

HAMILTON FARMERS MARKET COOPERATIVE
PO Box 844, Hamilton, MT 59840
406-381-4386 Info@hamiltonfarmersmarket.org
"Practice kindness, cooperation, and common sense."

Market runs Saturday mornings, 9:00 am to 12:30 pm, from early May through late October. (Dates vary slightly each year.)

Market Rules & Responsibilities

1) Vendor and Product Eligibility Rules

- HFMC Board of Directors reserves the right to determine products sold at the Market
- Vendors must reside in Ravalli County and provide proof of residency
- Vendors will submit a signed Letter of Intention (LOI) prior to their first market.
- Non-agricultural products must be made in Montana and follow "Made in Montana" guidelines
- All agricultural products must originate in Ravalli County. Produce must be grown from non-GMO seed
- Nonprofits and Community Groups not selling anything are eligible for \$10.00 booth fee. Discounted booths are only available space permitting, and are assigned at the Market Manager's discretion after 8:20 am
- Nonprofits or Community Groups selling any product, subscription, or tickets (including raffle tickets), will pay the standard weekly booth fee paid by non Co-op members
- No vendors, non-profits, or community groups may reserve space if the purpose of the booth includes political activity, defined as advocating any political party, candidate, or law

2) Vendor Procedures & Responsibilities

- Vendors promote the Market favorably with their product, display, and professional conduct
- Vendor booth fee set by the Board prior to Fall Annual Vendor Meeting; three payment options available
- Booth spaces are 10' X 10' and vendors provide their own booth set-up
- **No "booth creep" allowed - all tables, signs, goods must stay within allotted booth space**
- Booth signs or banners required, minimum of 8.5" X 11", with vendor or business name
- Reserved spaces must be occupied by 8:15 am or space will be assigned to a waiting vendor
- Reserved space vendors unable to attend a market, must notify the Market Manager before 7:30 am
- Vendors with reserved spaces who miss 2 consecutive markets without notifying Manager will lose their reserved space; they will be assigned an available space, if they return. The Board will consider exceptions only on written request with manager decision/reassignment remaining in interim
- Vendors without a reserved space will be assigned space by the Market Manager each Saturday morning at 7:30 am on a "first come, first served" basis with co-op members having priority
- Generators are not allowed except with prior approval; may ONLY be used in spaces designated by Market Manager on 2nd Street North
- Flags (windless, teardrop, etc.) and/or any type of waving inflatable are not permitted
- **Vendor vehicles must be off the street by 8:30 am and not return until 12:45 pm.**
 - Unloading: unload your vehicle at/near your space and immediately move your vehicle; set-up should be accomplished AFTER vehicle has been parked
 - Loading: vehicles should not enter the market area until all goods are ready to be loaded, awning has been collapsed, etc.
- Vendor parking is available at the County Admin building (4th & Bedford) or City Hall building (N. 2nd Street). Handicapped vendor parking available on request **Please Park in the Lots. Street Spaces are for market customers.**
- Sales are not permitted before 9 am, except to other Market vendors
- Leaving early is not permitted; exceptions will be considered by the Market Manager - please notify as soon as you are aware of extenuating circumstances
- Food vendors must comply with all Health Department regulations, 363-6569

Market Rules & Responsibilities - Continued

- If electricity is used, vendors must ensure and maintain cords in safe working order and they must be covered/secure if crossing sidewalk or other walkway
- Clean up space before leaving - pack it in, pack it out. Please do NOT put your trash or boxes in market cans. They are for our customer use ONLY.
- Since Market liability insurance does not insure vendors, vendors will hold the Market harmless.

3) Complaint Procedures

- Vendor attempts resolution with offending vendor, customer or employee with courteous conversation
- If not resolved, vendor brings the situation to Market staff, or Board member if the complaint is with staff
- If need is immediate, the Market Manager will refer complainant to available Board members
- If issue can not be resolved, the complainant must submit a written complaint to the Board of Directors

4) Disciplinary Actions

The following behaviors are explicitly prohibited: yelling; profanity; discrimination; threats of physical harm; intimidation; false public statement(s) about a vendor, customer, or employee; and other behaviors which interfere with the business of the market. (Montana Code Annotated 27-1-802 and 27-1-803)

These behaviors and any others that endanger anyone or anything may result in immediate suspension and forfeiture of booth space. If necessary, police may be called to escort the offender(s) from the market

Disciplinary action

- 1st time offense = oral warning w/ written letter, or immediate suspension if the board of directors determine that safety or a significant disruption of the market is likely
- 2nd time offense = suspension from Market
- Disciplinary meeting with Board to hear suspension appeal and determine action; where permanent suspension is determined if necessary

5) Reserving the same booth space

- Returning Co-op vendors retain their same space for the following season by submitting the LOI before the October annual Co-op meeting or no later than January 1st of returning year
- In case of cancellation, prepayment for reserving a space is not refundable
- Vendors without a reserved booth space will pay the weekly fee. If vendors want to pay the lower booth rate they must join the Co-op. If new Vendors would like a reserved space they must join the Co-op

6) Co-op Vendor Responsibilities

- Market Co-op is Member-Owned: voting at Annual Fall Owner Meeting is mandatory; "One Owner; One Vote" for Board members, By-law changes and other issues
- If Member does not have a booth at Market and misses the Annual Fall Meeting for two consecutive years, they will be removed from the Owner list and their stock forfeited

7) Co-op Responsibilities

- Fulfills MARKET MISSION by providing location, structure & promotion for vendors to sell their wares and community to gather; stimulates local economy; promotes awareness of health, local products & Co-op values.
- Schedules Annual Fall Owner Meeting between Oct. 15 & Dec. 15, prepares agenda and materials
- Establishes process for patronage refunds; price of Common and Preferred Shares; and accounting for cash reserve

8) Non-vendor Solicitations must be approved by the Market Manager and/or Board prior to making solicitations

Market Emergency Procedures

These are the steps the Market Manager will take in an emergency. Please be ready to help or, if she is not immediately available. Remain calm.

Customer or vendor becomes injured, lost, confused, or in distress:

First: If the injury is serious, do not wait, call 911

- ♦ The 911 Operator will ask what the emergency is and your location: Hamilton Farmers Market.
- ♦ Tell them which street you are on and the closest intersection: Bedford & S. 2nd or Bedford & S. 3rd.
- ♦ Calmly and slowly tell them what happened and what you think is required.
- ♦ Follow the 911 Operator's instructions and stay on the line with them until they release you.
- ♦ Make sure that someone stays with the injured party at all times until EMT help comes.
- ♦ Have market Board member or vendor stand at the intersection closest to the injured to direct EMTs. Market Manager & others will handle crowd control

Second: Notify the Market Manager (381-4386) or near-by Board Member

Third: Evaluate the situation:

- ♦ Is there an injury?
- ♦ Does it require immediate First Aid attention that can be taken care of by the supplies in the Market's First Aid box at the Info Booth in front of the Museum? If yes, proceed to First Aid box.

Fourth: Market Staff will write up details: date, time, injured person's name, address, & phone with description of the incident and what was done for it. Manager will follow-up.