



## 2024 Red Lodge Farmers Market

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

The Red Lodge Farmers Market is a non-profit 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 Saturday from mid June to mid September. Hours are 9-Noon. Vendor set up begins at 8:00 and ***all vendors must be ready for business by 9:00am and can not begin tear down until Noon.***

The market bell will be rung at 9:00 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, or pre-pick up arrangements made by the vendor to customers.

#### 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

All vendors must have a tent/canopy, tables with tablecloth and signage with name and location of business. Booth spaces are limited to 10'X10' or 12'X12' tents. ***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 shall keep their stall areas neat, orderly and in good repair. All produce must be displayed off the ground and prices must be clearly

Updated April 2024

marked. Each vendor must provide their own change, bags, scales, etc. No vehicles will be allowed at any time to drive or park on the grass of the park. Vendors may arrive after 8 am to set up for the day

### **Tear Down**

For the safety of the customers, no vendor can begin tearing down until close of Market at Noon. 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 Noon.

### **Vendor Parking**

During market hours vendors must park west of Villard or south of 8th st. and north of 7th st. by 9:00 to allow convenient customer access.

### **Signs & Printed Material**

*All vendors must have a sign clearly marking the name, location, and contact information of their business.* Vendors who participate in Senior Coupons and WIC are required to have appropriate signage. Business cards, brochures and other advertising that pertain to the products are allowed. No petitions, or other printed material, political, religious 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 the 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 the 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.

**All vendors selling food items must have each item clearly marked with vendors name and contact information. Each item must have a label listing all ingredients and state that food was prepared in a home kitchen. The booth must have an 8 ½ X 11 sign prominently displayed with the statement “the homemade food products being sold have not been licensed, permitted, certified, packaged, labeled or inspected under any official regulations.”. This requirement does not apply to those vendors who have a food license.** The Farmers Market obtains a nursery license for use by anyone selling plant nursery items.

### **Insurance**

**All vendors selling hazardous food items as listed in the Cottage Food Act must provide a copy of product liability, or special event (which lists food being sold) insurance before they can sell at any market. The Red Lodge Farmers Market must be named as a co-insurer.**

### **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. 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.

## **Code of Conduct**

All vendors, staff, volunteers and board members, whether at the Market site, board meetings, or Market functions, agree to conduct themselves in a professional manner that fosters a sense of Market community and camaraderie, and a spirit of cooperative involvement that promotes the Market as a whole to the communities it represents and serves.

**By participating in the Red Lodge Farmers Market, all vendors, staff, volunteers and Board Members agree to:**

1. Demonstrate respect for people of all genders, races, ages, ethnicities, and abilities
2. Treat customers, market staff, volunteers and other vendors with courtesy, patience and honesty
3. Not act in a manner that is rough, menacing, vulgar, profane or abusive, including making anyone uncomfortable to be within the market space. Dress must also be appropriate and professional and abide within the previous statement not vulgar, nor would make anyone uncomfortable to conduct business at the market.
4. Assist fellow vendors whenever possible
5. Notify market manager immediately of any unsafe conditions and conflicts
6. Resolve conflicts with respect and kindness
7. Practice safe behaviors at all times, including while driving on and off site, loading and unloading

## **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:** \$210 for the weeks of June 15 to September 28. Vendors paying for the entire season will be given the privilege of 2 weeks free. This is non-refundable, even if the vendor does not attend all selected days. Vendors will pay \$15 per market for any dates before or after the above dates.

**Weekly Vendors:** 10% of Gross Sales with a minimum of \$10 and a maximum of \$15/market

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

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

**Non-Profit Vendors:** No Charge

## **Resort Tax**

Vendors with an active Red Lodge business license will be responsible to pay their 4% 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 the 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 tokens 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. **Reimbursements for SNAP come from the Red Lodge Farmers Market. Reimbursements will be made after the season ends.**

***DOUBLE SNAP*** - Double SNAP tokens may only be used to purchase **fruit, vegetables, herbs and mushrooms**. (this is a change from previous years). **Double SNAP reimbursement comes from The Red Lodge Area Community Foundation and will be made after the season ends. Both the Community Foundation and the Farmers Market will strive to make timely payments.**

***SFMNP*** (Senior Farmers Market Nutrition Program) is a program through the USDA to serve low-income seniors. Coupons are in \$4 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. **Reimbursements for SFMNP from the Red Lodge Area Community Foundation and will be made after the season.**

***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 themselves.

### **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