



# 2025 Vendor Guide

Guidelines and Rules for Operation

**Thursdays 4 - 7 p.m.**

**June 26 through September 4, 2025**

100 Block of Main Street

(between Commercial Ave and Park)

Downtown - Anaconda, MT

## Anaconda Community Market Staff

Market Organizers: Alexis & Dina

Website: [anacondacommunitymarket.com](http://anacondacommunitymarket.com)

Email: [Anacondacommunitymarket1@gmail.com](mailto:Anacondacommunitymarket1@gmail.com)

ACM Phone # Text/Call: (406) 209 - 8053

Get social with us - Facebook + Instagram: [@anacondacommunitymarket](http://@anacondacommunitymarket)

## Tri-County Environmental Health

Anaconda's Sanitation Department

Mark Syverson, RS/REHS: 406-563-4067 | Email: [msyverson@adlc.us](mailto:msyverson@adlc.us)

Website: [www.adlc.us/199/Tri-County-Environmental-Health](http://www.adlc.us/199/Tri-County-Environmental-Health)

## Mission Statement/Purpose

The Anaconda Community Market [henceforth Market or ACM] is fiscally sponsored by the Anaconda Community Foundation. The goal of the ACM is to connect local producers and consumers, to provide an opportunity for local artists and artisans, local community organizations and businesses and to create a welcoming community event for residents and visitors. Our market vendors sell directly to the public, allowing consumers to have a direct relationship with the vendor.

## Contact Information

Email is the preferred communication. Please email Alexis and Dina at the email listed below. If communication via phone call or text is preferred, please send an email with your phone number and preferred communication method. Email is checked frequently and you can expect to hear back within 24-48 hours.

**Email:** [anacondacomunitymarket1@gmail.com](mailto:anacondacomunitymarket1@gmail.com)

**Website:** [anacondacomunitymarket.com](http://anacondacomunitymarket.com)

## Important Dates 2025

<b>Early Bird Rate:</b> Sign up by June 26th <b>\$20 per market</b>	<b>Early Bird Application Deadline for vendors who wish to receive priority consideration and rate of \$20.00 per market for sign up of the 11-week season is June 26th, 2025.</b> Vendors will receive notification of status within 10 business days after their full application and season fee have been received and approved by market staff.
<b>Drop in Rate:</b> After June 26th <b>\$35 per market</b>	Additional vendors will be considered for acceptance throughout the season, as space allows. <b>After June 26th, all sign ups are charged at the drop in rate of \$35 per market.</b>
<b>Sanitation Approval:</b> At least two weeks prior to June 26th:	Vendors selling consumables must contact and be approved to sell their products by Tri-County Health before arriving to sell. <b>Mark Syverson, RS/REHS: 406-563-4067   Email: <a href="mailto:msyverson@adlc.us">msyverson@adlc.us</a></b> <b>Website:</b> <a href="http://www.adlc.us/199/Tri-County-Environmental-Health">www.adlc.us/199/Tri-County-Environmental-Health</a>
<b>Important Time &amp; Date:</b> Market starts June 26th Market ends Sept 4  <b>*Vendor Set-up:</b> 2:30 p.m. and no later than 3:30 p.m.  <b>Market duration:</b> 4:00 - 7:00 p.m.	Anaconda Community Market season begins at 100 block of Main St (between Commercial Ave and Park St) in, Anaconda, MT  *Vendor set-up begins as early as 2:30pm and you need to be fully ready to receive customers at <u>4:00 p.m. sharp.</u> *  *Vendors <b>MUST</b> be on-time for set-up - any vendor who can't be ready to sell by 4:00 p.m. will be denied or asked not to return because of location and safety concerns.*

# Overview

ACM's vendor guidelines were created for a successful and safe Market.

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 ACM management based on factors such as space or customer attendance.**

# Market Goods Approved for Sale

Vendor grown fresh fruits and vegetables	Vendor grown bedding plants, hanging and potted plants, perennials and cut flowers with required state licensing.
Vendor grown herbs and spices, fresh or dried	Vendor grown dried flowers or plants
Vendors producing farmstead products such as, 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.	Wild-caught, wild-harvested, or foraged food items if in compliance with all federal, state, and local laws and regulations.
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.	Arts, crafts, Merchandise – based on factors in alignment with Market mission
<b>*ALL processed food vendors MUST contact and be approved to sell their products by Tri-County Health and carry liability insurance in case of a food transferred illness. ACM is not responsible or associated with your product, and by moving forward in the application process, vendors take full responsibility for their own products.</b>	

## Other Important Notes:

- Vendors may sell only the items listed in their Market applications and approved by Market management. Market staff and the Office of the Sanitarian have 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 (email acceptable) to add items to their application. These additional items cannot be sold until market staff approval is received.
- Market staff and the Sanitarian department reserve 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.
- Excessive substance use is grounds for suspension from the Market or immediate revocation of vendor access, up to the sole discretion of Market staff. Please be responsible!
- 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 religious or political promotion of any kind.
- 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 or temporarily 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.
- Vendors selling with companies like Scentsy or Avon are welcome to apply and will be chosen on a first come first serve basis.
- We may deny applications if there are more than one business in the same genre already signed up or too many competing businesses, as we need to reserve space for a variety of products to be sold at the market.
- Local and handcrafted businesses will be prioritized.

## **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 NO LATER than 11:00 a.m. on market day:

- 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.
  - **NOTE:** Any vendor serving consumable food MUST contact Tri-County Health and be approved to sell their products before they arrive to sell.  
**Contact: Mark Syverson, RS/REHS: 406-563-4067 | Email: msyverson@adlc.us**
- **New!** 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. In addition, all home-baked food vendors MUST have liability insurance in case of a food illness. This protects both you as the seller AND the market.
- 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 as early as 2:30 p.m. on Market days. A Market manager will be available at 2:30 p.m. to check in vendors and assist with any questions. If less time is needed, vendors may arrive as late as 3:30 p.m. Vendors must arrive in time to be fully set-up by 4 p.m. and are required to stay at the Market during the entire three hours of operation unless early closure due to weather.
- The Market will begin at 4:00 p.m.
- There will be no moving vehicles in the Market area between 3:45 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  $\frac{1}{2}$  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.
- Electricity is limited and must be requested on the vendor application. Generators allowed 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 safety, product mix, traffic flow, electrical/generator needs, trailer and table set up, 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.
- **VENDOR SPACING** will be placed on the outside of the sidewalk, facing in toward the street. One space is approximately 10 ft x 10 ft. Please note: Spacing is not strict but you must be prepared to be set-up on the street and expected to bring your own equipment.
- **\*IMPORTANT!** The market site can be 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.
- **NOTE:** Any vendor serving consumable food MUST contact Tri-County Health and be approved to sell their products before they arrive to sell.  
**Mark Syverson, RS/REHS: 406-563-4067 | Email: [msyverson@adlc.us](mailto:msyverson@adlc.us)**
- Any vendor selling consumables MUST show proof of liability insurance for selling food items.

## Displays

- Vendors are responsible for providing all tables, chairs, canopies, signs, tent weights, cash, and other items needed for their display.
- Vendors are required to comply with the ADLC/Public Health Safety Guidelines, page 2, should there be a resurgence of COVID.
- 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." It is required that each homemade or home-processed food vendor obtain insurance in case of a food-spread illness. ACM is not liable or held accountable regarding food spread illness or any claims of illness made at a vendor.
- 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.
- 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.

## **Sales Reporting**

Vendors may 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.

## **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.

**\*NOTE:** Any vendor serving consumable food MUST contact Tri-County Health before they arrive to sell. Each vendor MUST show proof of liability insurance for selling food items.

**Mark Syverson, RS/REHS: 406-563-4067 | Email: [msyverson@adlc.us](mailto:msyverson@adlc.us)**

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 the 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 Community Market is not liable for any injury, illness, theft, loss, or damage of any kind to seller, or their property, arising out of or pertaining to preparation for, participation in, or use or either the buyer 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 market. By participating in the Market, the seller further agrees to indemnify and hold the Anaconda-Deer Lodge

County, and the Anaconda Community Market harmless for and against any claims for such injury, illness, theft, loss or damage.

## **Enforcement of Market Rules**

Market management values good relationships with vendors and makes 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 NOT be given for booth fee if selling rights are revoked.

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

Vendors are required, with no exceptions, to comply with the ADLC/Public Heath Safety Plan for the market.

## **Market Staff Responsibilities**

The Market managers apply the rules and guidelines of the Market and have the authority to interpret and implement policy. The Market Managers are the final authority on Market day. Market staff members are responsible for public and vendor concerns. Market staff shall notify vendors of any rule violations.

Market staff have 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 when possible.

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

## **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 by email to [anacondacomunitymarket1@gmail.com](mailto:anacondacomunitymarket1@gmail.com).

## **Weather Policies**

While the Market takes place rain or shine, for safety instances of severe weather can affect 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 the Market manager determines a weather event will occur.

The following weather conditions may cause the Market to be delayed, suspended, or canceled: 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 where possible. Vendors may also choose to excuse themselves from the Market on that date. Such an absence will be considered "excused."

### **Suspension and/or Cancellation 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. If market staff determine that cancellation is necessary staff will quickly notify all vendors and provide instruction.

Vendors should:

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

**\*Note:** In the event of a sudden hazardous weather event, vendors should pack up money, nothing else, and move to shelter. **ACM is not responsible for any damage to personal belongings or vendor displays.**

- In the event the market is closed or delayed, vendors are prohibited from setting up stalls or selling any product.
- 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 can send an email or call/text market managers on their mobile phone for updates.

**\*No refunds will be given if the market is canceled, 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 canceled. Staff will make every effort through phone and email to notify vendors of any cancellations or changes.**

**Questions?** Email Market Management at [anacondacomunitymarket1@gmail.com](mailto:anacondacomunitymarket1@gmail.com) or take time to visit with Alexis and Dina for assistance on Market day.