



2019 Vendor Guide

Guidelines and Rules for Operation

Tuesdays July 9 thru September 10, 2019

4 to 7 p.m.

Kennedy Common, 4th and Main Streets,

Anaconda

www.anacondacommunityfoundation.org

406.560.2425 / 406.563.5259

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Mission Statement/Purpose

The Anaconda Community Market [henceforth Market] is sponsored by the Anaconda Community Foundation. It serves as a gathering place for consumers to purchase area foods, original crafts and wares. The market promotes and supports healthy living, local agriculture, and community interaction all in an upbeat, welcoming atmosphere. Our market vendors sell directly to the public, allowing consumers to have a direct relationship with the vendor.

Contact Information

Office and mailing address

Anaconda Community Market

118 E. 7th Street Anaconda,

MT 59711 Phone (office):

563.5538 / 563.5259

Phone (mobile): 406.560.2425

Email: lydiabjanosko@gmail.com /

gloria.orourke@gmail.com

Website: www.anacondcommunityfoundation.org

Market Manager direct line: 406.560.2425

Important Dates 2019

<p>June 15, 2019</p>	<p>Application deadline for vendors who wish to receive priority consideration and rate of \$10.00 per market for sign up of the 10-week season. Vendors will receive notification of status within 10 business days after their full application and season fee have been received by market staff.</p> <p>Additional vendors will be considered for acceptance throughout the season, as space allows.</p>
<p>June 19, 2019 5:00 PM</p>	<p>Anaconda Non-Profits Please mark your calendar for this mandatory meeting.</p> <p>Approved non-profits will be pre-scheduled for the 10 weeks of the market and expected to attend this training for our professional lemon-aid stand. If your non-profit does not attend this training, your organization will be suspended of your selling rights.</p> <p>5:00-6:00: on-site, mandatory training for non-profits.</p>
<p>July 9, 2019 4-7pm</p>	<p>Anaconda Community Market season begins at Kennedy Common Park, 4th and Main Streets, Anaconda, MT **Vendor set-up begins at 2:00pm and you need to be fully ready to receive customers at 4PM sharp**</p>
<p>September 10 4-7pm</p>	<p>Last outdoor market and celebration!</p>

Overview

The Anaconda Community Foundation has established a market committee to create the guidelines for a successful Market. The Anaconda Community Foundation hired a Market Manager to manage and oversee operation of the Market. This individual will be assisted by a committee and volunteers.

The Market guidelines and rules are intended to ensure:

- The market is a safe, enjoyable place for residents and visitors to gather and purchase area foods, original crafts, and wares.
- The market and its vendors are in compliance with federal, state, county, and local regulations.
- The market plays a positive role in the community and has a welcoming environment.
- Vendors have a fair, equitable and respectful atmosphere in which to conduct their business.

This document seeks to set forth a basic set of rules and guidelines to provide for the successful operation of the Market but cannot contemplate every possibility. ***Therefore, the Market reserves the right to do whatever may be additionally necessary to protect the intent and well-being of the Market; its patrons and vendors; as well as the staff, volunteers, and the City of Anaconda.***

Vendor Application, Fees and Payment Process

- Applicants must complete a vendor application and provide all required forms and licenses prior to being considered for participation in the market.
- Applications will be reviewed and approved before a vendor may participate in the Market. Space at the Market and the items a vendor offers are factors in determining approval as well as vendor's history with the Market, attendance and past performance, and balance of Market offerings.
- **During the selection of a vendor, the Market shall not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.**

In addition, changes in vendor participation may occur at the sole discretion of the Market committee based on factors such as customer attendance, Market vision or plans.

Market Goods

- The following items are approved for sale:
 - Vendor grown fresh fruits and vegetables
 - Vendor grown herbs and spices, fresh or dried
 - Vendor produced farmstead products such as cheese, meats, fish, poultry, eggs, baked goods, canned goods, honey, maple syrup, grains, preserves and specialty products, if prepared and packaged in accordance with rules established by the MT Department of Agriculture
 - Non-farmstead food items in which the vendor is actively involved and invested in the processing or production of the item, if prepared and packaged in accordance with local, state, and federal law.
 - Vendor grown bedding plants, hanging and potted plants, perennials and cut flowers with required state licensing.
 - Vendor grown dried flowers or plants
 - Wild-caught, wild-harvested, or foraged food items if in compliance with all federal, state, and local laws and regulations.
 - Arts
 - Crafts
 - Merchandise – based on factors in alignment with Market mission
- Products other than those listed may be approved for sale if the Market staff determines the items would benefit the Market as a whole.
- Vendors may sell only the items listed in their Market applications and approved by Market management. Market staff and the Office of the Sanitarian has the right to require a vendor to remove non-approved products.
- Vendors seeking to sell items not listed on their application must request approval in writing (e-mail acceptable) to add items to their application. These additional items cannot be sold until market staff approval is received.
- Market staff and the Office of the Sanitarian reserves the right to inspect a vendor's place of production to verify that the products being sold meet market qualifications.

Vendor Behavior

- Vendors are expected to attend the market to sell their own products. Additional sellers may be designated to assist at the booth. **Vendors are responsible to educate their assistant and/or substitute sellers of all Market rules, procedures, and guidelines.**
- Alcohol and drugs (unless used with prescription) are prohibited at the Market. Vendors must be drug-free and sober upon arriving at the Market. Violation of this policy is grounds for suspension from the Market or immediate revocation of vendor access, in the sole discretion of Market staff.
- Smoking is prohibited at the Market in the booth area, including in a vendor vehicle or stall.

- Sexual Harassment by any Market vendor or participant is prohibited. Sexual Harassment is any unwelcome advance, sexually suggestive or lewd comment, or physical contact of a sexual nature which creates or has the tendency to create an intimidating, hostile, or offensive environment, whether any such conduct is directed at market staff, vendors, or participants. Market management has the authority to investigate and make final determinations regarding any claims of Sexual Harassment as it may see fit. Market management may take appropriate action, in management's sole discretion, to prevent any reoccurrence of Sexual Harassment, including by removing the perpetrators of Sexual Harassment from the Market, prohibiting their re-entry to the market, or contacting appropriate authorities.
- No one under the age of 18 may sell or maintain a stall without adult supervision.
- Vendors are expected to treat other vendors politely and use a problem-solving approach to any problems that arise. If a vendor is experiencing a problem with a fellow vendor or customer, he or she must notify Market management. In the event that vendor behavior is offensive or threatening to other members of the Market community, management reserves the right to permanently reassign the vendor to a new space **or** remove the vendor from the Market.
- Vendors may be asked to distribute printed Anaconda Community Market information.

Attendance

- Vendors are expected to attend all Markets for which they are scheduled/listed on application.
- **Vendors must notify Market staff if they are NOT coming to the market. Notice must be given in one of the following ways NO LATER than 11:00 a.m. on market day:**
 - **Call the Market manager [406.560.2425] or [406.563.5259]**
 - **Send an email to lydiabjanosko@gmail.com**
- Repeated or chronic late arrivals or absences by a vendor, *with or without notice*, may result in suspension or revocation of a vendor's selling rights.
- If a personal emergency situation arises after the Market opens and a vendor feels they must leave, please notify Market staff who will do their best to facilitate departure.

Labeling and Sales Practices

- All food items must be prepared, labeled, displayed and stored in accordance with Montana Department of Agriculture, Montana Department of Health and Anaconda-Deer Lodge County Sanitation guidelines.
- Items baked/processed at home must meet the requirements of the Montana Cottage Food exemption and must be labeled with date of production, the name, complete home address of the producer, and a list of ingredients. For more information agr.mt.gov/Farmers-Markets
- Items sold by weight units of measure require a Montana State Certified Scale.
- Solicitation unrelated to the sale of market goods is prohibited without Market approval.
- Price, terms of sale, etc. are between buyer and seller only.
- All vendors agree to abide by fair business practices.

Market Operations

- Vendors may set up starting at 2:00 p.m. on Market days. Vendors must wait until the staff moves the parking barriers to enter the Market area. A Market manager will be available at 1:30 p.m. to check in vendors and assist with any questions. If less time is needed, vendor may arrive as late as 3:30 p.m. Vendors must arrive in time to be fully set-up by 4PM and are required to stay at the Market during the entire three hours of operation.
- The Market will begin at 4:00 pm.
- There will be no moving vehicles in the Market area between 3:50 p.m. and 7:05 p.m. If you arrive after 3:50, you must park in an adjacent area and walk your merchandise and supplies [tents, tables, etc.] to and from your stall location.
- Vendors must be ready to start selling at 4:00 p.m. on Market days. Vendors are encouraged to be in place ½ hour before the Market opens.
- Vendors must remain until the Market closes even if sold out. **Absolutely no break-down of vendor displays allowed prior to Market closing.** Feel free to use this time to promote your product and encourage future visits from customers.
- Restrooms are available inside the Washoe Theater.
- Electricity must be requested on the vendor application. Generators allowed only with the permission of Market management. It is the responsibility of the vendor to ensure that their equipment/electrical needs are compatible with the Market's electrical availability.

Stalls and Set Up

- Stall space is assigned by Market staff to allow for the best product mix, traffic flow, electrical needs, etc.
- Vendors may not transfer, assign, sell, rent or lease their stall. Transfer within a vendor family may be allowed at the discretion of Market management.
- All items must be contained within a vendor's assigned space. Market staff may ask that unsightly, inappropriate, unauthorized, or unsafe materials be removed and relocated.
- Vendors are allowed one vehicle in their assigned space. Vendors with large stalls may be allowed two vehicles with the permission of Market management. **If your vehicle does not fit in your stall space, you will be required to purchase additional space.**

The market site is very windy. Tents and canopies must be weighted. It is REQUIRED that each canopy leg is secured with 20 pounds of weight. Vendors will not be allowed to set up or will be asked to take down their canopies if they do not have adequate weights.

Vendors assume full responsibility for any injury, loss, or damage of any kind that may result from improperly or insufficiently securing tents, awnings, display equipment, products, or other items.

Displays

- Vendors are responsible for providing all tables, chairs, canopies, signs, tent weights, cash, and other items needed for their display.
- All food must be stored/displayed 6” off the ground in order to eliminate potential contamination from dirt, ground debris, and other contaminants. Use a pallet or empty crates/containers to raise items off of the ground.
- All items offered for sale should have the product type, variety, and prices prominently and clearly displayed.
- Those selling homemade or home-processed items falling under the Cottage Foods Exemption must display a placard stating: “These products are homemade and NOT subject to state inspection.”
- Vendors are required to maintain a clean and attractive booth display at all times. Tablecloths and informative displays are encouraged.
- Vendors must represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn.
- Vendors offering samples must follow all Safe Food Sampling guidelines, including an approved portable handwashing station, no bare-hand contact with foods, and adequate garbage receptacle(s) accessible to customers. [See page 13]
- The general cleanliness of the Market area is everyone’s responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- Vendors must remove all trash from the Market area after the Market closes. This includes product debris, bags and boxes as a result of their sales. Trash cans are provided only for incidental trash.

Sales Reporting

Vendors will be asked to periodically report gross Market sales for one Market date through an online form emailed to the vendors. These sales reports are used to gauge the volume and financial impact of the Market. No records will be kept identifying the sales history of any individual vendor.

Tokens

Tokens are an important part of the Market’s promotional strategy. All vendors are required to participate in the token program. See “Tokens Explained” fact sheet, attached to this packet.

Additional Promotional Programs: TheMarket reserves the right to participate in other “promotional currency” programs and will provide detailed information to all vendors about the use and redemption of tokens, coupons, or other promotional currency.

Permits, Licenses, Taxes and Insurance

The Market may be inspected by Deer Lodge County, or State inspectors on any day without advance notice. Inspectors may have the authority to temporarily close vendor businesses. To avoid disruption and lost income, it is important to seek all appropriate licensing and permits prior to the beginning of the market season. Copies of these licenses must be submitted with vendor application.

All permits and licenses required by the City/County of Anaconda-Deer Lodge, the State of Montana or the Federal Government are the sole responsibility of the vendors. Vendors must work directly with the issuing agency to seek proper licensing.

Vendors must provide a copy of all applicable licenses to the Market along with vendor application. Vendors must also have licenses available for review in person on every Market day.

Vendors operating food trucks [self-contained mobile food units where foods are cooked or served ready-to eat to Market customers] will be required to display a current Retail Food License from the Anaconda-Deer Lodge County Environmental Health 406.563.4035.

Anaconda-Deer Lodge County, Anaconda Community Foundation and the Anaconda Community Market are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer or seller, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the Anaconda Community Market; whether such injury, illness, theft, loss or damage occurred prior, during, or after the Anaconda Community Market. By participating in the Market, seller further agrees to indemnify and hold the Anaconda-Deer Lodge County, Anaconda Community Foundation and the Anaconda Community Market harmless for and against any claims for such injury, illness, theft, loss or damage.

Enforcement of Market Rules

Market committee members value our good relationship with vendors and make every effort to educate vendors about the Market guidelines before and during the season. Market Staff reserves the right to suspend or revoke the selling rights of any vendor who repeatedly disregards one or more of the rules as outlined in these guidelines.

If Market staff suspends or revokes a vendor's selling rights for any reason, the selling rights of all working at that booth—primary seller and additional sellers, whether it be family, friends, agents, employees, etc.—are likewise suspended or revoked. Refunds will be given for booth fee if selling rights are revoked.

The rules, policies, and guidelines are determined, and may be changed, by the Market committee. Vendors will be notified of any significant changes and the date they become effective.

Feedback

The Anaconda Community Market encourages feedback about the people's Market. Both positive comments and constructive criticism about all aspects of Market management may be sent the following ways:

By phone: 406.563.5359, 406.560.2425

By email: gloria.orourke@gmail.com

By mail: Anaconda Community Foundation, 118 E. 7th Street, Anaconda, MT 59711

A vendor may be asked to provide their comments in writing, which may be shared with appropriate Market personnel for follow up.

Market Staff Responsibilities

The Market manager and committee apply the rules and guidelines of the Market and has the authority to interpret and implement policy. The Market manager is the final authority on Market day. Market staff members are responsible for public and vendor concerns. Committee members also serve as liaisons between vendors/customers and City staff/officials.

The Market cashier coordinates sales and reimbursement of all Market tokens. The cashier guides token submission and reimbursement procedures and secures the safety of valuable Market currencies.

Market staff shall notify vendors of any rule violations.

Market staff has the authority to request any person to leave the Market operating area and, if necessary, call the police for assistance.

Vendors are encouraged to approach Market staff if they encounter a problem. Any discussion of problems in front of customers or other vendors is strongly discouraged and shall be avoided.

Market staff assigns all stall spaces. All vendors, musicians, entertainers, chefs, sponsors, community organizations, etc. must have the prior approval of the Market staff.

Weather Policies

While the Market takes place rain or shine, for safety instances of severe weather can effect Market operations. The Manager will decide whether to hold the Market or delay the opening. This determination will generally not be made until set-up time, 1:30 pm, on Market day. Every effort will be made to provide ample time for vendors and customers to safely respond to hazardous weather conditions. Vendors will be notified as soon as possible via email if Market manager determines a weather event will occur.

The following weather conditions may cause the Market to be delayed, suspended, or cancelled: audible thunder and/or visible lightning; thunderstorm; high winds; heavy rains or snow; heat index of 103 degrees F; other as determined by management.

Delay of Market Opening:

Market staff will notify vendors in person and by email if the opening of the Market will be delayed due to weather. Opening will be delayed until 30 minutes after thunder is heard. Vendors should remain in their vehicles during this time or take cover in the Community Center. Vendors may also choose to excuse themselves from the Market on that date. Such an absence will be considered "excused."

Suspension of Market:

In the event that Market management determines severe weather will be of short duration, the Market may be suspended. The Market will be suspended until 30 minutes after thunder is heard. In the event of a suspension staff will quickly notify all vendors and provide instruction. Vendors should:

- Collapse all tents/canopies
- Secure all product by placing it in their vehicles or under tarps that are securely fastened to tables
- Take cover in vehicles or inside the Community Center
- Vendors may choose to excuse themselves from the market instead of waiting out a suspension. Such an absence will be considered "excused."

Cancellation of Market:

If market staff determine that cancellation is necessary staff will quickly notify all vendors and provide instruction. Vendors should:

- Collapse all tents/canopies
- Take down and repack all displays
- Take cover in vehicles or inside the Community Center, or leave the market site.

Note: In the event of a sudden hazardous weather event, vendors should pack up money, nothing else, and move to shelter inside the Community Center. Staff inside the community center will direct vendors and customers to safe shelter.

- In the event the market is closed or delayed, vendors are prohibited from setting up stalls or selling any product.
- In the event the market is closed or delayed, vendors who make weekly (non-retail) CSA deliveries will be asked to move to an inconspicuous location in another lot and are prohibited from setting up stalls or selling any product. These vendors will receive guidance directly from the Market Manager.
- It is acceptable for a vendor to call and say they are not comfortable attending because of weather conditions. Also, if a vendor arrives at the market and conditions are not good for their product or set up, they should decide if it is conducive for them to participate and notify staff accordingly.
- Vendors should call the market voicemail [406.563.5259] or market mobile phone [406.560.2425] for updates.

No refunds will be given if the market is cancelled, delayed, or closed early for any reason. It is the vendor's responsibility to keep their contact information up to date in the event the market is cancelled. Staff will make every effort through phone and email to notify vendors of any cancellations or changes.

Sampling

Food Vendors are strongly encouraged to provide samples of their products. Samples are very appealing to shoppers and offering samples gives vendors a reason to engage shoppers in conversation about the product. *Sampling will increase your sales.*

According to state law, vendors may provide sample of their wares at the Market if the following rules are followed. For more information about the state's Safe Food Sampling at Farmers Market law and requirement please refer to: <https://agr.mt.gov/Farmers-Markets>

1. Sampling must occur under a tent or canopy.
2. All samples must be prepared on site at the farmers market. Samples may not be prepared off site.
3. Samples must be covered in order to prevent contamination.
4. No bare hand contact with foods. Vendors must provide their own gloves, serving papers, toothpicks, or other means to avoid touching food with bare hands.
5. Vendors must provide their own portable handwashing station which contains a minimum of five gallons of warm water. (**Note that warm water is not available on site and must be brought to the market.**) Vendors must provide their own soap, disposable paper towels, and wastewater catch basin.
6. Samples must be three ounces or less.
7. Samples must be provided at no cost.

For more information on food handler requirements please see <https://agr.mt.gov/Farmers-Markets>.

Anaconda Community Market **Token Programs**: Important Information for Vendors 2019 Market

Please review this important information about token and payment programs at the Anaconda Community Market. The Anaconda Community Market offers shoppers the convenience of using their credit, debit and EBT cards to purchase tokens at the Market Information Booth.

Why offer tokens? Shoppers carry little cash. Offering tokens provides a source of currency at the Market and allows folks to make larger and/or impulse purchases. It also allows our customers who participate in the Supplemental Nutrition Assistance Program (SNAP) food support dollars at the Market. Token sales increase the amount of money in circulation at the Market, which means that you can sell more!

Vendors will be reimbursed for Anaconda Community Market-issued tokens by check every market. Other Markets issue their own tokens, but we will reimburse only tokens printed with “Anaconda Community Market” as in the examples on the reverse side of this page.

Vendors cannot use tokens as change for a customer’s purchase (you should provide change ONLY in cash) nor should a vendor use tokens to make their own purchases or transfer tokens to another vendor for any reason.

Vendor Reimbursement Procedure (HOW TO TURN TOKENS INTO REAL MONEY!)

1. Accept the various tokens from customers, according to the specific instructions on the back of this page.
 - a. You **MUST** accept \$5 credit & debit tokens.
 - b. If you sell fresh produce, you may accept the \$2 DSD and SFNMP [Senior Farmers Market Nutrition Program] coupons
 - c. You may accept \$1 and \$5 SNAP tokens if you sell qualifying products— edible items for home consumption—and have a signed agreement on file with Anaconda CM.
2. Each vendor will receive a token baggie kit and daily submission form. Tokens must be sorted and pre-counted and the form completed before they will be accepted by the market cashier.
3. At the end of each Market day, bring all tokens to the Community Market Cashier between 6:30 and 7:15 p.m **Vendors should bring their tokens to the cashier only once each Market day.**
4. Market staff will count each vendor’s tokens in the presence of the vendor.
5. Market staff will distribute a reimbursement check every week to the address provided by the vendor or at the Market site. You may update your “payable” information or address at any time by contacting market management.

All vendors are **REQUIRED** to accept \$5 tokens. You may make change in cash.



\$5 Tokens are issued when a customer swipes their credit or debit card at the Market Information Booth. *Per your signed vendor application ALL VENDORS agree to accept these tokens, even if you accept credit/debit cards at your own booth. As noted on the token, you may make change in cash. \$5 tokens do not expire. Vendors will be reimbursed for \$5 tokens.*

Vendors with eligible products may choose to accept \$5 and \$1 EBT tokens. You must sign an EBT agreement form if you wish to participate in the EBT program. **Do not make change in cash.**



\$1 and \$5 Tokens are issued when a customer swipes his or her SNAP/EBT (food support) card. \$5 and \$1 Tokens may be used to purchase any grocery item that will be prepared at home (fresh or preserved produce, meats, eggs, cheese, breads, sauces, pickles, jams, juices, prepared foods that are packaged to take home, etc.)

\$1 and \$5 EBT Tokens may **NOT** be used for items that will be consumed on-site at Market (prepared drinks, hot foods, single cookies or snacks, for example.) They may NOT be used for decorative items such as non-edible pumpkins or gourds, decorative corn or non-edible flowering plants. **DO NOT** use these tokens to make change for transactions or to make your own purchases.



DSD \$2 tokens are a special incentive for SNAP/EBT customers. These shoppers will receive a FREE match of up to \$10 when they use their EBT card at market. As in the past, DSD \$2 tokens can be used for fresh fruit and vegetables ONLY. They follow all the same rules as the \$1 tokens and you will be reimbursed for them. Unlike tokens, they have an expiration date.

Vendors who sell fresh produce, food-bearing plants, or honey may accept Farmers Market Nutrition Program Coupons. The purpose of the Seniors Farmers' Market Nutrition Program are to provide fresh, nutritious, unprepared produce, herbs and honey to eligible seniors. Information is available by contacting Faith Anderson, Project Coordinator at 563.5402

Questions? Contact Market staff at lydiabjanosko@gmail.com or please take time to ask for assistance on Market day.