



# 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. Market Day Operations
6. Food Vendors
7. Market Day Operations.
8. Enforcement of Market Rules.
9. Market Staff Responsibilities.
10. Feedback.
11. 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

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. 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.
<b>Sanitation Approval:</b> 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: <a href="http://www.adlc.us/199/Tri-County-Environmental-Health">www.adlc.us/199/Tri-County-Environmental-Health</a></b>	


### 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

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 we strongly encourage carrying liability insurance in an unlikely case of 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

- 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.
- ACM does not discriminate on any protected basis. Participation decisions remain at the discretion of Market management.
- 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. Market Day Operations

- Vendor setup begins at 2:30 p.m. A Market Manager will be available for check-in and assistance.
- Vendors must arrive in time to be fully set up and ready to sell by 4:00 p.m.
- Vendors arriving after 3:50 p.m. must park nearby and walk equipment and merchandise to their stall.
- No vehicles are allowed in the Market area from 3:45 p.m. to 7:05 p.m.
- Vendors must remain until closing (no early breakdown unless arrangements made otherwise)
- Vendors must remain set up for the full Market hours, unless vendors have communicated with market managers making other arrangements.
- Electricity is limited and must be requested on the vendor application.

- Generators are allowed and vendors are responsible for extension cords and proper extension cord safety.
- Vendors must provide their own equipment (tables, tents, weights, signage, etc.) Tents must be secured with 20lbs per leg.
- 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

## 6. All Vendors

- 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.
- **Check spam folders if you're expecting an email from us and haven't heard from us within an appropriate time frame.**
- Sexual Harassment by any Market vendor or participant is prohibited. Market management will take appropriate action as necessary.
- Please, no smoking in the market during market hours.
- No religious or political promotion of any kind.
- Vendors may be asked to distribute printed Anaconda Community Market information or share information online or on social media.
- 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.

## 7. Food Vendors

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.

### **All food vendors must:**

- Receive approval from Tri-County Health
- Liability insurance encouraged
- Display required Retail Food Licenses (if applicable)
- Home-processed foods must meet Montana Cottage Food requirements, including proper labeling (production date, producer name and full address, ingredient list).

## 8. 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.

## 9. 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.

## 10. 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).

## 11. 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

### 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.**

**\*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.

