



CLARK FORK RIVER MARKET 2023 SEASON RULES AND REGULATIONS

1. Mission Statement:

The Clark Fork Market was founded on the belief that local agricultural production is important. The Clark Fork Market seeks the betterment of conditions for agricultural producers by providing a venue for local farmers, ranchers, horticulturists, and dairy producers to retail their products directly to consumers. Through the establishment and maintenance of a festive, vibrant farmers' market, we seek to forge stronger connections between Western Montana's agricultural producers and the local community, with goal of educating consumers about the important role of agriculture in the local economy and its equally important role in improving the environmental and public health of Western Montana's communities. Our market is strongly committed to connecting local farmers and ranchers to citizens in our community with low incomes, and to educating the general public about the health benefits of fresh farm goods and local foods. By creating and sustaining a popular and convenient venue that provides a direct market and a stronger community profile for agricultural producers, we are helping to sustain family farms and preserve Montana's agricultural heritage.

2. Market Season/Hours of Operation:

The 2023 Clark Fork Market season is every Saturday from May 6th until October 28th. From May-September the market is open 8:00am-1:00pm. In October, the market is open 9:00am-1:00pm

3. Location:

The market is located at 101 Carousel Drive, on the west side of Higgins Avenue Bridge near the Carousel and Dragon Hollow Park in Downtown Missoula, MT.

4. Who Can Sell:

The Clark Fork River Market gives opportunities to vendors who produce and source their materials locally from Western Montana. All products at the market must be grown or raised in Montana, west of the Continental Divide, with the exception of prepared foods, baked goods, and coffee. Preference will be given to those vendors who use local ingredients, and/or compostable packaging.

5. What Can Be Sold:

All items must be grown or gathered by the vendor in Western Montana, with the same exception as above.

A. **Raw Agricultural Products:** fresh fruits, vegetables, grains, seeds, sprouts, herbs, flowers and cultivated mushrooms.

B. **Wild Gathered Produce:** such as wild-foraged mushrooms or huckleberries. We urge vendors to always gather wild produce responsibly and sustainably. In order to sell wild gathered mushrooms, **you must provide the market with a county permit.**

C. **Nursery Plants:** The vendor must grow the bedding plants, potted plants, trees or shrubs from seed, plug, cuttings, roots, tubers, or bare root. No resale of prefinished plants is allowed.

D. **Value Added Agricultural Products:** These products are admitted only with Board approval.

- Processed foods that can be sold without a license: preserves, honey and certain baked goods. The term “preserves” include jams, jellies, compotes, fruit butters, and syrups. It does not include, for example, pickles, sauerkraut, vinegars, herb oils, salsa, pesto or freezer jams. Dried fruits, vegetables or herbs that are packaged and labeled are defined as processed and require a license. Therefore, any dried product must be sold in bulk and weighed at the market. Home-baked goods that are not subject to spoilage such as breads, pastries and cookies may be sold without a license. All preserves, honey and baked goods must be labeled with the vendor’s name and address.
- Eggs: Egg vendors are required to abide by all state, local and market guidelines and/or regulations for the sale of eggs. The sale of farm eggs does not require a license; those vendors who are not licensed with the state must display a sign clearly stating “Unprocessed Farm Eggs”. For vendors who have a state license from the Montana Department of Livestock, they must display the license at their stand. All vendors must label their cartons clearly with their name and address. We strongly urge all vendors to candle and grade their eggs and monitor their temperature at 41 degrees or less. We also recommend that vendors include safe handling instructions on all egg cartons: *Safe Handling Instructions: To prevent illness from bacteria keep eggs refrigerated, cook eggs until yolks are firm, and cook foods containing eggs thoroughly.*
- Processed foods that require a license: Poultry, meat, dairy products and most processed foods require licenses from either the county and/or the state. Vendors who wish to sell these products must have their animals killed and processed at a MT Dept of Agriculture or USDA licensed and inspected facility. Examples include Ranchlands Packing in Butte and Lolo Lockers in Lolo. Vendors are required to obtain the necessary license(s) and to acquaint themselves with all the pertinent health codes. Licenses must be included with their application to the market. All processed foods must be labeled with the producer’s name, address and safe handling instructions (see below).
 - In order to address the realities of ranch economics, an exception to the rule banning resale of products will be granted, on a year to year basis, to small Western Montana meat wholesalers who sell beef, poultry, pork or bison for a rancher or poultry farmer who raises his or her product in Western Montana. The wholesaler must label his or her product with the place of origin: in other words, the meat or poultry sold at the market must be labeled with the name and location of the ranch where the meat/poultry was raised. Signage at the wholesaler’s booth must make it clear that the meat or poultry is from a Western Montana source, and both rancher and wholesaler must sign affidavits attesting to the fact that the meat sold at the market does indeed come from the ranch/farm that is indicated on the labels placed on the meat. Wholesalers must arrange for the ranchers/farmers whose product is sold at their booth to attend

at least one Clark Fork Market per season to be available to the public for questions regarding their ranch/product/relationship with the wholesaler, etc. Please call or email the Market Manager with questions about this exception or to obtain the required affidavit forms at (406) 880-9648 or clarkforkrivermarket@gmail.com

- License requirements vary depending upon the product sold. Despite the requirements spelled out above, this process is not as cumbersome as it may seem on first read, nor is it expensive. All vendors intending to sell products that require a license should contact the Missoula County Health Department at (406) 258-4755.

E. Agricultural Crafts: Craft products are admitted only with Board approval. In general, they must be handmade predominantly of material grown or gathered by the vendor in Western Montana, such that the agricultural material is the focus of the craft product. Such items may include, but are not limited to, wool and wool products, soaps, wreaths, dry flower arrangements, pressed flowers, smudge sticks, potpourri and gourd bird houses.

F. Prepared Food and Drink Businesses: All prepared food and drink vendors who wish to sell their products for immediate consumption at the market must comply with state, city and county health codes and requirements. Preference will be given to those vendors who make an effort to use ingredients that have been produced in Western Montana. Vendors intending to sell prepared food or drink products should contact the Missoula County Health Department at (406)258-4755.

6. Attendance:

The vendor, grower, producer and market seller must be from the same family/business with exceptions noted above regarding meat and poultry. The vendor is to remain for the entire market period, May-September (8AM-1PM) and October (9AM-1PM) unless they have special permission to leave from the Market Manager.

7. Rules for Reserved Spaces:

Reserved spaces are those which are assigned for the season and have the possibility to be carried over to the next season. Applications for reserved spaces must be submitted by each vendor and received by the Market Manager on or before April 8, 2021. Space assignments will be made based upon last season's space reservations, taking into consideration specific vendor needs, such as electrical, increased space depth, or limited sun exposure requests. Although reserved vendors are able to make space requests, the Market Manager makes the final decision. Spaces are 6 feet wide (see below for exceptions) and there will be only four spaces allowed per applicant. Vendors who had reserved spaces the previous season will be given priority for space the next season. Such priority is limited to the assigned vendor and may not be sublet or transferred to another business. When a reserving vendor does not occupy his or her space by 7:45 AM, May through September, and 8:45 AM in October, the Market Manager may reassign it, for that day, to another vendor. If you know you will not attend specific markets, please make sure the Market Manager has been notified.

8. Rules for Unreserved Spaces:

Vendors wishing to participate in the market in an unreserved capacity must contact the Market Manager at (406) 880-9648 or clarkforkrivermarket@gmail.com at least a week before they plan to attend as an unreserved vendor. The unreserved vendor application must be completed by all vendors prior to participation in the market. Unreserved vendors will be notified of their location the **Thursday before** your expected market day. If you end up canceling, please make sure the Market Manager has been notified.

10. Market Day Arrival/Departure Procedure:

- Market Day Arrival:
 - Vendors may drive their vehicles into the market location to unload. **Do not begin to set up** until your vehicle is moved out of the market area. Return after parking to finish setting up.
 - Please **do not** park in the customer parking lot. It is crucial we have enough parking for our customers. If you have accessibility needs requiring you to park closer to your booth, please contact the Market Manager.
 - All vendors must be in their spaces by 7:45 AM, May-September and 8:45 AM in October. No vendor set up will be allowed after 7:50 AM on Saturday mornings, May-September and 8:50 AM in October. This rule must be enforced due to traffic and safety concerns.
- Vendors are expected to dismantle their tables promptly and speedily after 1 PM and before bringing their vehicles into the market area. An effort should be made to limit the idling of engine. The market area should be cleared by 2:00 PM.

11. Sign Code:

Identification must include the farm or vendor's name, address and telephone number. Lettering must be mounted in a prominent location, visible and acceptable by the Market Manager. All licenses and certificates must be displayed in plain view.

12. Organic Claims:

If a grower makes a claim of being organic, they must have at their stand, available for inspection, a copy of their current certificate. Vendors making false claims about their organic status are subject to a \$10,000 dollar fine from the USDA.

13. Space Definition:

Spaces are in 6 increments (see exceptions below). Spaces at the market are of varying depths, but are at least 6 feet deep, so vendors purchasing one 6 foot space can count on at least a 6'x10' area.

14. Fee Collection:

The Clark Fork River Market determines fees based on the number of booths occupied. Reserved Vendors must pay their fees by May 31. Unreserved Vendors will be charged on the day they vend at the market.

15. Fee Schedules:

- Reserved Spaces: Vendors may reserve up to four 6-foot wide spaces for the 26 week long

market season.

6 ft space (1 booth) = \$260.00

12 ft space (2 booths) = \$520.00

18 ft space (3 booths) = \$780.00

24 ft space (4 booths) = \$1,040.00

- Reserved Spaces with Electricity
 - Additional \$26 per booth for 110v
 - Additional \$52 per booth for 220v
- Unreserved Spaces, per day rate:
 - 6 ft space = \$16.00
 - 12 ft space = \$32.00
 - 18 ft space = \$48.00
 - 24 ft space = \$64.00

16. Nutrition Programs for Customers:

- The Clark Fork River Market, in partnership with the Community Food and Agriculture Coalition, offers SNAP (Supplemental Nutrition Assistance Program) users the ability to spend their funds at the market. The Market Information Booth exchanges these funds for tokens to be used for EBT-eligible products. We also offer an incentive program for SNAP users to purchase ready-to-eat produce and edible plant starts. All tokens received by vendors will be reimbursed by the Market.
- Vendors are also able to accept Farmers Market Nutrition Program Coupons (WIC and Senior Nutrition) from customers for qualifying purchases (fresh fruits and vegetables). WIC coupons can be deposited with your bank; Senior Nutrition coupons will be reimbursed by the Market.

16. Music:

Live music is an integral part of the CFRM atmosphere and designated spaces will be provided for performers. Interested musicians must meet with the Market Manager's approval. The Market pays \$50-\$125 per session from 10:00AM to 12:30PM. In addition, bands get tips from market patrons and get public exposure. Electricity is available at the market, but musicians must bring their own sound equipment. No music (recorded or live) is allowed at the market, other than that scheduled by the Market Manager.

17. Nonprofits:

Organizations may use space at the market for the purpose of community outreach or education, with the approval of the Market Manager. Nonprofits pay a flat rate of \$10 per market. Attendance of multiple markets is allowed but must be approved by the Market Manager. .

18. Parking:

Market vendors must park in designated vendor parking. This includes available parking spaces in the parking lot on Main, or on the street; customer parking is the lot in between us and the pavilion.

19. Miscellaneous:

- Animals: Vendors are not allowed to keep dogs or other pets in the market area. Pets of customers are not allowed in the market area unless the animal is a service animal. Service

animals must have appropriate verification.

- Space Clean Up: Vendors are responsible for keeping and leaving their area clean. To reduce litter, please provide a receptacle for trash generated at your stand.
- Samples: Vendors providing food samples must use disposable plastic or latex gloves and comply with all Missoula city/county health codes.
- Market Behavior: Vendors, market staff, and volunteers are expected to treat one another with consideration and respect. The Market Manager is available to help mediate conflicts, should the need arise.
- Government Regulations: Vendors are expected to comply with any government regulations that may be in effect for markets that take place at the market. These include certification of scales, health rules applicable to samples and food display, statements about being organically grown, product labels or required state licenses for processed food.

20. Disregard of Market Rules:

These regulations are enforced to promote welfare and safety of sellers and shoppers alike. If notified of an infraction by the Market Manager, the vendor must correct it. Disregard of these rules will lead to expulsion from the market.

- A first violation will result in a warning notice being issued.
- A second violation will result in exclusion from the following market.
- A third notice will result in exclusion from the market for the rest of the season.
- Violation notices are cumulative from year to year. A fourth notice will result in permanent exclusion from the market.

Appeals of any Clark Fork Market violation notice may be made in writing to the Board. The board of directors and staff of the market are happy to discuss with vendors and interested parties any and all of these regulations. Our mission is invested in helping farmers and ranchers of Western Montana increase their profitability by providing a direct market for their products, and to help the community of Missoula have direct access to good, locally produced food in a festive atmosphere. These rules and regulations have been written to serve this mission.

For further information contact:

Board of Directors OR

Market Manager

(406) 880-9648

clarkforkrivermarket@gmail.com

Mailing address: Clark Fork Market

P.O. Box 8703

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