



# 2026 Vendor Guide

Guidelines and Rules for Operation

Thursdays 4 - 7 p.m.

July 2nd - September 3rd, 2026

100 Block of Main Street

(between Commercial Ave and Park)

Downtown - Anaconda, MT

## Anaconda Community Market Staff

**Market Organizers:** Alexis, Dina, & Amy

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

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

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

**Facebook + Instagram:** @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)



# *Vendor Guide*

# Table of Contents



1. Mission & Contact.
2. Important Dates & Fees.
3. Approved Products.
4. Vendor Application, Conduct & Attendance.
5. Additional things to know as vendors:
6. Labeling & Sales Practices
7. Market Day Operations.
8. Displays.
9. Permits, Licenses, Taxes & Insurance.
10. Enforcement of Market Rules.
11. Market Staff Responsibilities.
12. Feedback.
13. Weather Policy.

*This Vendor Guide was made to ensure a safe, welcoming, and enjoyable environment for residents, visitors, and vendors, while complying with all federal, state, county, and local regulations. These rules provide a framework for successful Market operations, but the ACM Market team reserves the right to take additional actions as needed to protect its purpose, patrons, vendors, staff, volunteers, and the City of Anaconda.*

## 1. Mission Statement/Purpose.

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 Anaconda Community Market 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:** [anacondacommunitymarket1@gmail.com](mailto:anacondacommunitymarket1@gmail.com)

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

## 2. Important Dates & Fees. !!

<b>Early Bird Rate:</b> Sign up by July 2nd <b>\$20 per market</b>	Anaconda Community Market season begins at 100 block of Main St (between Commercial Ave and Park St) in, Anaconda, MT
<b>Drop in Rate:</b> After July 2nd <b>\$35 per market</b>	Product mix, space, past attendance, and market balance are considered. Electricity is limited and must be requested.
<b>Season:</b> July 2 – September 3, 2026 <b>Market Hours:</b> 4:00–7:00 PM <b>Set-Up:</b> 2:30–3:55 PM (Ready by 4:00 PM) No vehicles in market from 3:55–7:05 PM	*Applications must be approved before selling, including receiving sanitation approval if selling consumable products.

**Sanitation Approval:** Vendors selling consumables must contact and be approved to sell their products by Tri-County Health before arriving to sell.

**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)**

### The Market guidelines are intended to ensure:

- The market is an enjoyable place for residents and visitors to gather and purchase foods, crafts, and handmade goods; it plays a positive role in the community and has a welcoming environment. Everyone is expected to comply with federal, state, county, and local regulations.

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.

### 3. Approved Products. Overview of Market Goods Approved

Vendor grown: <ul style="list-style-type: none"><li>• fresh fruits and vegetables</li><li>• dried flowers or plants</li><li>• herbs and spices, fresh or dried</li><li>• bedding plants, hanging and potted plants, perennials and cut flowers (with required state licensing).</li></ul>	Farmstead products: <ul style="list-style-type: none"><li>• Meat, poultry, eggs, baked goods, canned goods, honey, syrup, grains, preserves, etc.</li><li>• Must be prepared and packaged in accordance with Montana Department of Agriculture regulations.</li></ul>
Wild-caught, wild-harvested, or foraged food items (if in compliance with all federal, state, and local laws and regulations).	Arts, crafts, Merchandise – based on factors in alignment with Market mission

 **\*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.

Vendors may sell only items listed and approved on their application and any additional products must receive written approval before being sold. Market staff and the Sanitarian reserve the right to require removal of unapproved items and to inspect a vendor's place of production if necessary.

### 4. Vendor Application, Conduct & Attendance.

1. Vendors must review the Vendor Guide, complete the application, and submit all required forms and licenses before approval. Applications are reviewed based on product mix, space availability, attendance history, past performance, and overall market balance. **Applications will be reviewed and approved before a vendor may participate in the Market.** After approval, a link will be sent in an email to confirm your payment. Submitting your payment online secures your spot.
2. ACM does not discriminate on any protected basis. Participation decisions remain at the discretion of Market management.
3. Vendors are expected to sell their own products and are responsible for ensuring any assistants understand and follow all market rules. Local and handcrafted businesses are prioritized. Direct sales vendors (e.g., Scentsy, Avon) are accepted on a first-come basis and may be limited to avoid duplication.

### 5. Additional things to know as vendors.

- Check spam folders if you're expecting an email from us and haven't heard back yet.

- Please, no smoking in the market during market hours.
- Sexual Harassment by any Market vendor or participant is prohibited. Market management will take appropriate action as necessary.
- 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 may be asked to distribute printed Anaconda Community Market information or share information online or on social media.
- 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 are prioritized.
- 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 (NO LATER than 11:00 a.m. on market day). Repeated or chronic late arrivals or absences by a vendor can result in denied future applications.
- 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.
- Late arrivals may be denied participation due to safety concerns.

## 6. Labeling & Sales Practices.

- All food items must comply with Montana Department of Agriculture, Montana Department of Health, and Anaconda-Deer Lodge County sanitation regulations. Food vendors must receive approval from Tri-County Health before selling.
- Home-processed foods must meet Montana Cottage Food requirements, including proper labeling (production date, producer name and full address, ingredient list) and proof of liability insurance.
- Vendors selling by weight must use a Montana State Certified Scale.
- Unapproved solicitation is prohibited. Pricing and sales terms are between vendor and customer.

## 7. Market Day Operations.

- **Set-up:** 2:30–3:55 PM (Must be ready to sell by 4 PM)
- **Market hours:** 4:00–7:00 PM
- Vendors must remain until closing (no early breakdown unless arrangements made otherwise)
- No vehicles are permitted in the market area from 3:50–7:05 PM.
- Electricity is limited and must be requested in advance. Generators require approval. Vendors are responsible for ensuring equipment compatibility.

### **Stall Space & Safety**

- Stall spaces (approx. 10' x 10') are assigned by Market staff.
- Vendors may not transfer or sublease spaces and must remain within their designated area.

\* Tents must be secured with 20 lbs per leg (**required**) due to wind conditions. Vendors are responsible for properly securing all equipment and products and assume liability for any damage or injury caused by their setup. **Vendors will be asked to take down their canopies if they do not have adequate weights.**

- Food vendors must be approved by Tri-County Health (**Mark Syverson, RS/REHS: 406-563-4067 | Email: msyverson@adlc.us**) and provide proof of insurance.

- Vendors are encouraged to engage with potential customers and present their booth with an inviting demeanor.

## 8. Displays.

- Vendors must provide their own equipment (tables, tents, weights, signage, etc.)
- All food must be displayed at least 6" off the ground
- Products must be clearly labeled and priced
- Cottage food vendors must display required exemption signage and provide liability insurance - 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.**
- Sampling must follow all food safety guidelines
- Booths must remain clean and professional. Vendors must represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn.
- Vendors must remove all trash and debris at closing

## 9. Permits, Licenses, Taxes & Insurance.

Vendors are responsible for obtaining all required city, county, state, and federal permits and licenses before the season begins. Copies must be submitted with the application and available on Market day. The Market may be inspected at any time without notice.

### All food vendors must:

- Receive approval from Tri-County Health
- Provide proof of liability insurance
- Display required Retail Food Licenses (if applicable)

Participation is at the vendor's own risk. ACM and Anaconda-Deer Lodge County are not liable for injury, illness, loss, theft, or product-related claims.

## 10. 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 management reserves the right to suspend or revoke selling privileges for rule violations. If a booth is suspended, all associated sellers are also suspended. No refunds will be issued if selling rights are revoked. Policies may be updated as needed. Vendors must comply with all ADLC/Public Health safety requirements.

## 11. Market Staff Responsibilities.

Market Managers are the final authority on Market day and are responsible for enforcing rules, assigning stalls, and addressing concerns.

Staff may request any individual to leave the market area and contact authorities if necessary. Vendors should direct concerns to staff privately. All vendors, entertainers, sponsors, and organizations require prior approval from Market management.

## 12. 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 [anacondacommunitymarket1@gmail.com](mailto:anacondacommunitymarket1@gmail.com).

## 13. Weather Policy

The market operates rain or shine. No refunds for weather-related closures. Delays, suspension, or cancellation may occur due to:

- Lightning
- High winds
- Heavy precipitation
- Heat index over 103°F

### **\*During severe weather:**

- Collapse tents soon as possible, prioritizing safety for all first
- Secure products and equipment
- Seek shelter
- Follow staff instructions

**\*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.**

- 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 [anacondacommunitymarket1@gmail.com](mailto:anacondacommunitymarket1@gmail.com) or take time to visit with Alexis, Dina, or Amy for assistance on Market day.

