Big Sky Farmers Market

Rules and Policy Statement

Market Schedule

- **Operational Days:** Wednesdays, from June through August
- **Market Hours:** 5:00 PM – 8:00 PM.
- **Setup Period:** 3:00 PM – 4:45 PM.
- **Check-in Period:** 3:00-5:00 PM
- **Teardown Period:** 8:00 PM – 9:00 PM.

Arrival and Setup Protocol

- Vendors are required to arrive **no later than 30 minutes prior** to the market opening.
- Adequate time should be allocated for travel and setup procedures.
- All vendors must **unload supplies and promptly relocate vehicles outside** the designated market area **prior to the commencement of setup**.
- If a vehicle serves as part of a vendor's booth, it **must remain stationary** during the hours of 4:45 PM to 8:00 PM.
- All **vendors are required to check-in** with Market Manager upon arrival.
- **Late arrivals** without prior notification to the Market Manager (Julia Wilder, Town Center Events Coordinator) may result in the forfeiture of booth space and disqualification from participation for that day.

Contact Information:

Julia Wilder

Phone: (406) 517-6317

Email: julia@bigsky.com

Attendance and Cancellations

- Vendors are kindly requested to **provide at least 72 hours' notice** should circumstances prevent attendance.
- In case of emergency or unforeseen circumstances, immediate communication with the Market Manager is expected.
- Fees associated with reserved booth spaces are **non-refundable in the event of cancellation**.

Dismantling and Departure Procedures

- Vendors must **remain set up until** the **close of the market at 8:00 PM**.
- Early dismantling or removal of tents and tables requires **prior approval** from the Market Manager.
- Vendors are responsible for **proper disposal of garbage** and are expected to leave their designated area **clean and free of litter**.

Booth Space, Tents, Tables, and Electrical Service

- The Market Manager will assign booth locations; **priority** will be granted to vendors returning from previous seasons.
- Every effort will be made to **maintain consistent placement** for returning vendors throughout the season.
- The Market reserves the right to **reassign spaces** as necessary for operational reasons.
- Vendors are responsible for **providing their own tents and tables**.
- All tents must be **secured with weights or pails**; **stakes are not permitted** due to irrigation systems and lawn considerations.
- Vendors are advised to **secure their setups effectively** given the potential for high winds and adverse weather.
- Electric outlets are **available upon request**; **power availability may be prioritized** and limited based on needs and supply.

Weather Policy and Procedures

- The Market operates **rain or shine**.
- During inclement weather, vendors should **secure canopies**, **cover goods**, and **wait** for storms to pass before resuming vending activities.
- Vendors are responsible for their own tarps & weights
- Vehicles that are **integral to the booth setup must remain parked** during market hours (5:00 PM – 8:00 PM).

Big Sky Resort Tax

- **All vendors** must be enrolled in the Big Sky **Resort Tax** program **to attend the market**
- Vendors must **provide proof of registration at check-in**.
- A printed copy of the **Resort Tax Certificate must be clearly displayed** on each booth or truck.
- Vendors are responsible for remitting their Resort Tax payments as required by law.
- Failure to comply may result in suspension from the market

Market Fees and Payment

Summer Market:

Type of Space	Description	Fee
Season Reserved Space	Crafters, Growers, Packaged Food Items	**$220**
Season Reserved Space	Dinner Food & Beverages	**$1,100**
Weekly Booth	Crafters, Growers, Packaged Food Items	**$20/week**
Weekly Booth	Dinner Food & Beverages	**$100/week**
Non-profit & minors (16 & under)	Free of charge	—

Please note: All fees are non-refundable.

Fall Market

Type of Space	Description	Fee
Season Reserved Space	Crafters, Growers, Packaged Food Items	**$60**
Season Reserved Space	Dinner Food & Beverages	**$300**
Weekly Booth	Crafters, Growers, Packaged Food Items	**$15/week**
Weekly Booth	Dinner Food & Beverages	**$75/week**
Non-profit & minors (16 & under)	Free of charge	—

Please note: All fees are non-refundable.

Electrical Service Fees

Summer Market

- **Annual Power Access:** $65.00
- **Weekly Power Access:** $5.00

Fall Market

- **Annual Power Access:** $25.00
- **Weekly Power Access:** $5.00

(Fees are non-refundable)

Health and Safety Regulations

- Vendors offering food products **must adhere to and are responsible for** all applicable local health regulations and possess the necessary permits and licenses.
- **Samples:** Permitted when served in compliance with health standards and in a sanitary manner.
- **Prepared food vendors** are required to **follow all relevant food safety protocols**, as dictated by local health authorities.
- For questions or additional information, please contact:

Gallatin City-County Health Department

Phone: 406.582.3120

Email: ehs@gallatin.mt.gov

Standards of Conduct and Responsibilities

- Vendors are expected to **maintain a professional demeanor** at all times.
- **Presence during market hours (5:00 PM – 8:00 PM)** is mandatory; early packing or early departure **without prior approval** is not permitted.
- Vendors must **maintain cleanliness** within their booth and surrounding area, including **removing all garbage** prior to departure.
- Respect for fellow vendors, staff, and customers is compulsory to ensure a positive marketplace environment.

Vendor Acknowledgment

I hereby acknowledge that I have read and understood the rules and policies established by the Big Sky Farmers Market. I agree to comply fully with all conditions outlined herein; failure to do so may result in warnings, fines, or expulsion from the market.

By signature, I affirm that I will:

- Conduct myself professionally during all market hours.
- Offer products that are accurately described, legally sourced, and in compliance with health standards.
- Maintain and comply with all resort tax regulations.
- Adhere to booth setup, cleanliness, and conduct policies.

Vendor Name: _____

Business Name: _____

Signature: _____

Date: _____