profit corporation formed in 1974 to provide for an ongoing seasonal farmers market. Fees collected are used for insurance, licenses, advertising, staff wages, etc... Sellers are expected to abide by the following rules:

1. Only Montana agricultural products, and Montana made or value added products may be sold by Montana residents at the Helena Farmers Market. Any nonconforming item or product must have board approval before selling. Selling garage sale or flea market type items are not permitted.

#### 2. VENDORS:

Vendors are not to arrive at the marketplace on Saturday before 6:30 a.m; **vehicles have to be off the road by 8:30 am during the set up period.** Vendors must clean up their area and leave as soon as possible after the market closes at 1:00 p.m. Unless there is an emergency or special circumstance, vendors are discouraged from packing up their space before the end of market.

The Saturday market is held on Fuller Avenue and opens for business at 9:00 am and closes at 1:00 pm. Set up time is 6:30 am to 8:45 am. The Tuesday market in East Helena (beginning July 26, 2022) is located at tMain Street Park opens for business at 3:00 pm and closes at 6:00 pm. Set up time is between 2:00 and 3:00 pm. There is no market fee for the Tuesday markets, but you should already be a vendor at the Saturday markets.

Traditionally, the Spring Vendor Meeting takes place the Saturday before the start of the Market. **For the 2022 season, the Market will start on April 30th and the Vendor Meeting will be held on April 23rd.** Vendors will be notified of the Spring Vendor Meeting date, time, and venue prior to the meeting. If at least 10% of a reserved vendor's fee is not received on or before the Spring Vendor Meeting, a space that was reserved by a vendor in the prior year will be deemed open and free to reserve to any other vendor or sell to a non-reserved vendor.

#### **Day Vendors (non-reserved)**

Vendors selling perishable products have priority for space. All non-reserved vendors must fill out a vendor data sheet (once per season) and pay \$25.00 per 10 feet of space which will be collected by the Market Manager, designated staff or board member. After checking in for the market, day vendors will be assigned a space on a first come, first served basis. Vendors may check in as early as 7:00 am and no later than 8:15 am.

**Reserved Vendors** must prepay a non-refundable fee on or prior to June 1st and are entitled to a seasonal, reserved space each market day. The reserved vendor will retain the same location throughout the season. Currently, the fees for reserved spaces are: **\$250 per 10 foot square space; limited to no more than 5 spaces.** Vendors who have reserved space(s) in the prior season have

the first claim to space(s) for the current season. To ensure you are reserved for the current season, a 10% deposit on the space(s) must be received by the Spring Vendor Meeting.

The Farmers Market Manager must know which spaces are reserved and which are available at the start of each Market Season. Open spaces may be reserved by a new vendor at any time before June 1st with at least a 10% down payment. If a new vendor decides to reserve a space for the season after June 1st, the request must be made in writing to the Board of Directors before the next scheduled Board Meeting. For details on time and location of the next Board Meeting and to find out how to give written notice, contact the Market Manager. If a reserved space is not occupied by 7:30 a.m. on Saturday market day, the Market Manager may reassign that space for the day to another vendor. However, if the reserved vendor knows in advance that they will arrive at the market later than 7:30 a.m., they must call the Market Manager at 437-1855 prior to 7:30 a.m. and request that the manager keep their space open for them due to late arrival. If the reserved vendor knows they will not be present on a certain market day, they shall notify the Market Manager in advance of that day so the space can be assigned to another vendor for the day without having to wait until the 7:30 a.m. deadline.

3. Vehicles are allowed on the road prior to the start of the market until 8:30 a.m. to allow vendors to unload their products. Vehicles must be removed from the road between 8:30 a.m.- 1:00 p.m.

Any Exceptions must have prior approval by the Market Manager. If a vendor does need to have their vehicle on the road any time between 8:30 and 1:00, they must be escorted in and out of the market area by the Market Manager or Assistant. This is for the safety of both the vendor and customers.

A 20 foot fire lane down the middle of the market must be kept open before, during, and after market hours, from the time the road closure signs are put up to the time they are taken down. For all vendors, this means the total area taken up by their space must be at least 10 feet from the center line. Sidewalks must remain clear of vendor property during operating hours.

**ALL vehicles must have prior board approval to remain on the street during operating hours.**

**Traffic on Fuller is one way starting from Placer going North towards Neill and from Placer going South towards Lawrence. Any exceptions require approval from the Market Manager.**

Vendors may bring product into the market area in a small trailer and leave the trailer in the market area, but must remove their vehicle by 8:30 a.m. The trailer must be small enough that if a vendor sets up alongside it, the total width does not intrude into the fire lane. All tables and canopies must be set up so as not to intrude into the fire lane. Vendors are not allowed to bring their vehicles into the market area until the market closes at 1:00 p.m. Vendors must have all of their remaining product packed, stacked, and tables and other structures torn down and moved as close to the curb as possible before bringing in their vehicle. Enter the market area from Placer Avenue. Do not park in the middle of the street when unloading or loading. Leave room for other vehicles to be able to pass you on one side. Early departing from the inside area (not ends) requires the vendor to hand carry all remaining product, tables, etcetera to their vehicle.

#### 4. SAFETY:

To avoid damage to persons or property due to gusting winds: all tents, canopies, and umbrellas must be weighted down sufficiently. Any vendor who does not have sufficient weights for their tent, canopy, or

umbrella will not be allowed to set up the tent, canopy, or umbrella until sufficient weight or fastener has been obtained and attached to the legs/pole.

5. Vendors are responsible for packing out their own refuse. The garbage containers are for use by the patrons of the market.

6. All edible produce should be fresh and clean. Produce being sold must not be in contact with the ground. Non-edible products are exempt from this provision.

7. Vendors must be respectful to others, including having patience during loading and unloading. Any threatening behavior by a vendor directed towards the Market Manager, other vendors, or customers is not allowed and may result in permanent removal from the market for the remainder of the season. Vendors must not smoke at or near their booth or where the smoke may affect other vendors or customers. Vendors may not have pets at their booth during the market.

8. Any person under the age of 16 who works or is inside a booth at any time must be supervised by a competent adult. Any person under the age of 16 left unsupervised will be required to dismantle the booth, move it to the sidewalk, and contact a responsible adult to pick them up immediately. The Helena Farmers' Market will not be responsible for personal mishaps or injuries.

9. All vendors must:

a). plainly display an 8 by 11 inch card (or larger) with their NAME, CITY, STATE AND ZIP CODE.

b). provide all sales equipment and

c.) establish product pricing. If your product is sold by weight, the weight scales must be inspected and certified by the State Division of Weights and Measures and the inspection seal attached to the scale prior to entering the market. The scales must be positioned in your selling area so the customer has actual visual contact with the scale and can read the weight of their purchase. The vendor must also have a printed list, in plain view for customer reference, of each of the items for sale with the price per pound of each item plainly listed.

10. The dispensing of food samples by a vendor is subject to approval from the Lewis and Clark Health Department. Vendors must check with the health department for guidance.

11. RESTRICTED PRODUCT SALES:

All vendors requiring licensing to sell their product must display the appropriate and current license(s) in their booth at each market.

a.) Honey sales: Only honey produced from hives licensed by The Montana Department of Agriculture may be sold. Honey must be processed in accordance with the State and County Health Department rules and regulations.

b.) Seller must abide by the Montana Department of Livestock, Egg and Milk Division and Lewis and Clark County Health Department rules and regulations.

c.) Baked goods, candies and preserves: These items may be sold at the Helena Farmers Market. All such items must be labeled with the ingredients and preparer's name and address neatly printed or typed and legible on each container or individually wrapped item in accordance with Lewis and Clark County Health Department regulations. It is the responsibility of the individual seller to ensure that such products are fresh and of the highest quality. Each individual seller must provide the Market Manager with a list of all food items they will be selling

at each market. Vendors will need to either complete the Farmers Market Exemption form for their processed foods **OR** follow the Cottage Food License process. Once Lewis and Clark Health Department responds you will be responsible to print a copy to present to the Market Manager and one to display at your booth

d.) Other processed foods, fish and meats: Only State of Montana Licensed Food purveyors are permitted to sell these products at the Market.

e.) Nursery stock: Any vendor selling nursery stock must be certified by the State of Montana in accordance with MCA Title 80, Agriculture, Chapter 7, Disease, Pest, and Weed Control, Part1, Control of Diseases and Insects in Nurseries.

f.) Organic produce/food: Any vendor selling Organic produce/food must be certified by the State of Montana. Only cultivated mushrooms may be sold, the sale of foraged mushrooms is prohibited.

g.) Sale of animals: All animals being sold (i.e. rabbits, chickens, pups, etc) must be confined. Vendors are not allowed to bring their personal pets to the market.

h.) Food stands: All vendors selling hot dogs, sandwiches, etc. must display their Open Air Food Purveyor License issued by the Lewis and Clark County Health Department.

13. Any activity which may jeopardize the status of the Helena Farmers' Market as a non-profit corporation is prohibited. Handouts, petition drives, or solicitations by anyone is permitted. City of Helena, Lewis and Clark County, and State of Montana Ordinances apply.

14. The Helena Farmers Market is not responsible for any breakage or loss of any vendor's product. The vendor must obtain their own private insurance if they want their product covered by insurance.

15. The noise level from any space must not exceed 70 decibels. Generator use at the Market will be limited. Generators will be subject to inspection for noise level, fumes, disturbance to neighboring vendors, and safety. Inspections may be made throughout the season. If your generator does not meet approval, you will need to make arrangements for an alternative power source the following week. If your generator is deemed an immediate safety problem, you will be asked to stop the generator.

16. Vendors must cooperate with the Helena Farmers Market Management team/board and obey all rules. If a problem is reported or observed, a vendor will be notified (verbally) stating the problem, and if necessary a written warning will be issued. Failure to respond to the problem will result in termination of the vendor at the Helena Farmers Market without refund of any fees. Violation(s) of the rules may result in the immediate suspension of selling privileges.

**YOUR COOPERATION AND PARTICIPATION IN THE HELENA FARMERS MARKET IS GREATLY APPRECIATED. FOR MORE INFORMATION, PLEASE CALL:**

Kristen Petersen, Market Manager at (406)437-1855

Mailing Address:

**Helena Farmers Market**

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