

LINCOLN FARMERS' MARKET

VENDOR GUIDELINES 2019 SEASON

Season Dates: 1st & 3rd Fridays beginning June 7th, ending September 6th

Time: 4-8 PM

Location: Hooper Park *rain or shine*. We're collaborating with other events in the park on July 5th (Arterial Drive Concert) and 19th (Lincoln Flea Market) to have a great scenario for all of us. We'll keep you informed of specifics as the dates get closer.

Mission: Provide a positive, welcoming atmosphere for residents and visitors to gather and purchase healthy, local food. Regional musicians and artisans will flavor each market. Encourage your family and friends to bring chairs and coolers to relax in a beautiful place!

Vendors are expected to abide by the following rules, and any violation of them may result in immediate suspension of selling privileges.

- 1) Vendors are not to arrive at the market place before 3:00 PM and must clean up their area and have their booth packed no later than 9:00 PM.
- 2) Vendors **must** check in with the Market Manager at the designated table prior to entering the park and/or setting up their space. Unless you are prepaid, the booth fee of \$20.00 per 10 square feet of space which will be collected by the Market Manager prior to 4:00 PM. Vendors participating every market day will have preference for the same space each week. Spaces not occupied by 3:30 PM will be reassigned.
- 4) Pre-paid vendors must pay **prior to** the 1st market day of June 7th. The fee for a pre-paid space is \$15 per market day and **only** applies if the vendor pre-pays for the **whole season**, which is 7 markets for \$105. The reserved, pre-paid vendor will retain the same location throughout the season if they wish.
- 3) If a vendor knows in advance that they will arrive at the market later than 3:30 PM, they **must** call 406-465-8348 prior to 3:00 PM and request that the Manager keep their space open due to late arrival. If they know they will not be able to attend a reserved market day, they need to notify the Market Manager in advance so the space can be assigned to another vendor without having to wait until the 3:30 PM deadline.
- 5) Vehicles are not allowed in the market area after 4:00 PM or before 8:00 PM. Exceptions must be approved by the Market Manager.

- 6) The vendor will provide their own table, chair, display, shade (canopy or other) and any other equipment they need. Spaces are approximately 10 feet by 10 feet.
- 7) To avoid damage to persons or property due to gusting winds, all tents, canopies, and umbrellas must be weighted down sufficiently. Any vendor who does not have sufficient weights for their tent, canopy, or umbrella will not be allowed to set it up until sufficient weight or fastener has been obtained and attached to the legs/pole.
- 8) Insurance is the responsibility of each vendor. The Lincoln Council for the Arts (LCA) and the Lincoln Farmers Market (LFM) in no way assume liability for any damage, theft, misuse, or catastrophe large or small during the market. The LCA and LFM are not responsible for breakage or loss of any vendor's product. The vendor must obtain their own private insurance if they want their product covered by insurance.
- 9) Vendors must not smoke at or near their booth or where the smoke may affect other vendors or customers.
- 10) Vendors must **not** have pets at their booth during the market. Unless it is a service animal, it is against health department regulations.
- 11) Any person under the age of 16 who works or is inside a booth at any time must be supervised by a competent adult.
- 12) The Lincoln Farmers Market is a local market. Each vendor is responsible for complying with any city, county, state or national laws, permits, or licenses required by those entities. If you are selling food, please phone your health department to see if you are required to have a county and/or state license. The health dept. **will** shut you down in the middle of a Market for not having a required license. When a license or permit is required, you **must** supply the Market Manager with a photocopy of your license prior to selling for the season.

All ideas, problems, or conflicts should be directed to the Market Manager who will have the final say in conflicts or disputes on market day. If appropriate, problems will be considered by the Market Committee and settled by majority vote. Good ideas are always welcome!

Still have questions? Contact 406-465-8348 or farmersmarketlincoln@gmail.com

2019 LINCOLN FARMERS' MARKET APPLICATION

ORGANIZATION/BUSINESS/FARM

NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

WEBSITE: _____

FACEBOOK PG: _____

ITEMS TO SELL: _____

PLEASE MARK BELOW WHICH DATES YOU PLAN TO ATTEND:

#1 Friday, June 7th _____

#2 Friday, June 21st _____

#3 Friday, July 5th (w/Arterial Drive Concert) _____

#4 Friday, July 19th (w/Lincoln Flea Market) _____

#5 Friday, August 2nd _____

#6 Friday, August 16th _____

#7 Friday, September 6th _____

TOTAL enclosed= _____

***The \$15 prepaid booth rate is ONLY for those who wish to reserve and pre-pay the whole season. The 2019 pre-paid season costs \$105. The regular booth rate is \$20/market.**

SIGNED: _____

Copies of my licenses/permits are enclosed (required if applicable)

MAKE CHECKS PAYABLE TO: LINCOLN FARMERS MARKET. MAIL TO: 2296 SMILE ROAD, LINCOLN, MT 59639