

**2024 Vendor Registration Packet  
Belt Valley Chamber of Commerce  
Farmer's Market  
Downtown Belt, Montana**

Dear Market Participant,

Thank you for your interest in joining the Belt Chamber's Farmer's Market! Our little town market has grown nicely and provided wonderful resources and activities appreciated by our community. We look forward to having you join us again, or as a newbie!

Please carefully review our information packet for general guidelines and compliance requirements. In addition, vendors are responsible for following the Montana Farmers' Market guidelines (attached within this document).

The Farmer's Market Vendor fee is \$25 for the 2024 season. In addition, Vendors are required to be members of the Belt Chamber; a \$25 annual fee. All applicable registration forms are included within this packet. Please mail completed forms and the combined fees of \$50 to the Belt Valley Chamber of Commerce to the attention of this year's market POC is Chamber Secretary Angela Romero. Please call Angela with your questions and suggestions!

**Belt Valley Chamber of Commerce  
PO Box 637  
Belt, MT 59412**

**Market POC Angela Romero  
Contact info: (406) 868-0669 , email: [angsromero@yahoo.com](mailto:angsromero@yahoo.com)**

**RESERVATIONS**

Reservations play a key role in creating a positive experience for all vendors and shoppers. It is essential you communicate with ANGELA in advance about your attendance. It's our goal to not have vendor spots go unfilled when we could assign them to another vendor in your absence. Please communicate your intentions to help ensure a good market experience for everyone. We appreciate your diligence!

**TO COMMUNICATE A CANCELLATION OF YOUR ATTENDANCE AT THE MARKET  
CONTACT ANGELA ROMERO AT (406) 868-0669  
PLEASE DO SO NO LATER THAN 8PM ON THURSDAY NIGHT BEFORE TO THE MARKET DAY IN QUESTION**

**MARKET OPENING DAY IS FRIDAY JUNE 14, 2024, 4-7 PM  
LAST MARKET DAY IS FRIDAY AUGUST 23, 2024, 4-7 PM**

## **MISSION STATEMENT**

The mission of Belt Chamber's Farmer's Market is to serve as a community gathering place. Belt Chamber's Farmer's Market will create an area where farmers, gardeners, artisans, craftspeople, community organizations and other vendors can offer their products to the residents and visitors of the Belt community.

### **THE GOALS:**

- Generate a sense of local pride and further the economic development of Belt's Downtown.
- Assist area growers and vendors with sustainable and profitable business opportunities.
- Offer a feeling of community in a safe family-oriented environment.

"Farmer's market" means a farm premises, a roadside stand owned and operated by a farmer, or an organized market authorized by the appropriate municipal or county authority.  
(MCA 50-50-102)

## **BELT CHAMBER MARKET 2024 GUIDELINES**

Belt Chamber Farmers Market is operated by the Belt Chamber. The following rules and regulations apply, the Belt Chamber may amend, delete, or modify its policies, rules and regulations as needed or directed to by the state and/or county.

### **HOURS, DATES AND LOCATION**

Belt Chamber Market will take place in the central portion of the downtown area of Belt, MT. It will run Friday afternoons from 4 – 7 p.m. A map of the area will be provided.

### **2024 SEASON**

**START DATE: Friday, June 14, 2024**

**END DATE: Friday, August 23, 2024**

**HOURS 4-7 p.m.**

### **MARKET SPACE & RESERVATIONS**

- Vendors are asked to fill out an application each year. Agricultural products and Belt citizens will be given priority over other product categories. Selection will be based on quality, and contribution to the desired market mix.
- Before reservations are secure, selected vendors must send fees and completed and signed the application/ contract, and where required provide the necessary Cascade City/County Health Department Certificates/license.

## PRODUCT POLICIES AND GUIDELINES

Belt Chamber provides a market where the community and numerous visitors can gather to purchase fresh flowers, fresh food, and handmade products. Should space become limited, the agricultural products and local artists will be given preference. Farmers and producers are encouraged to use environmentally responsible methods of production.

### FRESH FOOD PRODUCTS

- **Produce**- Fresh vegetables, fruits, berries, herbs, and nuts may be sold. Previously frozen produce is not allowable.
- **Organic produce**- Vendors marking produce as organic must comply with the strict National Organic Standards. If a complaint is made the State of Montana can inspect the grower's practices at the growers/vendors expense.
- **Nursery plants and flowers**: All plants and flowers must be grown by the vendor. You cannot buy plants and resell them at the market.
- **Meat and dairy products**: Vendors may sell frozen meat and poultry that has been slaughtered and packed according to Department of Health standards. Eggs and milk must be handled according to Department of Health standards. Vendors selling these perishable foods must provide a copy of the Health Department certification/license to the Market Manager and provide a copy for public display during Market hours. **Please send a copy of your current license with your application and fees.**

### VALUE ADDED FOOD PRODUCTS

The Market accepts certain value-added items that are grown and/or made by the vendor and packaged according to health department standards. These value-added foods include honey, wine, cheese, and smoked meats or fish, jams, etc. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, vendor's name and address. Vendors selling these processed foods must provide a copy of the Health Department certification to the Market Manager and provide a copy for public display during Market hours.

**Miscellaneous Foods**: Honey and honeycomb

**Preserved Foods**: Jams, Jellies, Salsa, etc.

**Farm Handcrafts and Fiber**: Cleaned fiber from farm animals may be sold as spun yarn, or roving. Less refined fiber must be approved by the Market manager. Soaps, candles, garlic braids, dried herb wreaths, and other farm handcrafts are encouraged.

### AGRICULTURAL PRODUCT PRICING

We recommend growers pre-weigh and price their produce by the bunch, item, or package. Pricing of goods sold at the Market is solely the responsibility of the individual vendor.

## ARTS AND CRAFTS

(Handcrafted Non-Agricultural Products and Art) Belt Citizens or Invitation/Chamber approved Preference will be given to vendors with products handcrafted/made in the Belt or that offer diversity to the Belt Chamber Market. Merchandise will be subject to approval by a representative of the Belt Chamber

## PETS

**No animals are allowed at the market for any reason. Shoppers or Vendors**

## SPECIAL INTEREST GROUPS

**No special interest groups (political, issue advocacy, etc.) are allowed within the Market space.**

## SELLING SPACE

- Each vendor will be assigned a 10 x 10 (10' wide and 10' feet deep) Vendor locations are determined by the Market Manager taking into consideration product mix, customer flow, and market appearance. Booth assignments are not transferable. Vendors will provide their own tables, canopies, signs, and other desired display materials.
- All booth rentals are based on one vendor per rental space. Multiple vendors may not share a booth. One business name and or vendor per canopy please. If you reserve for the entire season and discover that you cannot fulfill this commitment, please let us know ASAP and we will assign your space to another vendor. Please do not give your space to another vendor.
- Canopies or other booth covers are required to be flame retardant. In an effort to keep our vendors and our shoppers safe from harm in our frequent windy conditions we require that all canopies are sufficiently weighted to keep the covering in place during windy conditions.  
**For standard canopies, approximately 25 pounds of weight is necessary for each leg. Canopy weights must be in place from set-up through take-down.** We do experience occasional wind gusts causing problems for our vendors and our guests. I found a great web page discussing options on good and bad weights, please check it out [http://www.wafarmersmarkets.com/info/market\\_info\\_canopy.html](http://www.wafarmersmarkets.com/info/market_info_canopy.html)
- Electrical outlets are not available at the market; please make appropriate plans for use of coolers and other items.
- Please do not play radios or use other sound generating electronics during market hours except by prior approval from the Belt Chamber Manager on duty.

## SET-UP AND TAKE-DOWN

- **Please arrive NO EARLIER than 3:00 p.m. and No Later than 3:30 p.m.**
- **Vendors may drive to the market area perimeter with their vehicles for the purpose of unloading only (except vendors with parking rights.) No Vehicles will be allowed on any grass areas.**
- **PLEASE - UNLOAD - MOVE YOUR VEHICLE AND THEN SET UP**

- All vendors are required to remain at their booth spaces until closing at 7 p.m. At 7 p.m. vendors shall cease selling and begin taking down their booth spaces. Vehicles will be allowed to enter the Market perimeter at 7:00 p.m., not before.
- Each vendor is responsible for cleaning his/her area to the satisfaction of the Belt Chamber- Market Manager on duty. This includes removing all debris generated by the sale of their product. All vendors must bring containers suitable for their waste removal.

## CREDIT CARD SALES

Please provide your own method of accepting credit cards or send shoppers to Eastside Bar & Casino, Belt Grocery Store, Belt Brew Pub or Harvest Moon to use one of their ATM's for cash.

## SIGNAGE

- **Booth Area** Each booth space must prominently display a sign clearly identifying the farm or business or organization by name and location.
- **Product price signage:** Signs identifying the names and prices of all products sold must be in place by the opening of the Market. All product descriptions must be accurate.
- **Organic labeling** Vendors advertising "Organic", "Unsprayed", "Natural", etc. products are not required to be certified by any recognized certification agency. However, state law to those who have in fact been certified by the Department of Agriculture restricts use of the phrase "Certified Organic". All vendors are required to advertise truthfully and to respond to customers' questions in a like manner.
- **Weights, measures and producer labeling** Please provide clear signage for pricing for bunches items or packages. Pre-packaged products must be labeled with the quantity and/or amount. All prepackage materials need to include the name, address and/or phone number of the grower and vendor.

## PROFESSIONALISM & CIVILITY

- All vendors must adhere to sanitary procedures as outlined by the Cascade County Health Department, and the State of Montana Department of Revenue.
- If you are selling food items of any sort please provide me with you Cascade County Permit and display a copy of this permit at your booth.
- Please contact Cascade County Health Department for all requirements that you must abide by.
- All vendors are required to wear shoes and shirts.
- No animals (pets or farm animals) are permitted in the market with the exception ONLY of service animals as required by the Americans with Disabilities Act. Vendors please do not bring your pets to the market under any circumstances.

- Vendors are not permitted to smoke in the Market area. Please do your smoking in an area at least 100 feet from the market area.
- Vendors are expected to treat each other and customers with civility & respect. Verbal or physical abuse is a violation of market policies.

## **LIABILITY**

City of Belt, Belt Chamber, or any Chamber representatives is NOT responsible for any vendor loss or damage or injury.

## **MARKET MANAGEMENT**

The Market is operated by volunteer members of the Belt Valley Chamber of Commerce. Primary POC Angela Romero and Alternate POC Jessica Schatzka will work with other members to coordinate all the activities of the weekly functioning of the Market. Please send us any suggestions for food vendors, music vendors, or other feedback.

## **MONTANA FOOD AND CONSUMER SAFETY PROGRAM**

PLEASE READ CAREFULLY the attached Montana Food and Consumer Safety Guidelines and FAQs for Farmers' Markets. You must also HAVE ALL OF YOUR APPLICABLE PAPERWORK AVAILABLE AT YOUR MARKET TABLE FOR IF/WHEN THE HEALTH DEPARTMENT VISITS. Please also mail a copy with your market registration forms.

## 2024 MARKETPLACE APPLICATION

Please Circle One or More:

Produce      Flowers      Craft/Art      Meats/Poultry  
 Breads      Cheeses      Specify others:

Name Organization/Business/Farm Etc \_\_\_\_\_

NAME: \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (s) \_\_\_\_\_

E Mail \_\_\_\_\_

Face Book Account \_\_\_\_\_ Web Address \_\_\_\_\_

New vendors please use the back of this sheet to describe your wares.

If you are not committing for the entire season, please check which dates you are committing to.

	Date	Planning to attend
1	Friday, June 14	
2	Friday, June 21	
3	Friday, June 28	
4	Friday, July 5	
5	Friday, July 12	
6	Friday, July 19	
7	Friday, July 26	
8	Friday, August 2	
9	Friday, August 9	
10	Friday, August 16	
11	Friday, August 23	

Markets are on Friday's from 4-7 p.m.

**I HAVE READ AND FULLY UNDERSTAND THE GUIDELINES.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*If applicable, please also enclose your 2024 chamber membership form and fee and a copy of any required licenses.

**WELCOME AND THANK YOU!**

Enclose your Belt Chamber application and check for \$25 to hold your booth space for opening day!

**Please return this application with fees to  
 Belt Valley Chamber of Commerce  
 PO Box 637  
 Belt, MT 59412**

**MAKE CHECKS PAYABLE TO  
 Belt Valley Chamber of Commerce**

Please call ANGELA ROMERO with any questions.  
 (406) 868-0669

WHEN CONFIRMING OR CANCELING YOUR WEEKLY ATTENDANCE AT THE MARKET, PLEASE CONTACT ANGELA PROR TO 8PM ON THE THURSDAY BEFORE TO THE MARKET DAY IN QUESTION.

# Belt Valley Chamber of Commerce

## 2024 Member Sign Up Form

**Business Name:** \_\_\_\_\_

**Member Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Annual Membership Fee is \$25**

**Please make checks payable to:**

Belt Valley Chamber of Commerce  
P.O. Box 637  
Belt, MT 59412