

Kalispell Farmers' Market 2017 Regulations

Market Hours

Saturday 9:00 am to 12:30 pm at the Flathead Valley Community College, South Lot off of Grandview Drive

Spring Season – May 6th – July 22nd

Fall Season – July 29th – October 14th

Holiday Market at the Fairgrounds indoor at the Expo Building October 21st from 9AM until 3PM

***New vendors must be approved before selling. [Register online](#) or call the voice mail at 881-4078.**

Fees for Non-Reserved

Non reserved fees are \$10.00 per selling space, payable upon entrance to the market. Three space maximum.

Fees for Reserved

Fees for the 12 week Spring Season are \$90.00 per space. Maximum of 3 spaces.

Fees for the 12 week Fall Season are \$90.00 per space. Maximum of 3 spaces.

Fees collected are used for advertising, insurance, college scholarships, 4-H awards, and wages for the Market Manager and Bookkeeper.

Seller/Membership Requirements

***New vendors must be approved before selling. [Register online](#) or call the voice mail at 881-4078.**

1. Membership is open to those wishing to sell home-based products such as handcrafts and arts items. These items must be made exclusively by the vendor. Garden produce, plants, trees, shrubs, fruit, bulbs, tubers, honey or eggs that must have been grown or raised on owned or leased property in Flathead, Lake or Lincoln Counties.
2. When registering online the signing of the application is verifying that the vendor has read and understands the rules and regulations.
3. The holiday market is open to vendors whom have sold during the current market year. Limited to one space per vendor unless there are extra spaces after the registration

deadline. If there are extra spaces available those spaces may be rented to anyone with items that follow the current market guidelines and that are approved per the market manager. First come, first serve.

Vendors

1. Vendors shall provide their own tables, scales, change, bags and signs. Vendors will be monitored on the amount of space used and should be prepared to condense their display if asked to do so. Spaces are a common parking space. If your canopy goes over the line of the adjoining vendor in the next space they must approve of the canopy being over in their selling space. All canopies should be weighted due to sporadic winds. You are responsible for any damages to any other vendors, vendor's vehicles or belongings caused by you, your products, or any part of your set up. Vehicles may not be moved from the Market area until after 12:30 p.m. when the bell rings.
2. Only vendors selling that day may buy from other vendors prior to the opening bell. If possible complete these transactions at least 15 minutes before the opening bell.
3. Vendors cannot sell, bag, or lay away product for customers prior to the opening bell. They may use numbers, if necessary to establish buyer priorities. Hawking is not allowed. Hawking is drawing attention to your booth in order to get customers walking by to come to your selling area.
4. Vendors may advertise independently. Vendors determine their own prices.
5. It is the responsibility of vendors to clean their area prior to leaving the market.
6. Vendors may hand out produce lists, price lists, business cards or other advertising concerning their business. Vendors may not petition drives, solicitations or exchange handouts for other businesses or religious or political affiliations.
7. All products are subject to review at any time. If it is decided that a product does not meet the criteria for the market, the vendor will be asked to discontinue selling those items. Failure to comply will end the vendors selling privilege at the market until compliance is assured.
8. Animals are not allowed in the market area with the exception of registered service dogs. This includes animals belonging to vendors. Companion or emotional support animals are not considered a service animal.
9. **NO ONE may sell to customers before the bell ringing at 9:00AM or after 12:30 unless that transaction was already taking place or you are actively packing up and closing your booth. You may not linger in the parking lot after 12:30.**

Produce, Plants & Fruit

1. All purchased cuttings or plugs must be in seller's possession no less than sixty (60) days prior to date of sale. Trees, roses, etc. must be in seller's possession no less than ninety (90) days prior to date of sale. Verification of this, including shipping date shall be given to the Market Manager the first time of selling. This is to be kept on file.
2. Vendors wishing to sell products as "**Organic**" shall provide proof of certification. A copy shall be given to the Market Manager and another prominently displayed in the vendors' selling space. You may not advertise organic unless you are certified.
3. Wild Crafting: Sale of items legally wild-crafted from Flathead, Lake or Lincoln Counties is allowed- such as berries, grasses, dried materials, etc. The sale of huckleberries and mushrooms must conform to applicable government regulations.
4. **Sampling allowed only after approval of the Market Manager.**

Art-Handmade Crafts

1. Crafters are honor-bound not to offer resale items for sale. You may only sell items that you made.
2. The products made by artists and crafters shall be juried before selling at Market. Submit 3 to 5 pictures with your online application. Each jpeg picture file must not exceed 8mb in file size.
3. At any time a crafter adds a new item to their for-sale inventory, the new item will also need to be juried.
4. Only those items listed on the Juried App/Seller Agreement Forms are to be offered for sale.

Food

1. The selling of any type of food (other than vegetables, plants, fruit) or drink is by invitation of the Board of Directors only and is on a renewable yearly basis.
2. It is the responsibility of the individual food vendor to ensure that such products as baked items, honey, cider, jams and other processed foods are prepared per the State of Montana. The required licenses per the Health Department in your county will need to be submitted on line or mailed in for review. Food vendors shall display their license each time they sell at Market and also provide a copy to the Market Manager.
3. On-site food preparation is by invitation of the Board of Directors only. These vendors must have the appropriate county licenses also.
4. **Sampling allowed only after approval of the Market Manager. No cut fruit or vegetables allowed.**

Kalispell Farmers' Market Policies

The following policies have been enacted by the Board of Directors which addresses current legislation regulating food items sold at Farmers' Markets. These are in addition to the Kalispell Farmers' Market Regulations.

1. **Baked Goods:** (breads, cakes, candies, cookies, pastries, and pies) shall be individually wrapped, or under see-through containers. Tongs and/or plastic gloves shall be used for distribution to customers.
2. **Eggs:**
 - Vendors shall keep eggs under refrigeration during transportation to Market and during Market.
 - Eggs shall be kept in suitable containers other than used egg cartons.
 - In purchasing eggs, customers may provide their own used egg cartons.
 - On egg cartons and/or signage, eggs shall be labeled "**Ungraded.**"
 - All eggs shall be marked with the vendor's name, address and phone number.
3. **Potentially hazardous food:** Shall not be offered for sale. These include cut melons, garlic and oil mixtures, a food of animal origin that is raw or heat-treated, and food of plant origin that is heat-treated or consists of raw seed sprouts.
4. **Raw and unprocessed farm products** means fruits, vegetables, and grains sold in their natural state that are not packaged, labeled, combined with other food products, or peeled, diced, cut, blanched, or otherwise subjected to value-adding procedures.

A vendor wishing to sell processed farm products shall hold a processing license and these farm products shall be processed at the location stipulated in the license.

5. **Transportation of frozen food to Market:** Poultry, meat, seafood, or other perishable foods. Must have approval of the Board of Directors.

Vendors shall have a license for the facility where the product is processed, packaged, and stored which includes a mobile transportation provision.

2017 Parking Regulations

No one is allowed on the college property before 6:00 AM

Reserved Parking

- Reserved parking vendors may park between 6:30 and 8:00 a.m. Vehicles must be unloaded and moved by 8:00 a.m. No Exceptions
- There are no refunds or sub-letting of spaces.
- Vendors must cooperate with Market staff in regard to parking.
- The Market Manager reserves the right to offer vendors the opportunity to consolidate into a Central area on low attendance days.

Non-Reserved Parking

- Non-reserved parking vendors will be parked between 8:00 and 8:30 a.m. Vendors must be set up and vehicles moved by 8:55 a.m.
- Parking Personnel will park non-assigned vendors in order of arrival.
- Vendors must cooperate with Market staff in regard to parking.
- Lineup is on the West side of the Customer parking lot.

Rules for All Vendors

- NO one is allowed on FVCC property before 6 a.m. or after 1:30 p.m.
- Vendor vehicles must be parked in the North lot of the LRC Building (East of the motorcycle training lot).
- The FVCC is a NON-Smoking campus. No smoking is allowed on this tobacco free campus.
- A vendor may only leave before 12:30 p.m. if they sell out, and walk out with their tables and supplies. No vehicles may be moved during market. **NO Exceptions!**
- It is the responsibility of each vendor to fit within the confines of their parking spaces(s). A space is equal to the space between the yellow or white lines, approximately 8ft, and not more than 23 ft. from the back of the parking space. If your tent goes over the line you must have permission from the vendor on that side!
- No vehicles (not even the front tires) may park or drive on the grass at FVCC. All generators must be on the pavement and cannot be on the grass.

Food Vendor Requirements

1. Vendors will be juried on creativity, WOW factor, uniqueness, variety, local sourced ingredients, originality. Menu must be submitted. Any items that you are selling need to be approved before you sell them.

2. Food must have value added. This means you have to have made it or the toppings that go on it or side dishes that go with it. You may not resell purchased items such as pop, bottled water, chips, candy etc. Only homemade items that you put some effort into making.

3. You may not give away free items
4. You may sell iced tea/lemonade or drinks that are made and have flavors added. Ex: lemon cucumber water, mint mango water etc.
5. Your mobile cart must fit into your designated space. Maximum of three spaces allowed.
6. Food vendors are required to have a reserved space and be in the space/spaces by 8:00 a.m.
NO EXCEPTIONS
7. Food vendors must have all applicable licenses and inspections and comply with all Health Department regulations.
8. Only generators that are low noise may be used at the market. No low noise generators outside of your space. **NOTHING** can be on the grass at FVCC!

Contact Us

For all market related inquiries, contact our market manager:

Market Manager Email: kalispellfarmersmarket@hotmail.com

Mailing Address:

Kalispell Farmers Market
PO Box 665
Kalispell, MT 59903

Voice Mail: 406-881-4078

NO VOICE MAIL WILL BE RETURNED on Saturday during market.

Market phone for Saturday only 406-260-5102

For all website inquiries, contact our website admin:

Website Admin: theKFMwebmaster@gmail.com