

Market on Broadway Vendor Guide

Market Organizer & Contact Information:

- mrktonbroadway@gmail.com
- Eve Farwell; (814) 470-2827

Dates & Times

- Every Sunday from 1-6pm. July 5th-September 6th (10 weeks)

Location

- 216 W Broadway Street Philipsburg, Mt 59858

Pricing & Payments

- \$20 per vendor/2 vendors may share 1 space for \$30. 2 vendors max per space.
- Vendors that commit to the full season will save \$5 every week! That's \$150 total for solo vendors and \$250 for a shared space. (10 weeks total)
- Seasonal commitments to reserve a space must be paid prior to the first market date.
- Otherwise first come first serve reservation process, with payment taken during time of reservation. Reservations can be made through market organizers at least one week in advance.
- If vendor is not able to be present consignment is available through market organizers for 30% commission of each item sold.

Attendance

- Vendors are asked to be present the entirety of market time and may not close down early, unless approved by market organizers.
- Vendors are expected to attend all markets once they have reserved a space. No refunds.
- Repeated absences or late arrivals of vendors may result in suspension of selling space.
- Emergency situations will be waived, please notify market organizers as soon as possible in case of emergencies.

Set Up

- Vendors will be designated a 10x10 space by one of the market organizers.
- All vendors, artists, musicians, entertainers, chefs, etc. must have the prior approval of the Market staff.
- Vendor items must be contained within the 10x10 space. Market staff may ask that unsightly, unsafe or inappropriate materials be removed.
- Vendors must provide their own tent with weights. If a tent blows over damaging another vendors property, vendor at fault is responsible for costs.
- Vendors must provide their own table, chairs, cash for change, displays, etc.
- Vendors must arrive at least 30 minutes prior to start time to set up.
- Vehicles are only allowed inside market area during set up and tear down time.
- We do not have parking space for every vendor, if necessary for your set up please let market organizers know and we will figure out the best spot for you.
- Please do not park on the street directly in front of the market, this will allow more customers to see us as they drive past.

Vendor Behavior

- Alcohol and drugs (unless prescribed) are prohibited at the market.
- Smoking is prohibited in the market area.
- Sexual harassment or discrimination or race by any market vendor is prohibited.

COVID-19 Sanitation Guidelines

- Vendors and customers are encouraged to wear face masks the entirety of the market.
- Vendors must provide hand sanitizer at their stations.
- If working with unpackaged food vendors must have a portable hand washing station to be utilized between every customer transaction.
- Please read these links for additional ways to prevent the spread of bacteria and virus' in the marketplace.
 - <https://agr.mt.gov/Portals/168/Documents/FarmersMarkets/CoVid19FarmersMarketGuidelines.pdf?ver=2020-05-28-081331-943>
 - https://agr.mt.gov/Portals/168/Documents/FarmersMarkets/FarmMrkts_COVID_Response_and_Best_Practices.pdf?ver=2020-04-21-152329-757Commercially zoned spaced

Permits, Licenses & Insurance

- Vendors must obtain proper licensing/cottage law permits if handling/selling food. Vendors are responsible if customers have adverse reactions to their products.
- All permits and licenses required by the City/County of Philipsburg-Granite, 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 have licenses available for review in person on every Market day.
- Market organizers and property owners 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 Market on Broadway; whether such injury, illness, theft, loss or damage occurred prior, during, or after the Market. By participating in the Market, seller further agrees to identify and hold the Market on Broadway harmless for and against any claims for such injury, illness, theft, loss or damage.

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 Granite 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.
- Price, terms of sale, etc. are between buyer and seller only.

Sampling

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>

- Sampling must occur under a tent or canopy.
- All samples must be prepared on site at the farmers market. Samples may not be prepared off site.
- Samples must be covered in order to prevent contamination.
- 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.
- Vendors must provide their own portable hand washing station which contains a minimum of five gallons of warm water. Vendors must provide their own soap, disposable paper towels, and wastewater catch basin.
- Samples must be three ounces or less.

Enforcement of rules

- Market organizers may determine who is fit as a market vendor.
- If Market organizers have been given no choice but to suspend or revoke a vendor's selling rights for any reason, remainder of space fees will not be refunded.
- The rules, policies, and guidelines are determined, and may be changed, by the Market organizers. Vendors will be notified of any significant changes and the date they become effective.

Vendor/Customer Complications

- 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.
- 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.

Weather Complications

- While the Market takes place rain or shine, for safety instances of severe weather can effect Market operations. Market organizers will decide whether to hold the Market or delay the opening. This determination generally may not be made until the morning of the market. 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 by phone or email if Market organizers determine a weather event will occur.

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, a nearby indoor location or leave the market site.
- In the event of a sudden hazardous weather event, vendors should pack up money, nothing else, and find shelter.
- 50% refunds will be given if the market is cancelled due to emergencies.
- No refunds will be given due to delays or closing early. However, market organizers may adjust times accordingly to include the five hour block of market time due to uncontrolled circumstances.

Vendors are responsible for understanding and following all market rules and ensuring that all family and staff members who sell on your behalf also understand the rules.

Please sign below in agreement to all vendor rules & guidelines:

Date: _____ Signature: _____