



2020-2021 MARKET GUIDELINES

Updated September 10, 2020

MISSION:

With an exclusive focus on food and agricultural products, the Bozeman Winter Farmers' Market (BWFM) increases our community's year-round access to local food and farm products and supports the farmers, ranchers and artisans who grow, raise and produce those food and farm products.

VENDOR GUIDELINES:

A. Vendor Requirements:

In accordance with our mission statement, the BWFM exclusively showcases food and agricultural products. Any exception is subject to case-by-case consideration based on the sustainability, locality and production of each product.

Any accepted vendor must receive approval from the Market Manager before adding additional products.

B. Products Requirements:

Agricultural goods: The BWFM gives top priority to raw or processed farm products that were grown or raised by the vendor. Examples include vegetables, fruits, meats, eggs, dairy products, nuts, honey, mushrooms and herbs.

Self-processed, value-added goods: The BWFM also prioritizes value-added products that were locally-grown or locally-raised by the applicant or by another vendor. For food items, top priority will be given to those who consistently use significant amounts of local ingredients. Examples include canning, baking, cooking, curing and/or drying. For non-food items, priority will be given to those items derived from farm products grown by the applicant or by another vendor. Examples include wool, milk soaps, herbal products or beeswax products. If you need assistance sourcing locally-grown or locally-raised ingredients, please let us know and we will be happy to connect you!

Non-agricultural crafts: While vendors of crafts and non-food items are welcome to apply, please note that there is only space for a maximum of ONE non-agricultural craft vendor per market. All non-agricultural craft products must be handmade by the applicant and related to food in some capacity. Examples include ceramic bowls, wooden cutting boards or handmade garden tools.

Non-profits and food-related businesses: Other non-profits and food-related businesses will be considered on a case-by-case basis. Please contact the Market Manager to learn more.

C. Health Department and Sanitation Requirements:

Forms and Licenses: Vendors are responsible for completing and obtaining the necessary forms, licenses, permits, certificates and/or inspections from the [Gallatin City-County Health Department](#) or from the State of Montana. All vendors are required to provide the Market Manager a copy of these completed forms and to have these forms present at their market stand each week. Please know that these forms can take many weeks to process, so plan accordingly. Accepted vendors will not be able to participate without the appropriate forms.

a. Raw, whole agricultural foods such as fresh fruits and fresh veggies do not need a license or permit to sell at the farmers' market as long as these fruits and veggies have NOT been cooked, canned, combined, cut, blanched, etc.

b. Some processed foods -- such as syrup, dried herbs, certain baked goods that aren't subject to spoilage, nuts and nut mixes, etc. -- can be sold at the farmers' market without a state license but they do require a "[Farmers' Market Application](#)" through the [Gallatin City-County Health Department](#). **Returning vendors, please note the new label requirements for these items.** Visit healthygallatin.org for a complete list of foods that require this application. If a vendor already has a [cottage food license](#), they do not need to fill out this local "Farmers' Market Application."

c. Some processed foods -- such as pickles, sauerkraut, vinegars, herb oils, salsa, pesto, freezer jams, poultry, meat, dairy products, etc. -- do require a state license. Vendors are required to obtain the necessary license(s) and to acquaint themselves with all the relevant health codes.

d. Egg vendors are required to abide by all state, local and market guidelines. While the sale of farm eggs does not require a state license, the eggs must be clean, free of crack, and stored in clean cartons at $\leq 45^{\circ}\text{F}$. Cartons must be labeled with the producers name, address and phone number.

e. Local law prevents Farmers' Market Vendors from adding CBD oil to any food or dietary supplements. Producers with the appropriate state hemp licenses are allowed to sell CBD products.

COVID-19: Vendors are required to follow rules regarding COVID-19 given by the state, the county and by the Bozeman Winter Farmers' Market **without exception**. These guidelines are extremely important for maintaining the health and well-being of our community. Due to the evolving nature of this situation, these guidelines may change often. Vendors are responsible for staying up-to-date and for communicating with the market manager. The Market Manager is responsible for understanding the current guidelines and for guaranteeing that all customers and all vendors are compliant. The BWFM also reserves the right to cancel market at any time should the community's COVID-19 threshold reach a predetermined level.

Sanitation: The Bozeman Winter Farmers' Market provides multiple hand-washing stations at both the Gallatin County Fairgrounds and the Emerson Center. For other food-handling and sanitation standards, please visit healthygallatin.org.

Gallatin City-County Health Department: The information provided above is not exhaustive. For the most up-to-date information regarding permits, licenses, sanitation requirements and COVID-19, please call the local health department at (406) 582-3120 or visit healthygallatin.org.

D. Insurance:

The BWFM strongly recommends that vendors have the appropriate liability insurance for their given circumstance.

E. Sustainability Requirement:

The BWFM is moving towards a full zero-waste market. While the farmers' market does not yet require that vendors use compostable items and eliminate single-use plastic, we highly encourage it.

In order to facilitate this transition, the market partners with a local commercial composting company to have composting containers on site. The market will also provide signage for all vendors that use compostable items to educate customers. To purchase compostable items, please visit eco-montana.com.

MARKET OPERATIONS:

A. Non-discrimination policy:

The BWFM welcomes customers and vendors of any race, nationality, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, political belief or any other characteristic. Failure by customers or vendors to comply with our non-discrimination policy will result in one-year suspension from the BWFM.

B. 2020 - 2021 Market Season:

Fall 2020
Gallatin County Fairgrounds

October 3, 17 and 31
November 14 and 21
December 19

Spring 2021
Emerson Center for Arts & Culture

January 9 and 23
February 6 and 20
March 6 and 20
April 3 and 17
May 1

C. Market Location and Hours of Operation:

The fall markets are currently scheduled to take place at the Gallatin County Fairgrounds in their Exhibit Buildings. The spring markets are currently scheduled to take place at the Emerson Center for the Arts & Culture in downtown Bozeman.

Public shopping begins at 9am and ends at noon. Vendors may begin setting up at 7:45am and they must be fully set up by 9am. Vendors must stay at the market during the entire three hours of operation and must be out of the building by 1pm.

D. Vendor Fees:

Payment for each market is due by the end of market. THE BWFM accepts cash, check or credit card. Please make all checks payable to Bozeman Winter Farmers' Market or BWFM.

Please note that we are not accepting prepayment for the 2020-2021 season. Historically, we have accepted non-refundable prepayment from vendors committed to attending each market through the season. This year, in order to encourage flexibility due to COVID-19, vendors must pay for each market individually.

E. Cancellation Policy:

All vendors are required to notify the Market Manager at least one full week in advance if they are unable to attend a market for which they are scheduled. There is no charge for cancellations made more than one week in advance or for any last-minute cancellation made due to illness.

Every vendor is eligible for unlimited cancellations due to illness and one "free and forgiven" late cancellation. Apart from that, any cancellation made within one week of the scheduled market date will result in a 100% charge of that booth space.

If a vendor fails to properly notify the Market Manager three times within a given season that they cannot attend a scheduled market, their booth space will be awarded to someone on the waitlist for the remainder of the season.

Should a legacy vendor decide to not attend any markets during the 2020-2021 season due to COVID-19, the BWFM will maintain that vendor's seniority during the 2021-2022 season. We respect everyone's comfort levels during these uncertain times and we appreciate everyone's flexibility.

F. Booth Assignments:

The BWFM will make every effort to assign permanent booth spaces to regular vendors. However, booth assignments are subject to change as necessary to accommodate new vendors, new sanitation guidelines and to spread out vendors with similar offerings.

Please note that vendors may not give their space away and only the Market Manager can reassign spaces.

G. Parking and Loading:

For markets held at the Emerson Center, their parking lot and the adjacent street parking is available. Three loading zones exist: main entrance on S. Grand Ave (stairs), W. Babcock entrance (no stairs), and through the parking lot (no stairs).

During market hours, we ask you to be mindful of market customers and consider parking further away.

H. Walk-in Policy:

The market cannot accept walk-ins from unscheduled vendors who arrive unannounced to the market. Vendors who have an approved application on file may send a request at any time for inclusion in any market, but they must receive confirmation before attending.

I. Customer Payment Methods:

Vendors must come prepared with the cash or coins they need to make proper change. The Market Manager will not exchange bills or coins.

Historically, the BWFM has accepted credit and debit cards at the market information booth in exchange for “Market Bucks.” **During the 2020-2021 season, the market manager will be reassessing the “Market Bucks” program regularly. In order to minimize cross contamination, this service may not be available this year.** If vendors wish to accept credit cards, they should plan to have their own credit card processing system until further notice.

The BWFM will continue to accept SNAP benefits. The Market Manager will swipe a customers’ EBT card at the information booth and give them wooden tokens that they can use on [eligible food items](#).

Please ask the Market Manager at the beginning of the market if you have any questions about the “Market Bucks” or SNAP tokens. It is the vendors’ responsibility to know which tokens they can and cannot accept. This [link](#) has more information.

J. Locations:

The Bozeman Winter Farmers’ market is grateful for the opportunity to hold our fall markets at the Gallatin County Fairgrounds this year. Please treat this space kindly, and sweep or mop your location after each market.

Should we return to the Emerson Center this spring, please recognize that this historic cultural center is a well-used, well-loved building that must be treated with respect and care. [Please review and abide by the Emerson Rules and Regulations](#).

The conditions of the Emerson ballroom -- including lighting, temperature, electrical functioning, etc. -- are largely outside of the control of the Market Manager. If a problem arises, please bring your concern to the Market Manager, who will work with the Emerson Center to correct the problem as soon as possible.

Thank you, in advance, for following these guidelines and for being flexible during the ever-changing circumstances surrounding COVID-19. Together, we will continue to make the Bozeman Winter Farmers’ Market the best possible experience for our customers and for our vendors.

**Please direct any questions about the Market Guidelines to:
wintermarketbozeman@gmail.com**

Thank you and we look forward to receiving your application.