



## 2021 Red Lodge Farmers Market

Lion's Park 8th St. & Villard Ave.

The Red Lodge Farmers Market is an outlet for farmers, crafters and food processors to sell their wares directly to the public. In addition to the above, the Red Lodge Market will be an outlet for area non-profit organizations to provide information to the public.

The following are the rules and regulations for the Red Lodge Farmers Market. Please read each page and complete an application to be considered to participate.

### Rules and Regulations

#### Market Hours

The market runs every Friday for 13 weeks from June 18th - September 10th. Hours of operation are from 3:30-6:00pm. Vendor set up begins at 2:00 and ***all vendors must be ready for business by 3:30 pm and can not begin tear down until 6:00pm.***

The market bell will be rung at 3:30 to signal the start of the market. No selling to the public will take place before the ringing of the bell. This excludes vendor to vendor sales.

#### Selection of Vendors

***All vendors to the Red Lodge Farmers' Market must grow, craft or process their products within a 150-mile radius of the market.*** Reselling of purchased produce or goods is prohibited. No used or antique items will be allowed to be sold at the market. Carrying (selling products that the vendor did not produce, and cannot or is not being produced locally such as peaches or cherries, etc.) is allowed as long as it is approved by the steering committee and the vendor displays a sign letting customers know the farm of origin.

Vendors must be present each week they commit to.

#### Stall Assignments

Vendors that attend the annual Vendor Meeting will get first choice of booth location. Booths will then be assigned to Vendors based on the following:

1. Commitment / Frequency of space
2. Farmers
3. Food Processors
4. Crafters
5. Non-Profit Groups

Vacant spaces will be filled as deemed by the Market Manager.

#### Booth Set-Up

Booth spaces are limited to 10'X10' tents. Vendors may arrive after 2 pm to set up for the day. ***All tents must be secured with proper weights to withstand the climate (i.e. wind, snow, etc.).*** No stakes, poles, signs, etc. are permitted to be put into the ground. Each participant will need to provide a table with a tablecloth and keep their stall areas neat, orderly and

in good repair. All produce must be displayed off the ground and prices must be clearly marked. Each vendor must provide their own change, bags, scales, etc.

### **Tear Down**

For the safety of the customers, no vendor can begin tearing down until close of Market at 6pm. Safety is our #1 priority. Vendors that have sold out of product may leave the Market provided their tent and information sign remain in place with a 'Sold Out' sign until the official close of market at 6pm.

### **Vendor Parking**

Vendors are encouraged to park vehicles west of Villard or south of 8th st. and north of 7th st. by 3:30 to allow convenient customer access. No vehicles will be allowed at any time to drive or park on the grass of the park.

### **Signs & Printed Material**

*All vendors must have a sign clearly marking the name and location of their business.* Business cards, brochures and other advertising that pertain to the products are allowed. No petitions, or other printed material, political or otherwise can be distributed or displayed.

### **Product Guidelines**

All products must be grown or produced within a 150 mile radius of Red Lodge.

*Local produce* dealers are required to fill out an In-State Produce Dealers License and register with the state.

*Out of State produce* dealers are required to fill out an Out Of State Produce license and provide the Market Manager with their license #.

*Meats* must be processed in a state inspected facility and producer must have a retail meat market license. A copy of the license must be provided to the Market Manager and also be on display at producers booth.

*Baked Goods* products need to follow all County Sanitarian regulations. Please refer to the Farmers Market Guidelines packet or contact your local County Sanitarian with any questions.

Any vendors selling plant nursery items must fill out a nursery licence and register with the state.

### **Crafters**

Items must be *handmade by the vendor*. Crafts featuring garden, lawn, agricultural, and/or food items have preference, other craft items are encouraged. A sample or a colored picture(s) must be submitted and juried by the Steering committee before permission is granted to sell. Applications for craft items must be submitted by June 1st, allow 2 weeks for the jurying process. Mark on the application what market days you would like to attend. The market manager will let you know which days are available. Three (3) craft vendors will be allowed at each market.

### **Non-Profit Organizations**

Charitable, educational, or other community service organizations must have 501c3 status and submit an application. The marketing of products that are in direct competition with vendors is not allowed. One stall will be set aside each week for non-profit use.

### **Youth**

Any youth under the age of 18 may have a booth as long as the products follow all the guidelines.

### **Fees & Payments**

**Season Vendors:** \$110 for 13 weeks. Vendors paying for the entire season will be given the privilege of 2 free weeks free. This is non-refundable, even if the vendor does not attend all selected days.

**Weekly Vendors:** 10% of Gross Sales with a minimum of \$5 and a maximum of \$10/market

**Non-Local Produce (Carrying) Vendors:** \$25/market

**Youth Vendors (under 18):** \$5/market

**Non-Profit Vendors:** \$5/market

### **Resort Tax**

Vendors with an active Red Lodge business license will be responsible to pay their 3% resort tax on applicable goods directly to the City of Red Lodge. Those without licenses must report their gross taxable sales each week to the Market Manager. The tax will be collected each week at the end of the market. Refer to Resort Tax Form to see if you are required to pay resort tax on your product.

### **SNAP/SFMNP/WIC**

**SNAP** (Supplemental Nutrition Assistance Program) is a Federal program to help feed low-income people. SNAP coins are in \$1 & \$5 increments and can be used to buy produce, meat, eggs, honey, milk and baked goods. Please refer to the SNAP Guidelines form for more information. Tokens will be brought to the Market Booth at the end of each market and a receipt will be issued.

**SFMNP** (Senior Farmers Market Nutrition Program) is a program through the USDA to serve low-income seniors. Coupons are in \$2 increments and can be used to buy produce only. In order to get paid for the SFMNP coupons farmers must complete a contract with the State of Montana and participate in an annual training. Coupons will be brought to the Market Booth at the end of each market and a receipt will be issued.

**WIC** is a Federal program that services Women, Infants and Children. The checks are in \$5 increments and can be used for fresh fruits and vegetables only. An annual training is required in order to receive payment. Vendors are responsible for depositing these checks.

Reimbursements for SNAP come from the Red Lodge Farmers' Market and will be distributed monthly.

Reimbursements for SFMNP come from the Red Lodge Area Community Foundation and will be distributed monthly.

### **Agreement**

By accepting a booth space at the Red Lodge Farmers' Market each Vendor thereby agrees to abide by these regulations. The Management of the Red Lodge Farmers' Market reserves the right to cancel the privileges of any Vendor who, in the opinion of Management, has willfully violated the rules and regulations. The Market Manager will enforce the above rules in a fair and consistent manner.

### **Rules and Regulations are Subject to Change**

I have read the rules and regulations for the Red Lodge Farmers' Market and agree to abide by them.

Please Keep a Copy for your Records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date