

**CLARK FORK RIVER MARKET
VENDOR INFORMATION 2020 SEASON**

1. Market staff
 - a. Kirsten Hands – Market Manager
 - b. KimJae Foley – Operations Manager
 - c. Erin Fitzgerald – Customer Service Specialist

2. COVID-19 Response
 - a. The market will be opening on May 2nd
 - b. Vendor and Market Responsibilities
 - i. Sampling will not be allowed.
 - ii. Vendors are expected to **wear gloves**.
 - iii. One person should handle transactions/money and not handle product.
 - iv. All vendors should have hand washing stations at their booths.
 - v. Hand washing stations will be placed in the market for customer use.
 - vi. Prepared food will be to-go only.
 - vii. Café tables will not be set-up.
 - c. Market Responses Under Consideration – More Information Later
 - i. Vendors **may be** restricted to one 6' space in order to provide social distance and avoid congestion.
 - ii. The market **may** have online ordering and pick-up available.
 - iii. The first hour market is open **may be** reserved for customers in high risk health categories.
 - iv. The market **may** extend our operating hours to 2:00pm to accommodate this.
 - v. The market **may** extend the season through the end of October.

3. Market Location for 2020 Season
 - a. **We will remain in the same location this year.**
 - b. Return vendors enter the booth numbers they were located in last season on their application.
 - c. The market will be renumbering booths spaces this year.
 - d. Additional electric outlets will be installed at our market space.
 - e. **Market staff will not be setting up electricity.**
 - f. Vendors who need electricity will be placed next to outlets and will connect themselves – extension cords will be provided.

4. Apply online
 - a. Apply online at www.clarkforkmarket.com/become-a-vendor
 - b. **Applications are due by April 17, 2020**
 - c. Mailed in applications must be received by the market by April 17, 2020
 - d. **Reserved space rent for the season is due by May 1, 2020**
 - e. Please contact Kirsten, Market Manager, if you have been financially impacted by COVID-19 and need to make payment arrangements.

5. City-County Health Department Requirements
 - a. Vendors are responsible for contacting the City-County Health Department to obtain required permits and registrations – they **take approximately 4-weeks to process.**
 - b. The following are available on our website: www.clarkforkmarket.com/become-a-vendor
 - i. Temporary Food Service Permits
 - ii. Cottage Food Operation Registration
 - iii. Mushroom Vending Application
 - c. Permits and registrations **must be received by the market manager prior to the first day you plan to attend market.**
 - d. These documents can be uploaded with your online application.

6. New Tokens
 - a. We have three types of tokens available at the market, SNAP, DSD and Cash Value.
 - b. We will have new **Plastic Tokens for the 2020 season** – we will disinfect them each week.
 - c. **Do not accept the old wooden tokens** from last season.
 - d. Send customers with wooden tokens to the information booth and we will exchange them.
 - e. Vendors will receive color coded envelopes to **turn tokens in to the market each week.**
 - f. Vendor are **required to count the amount of tokens weekly** and date and write this amount on the folders.

7. Direct Deposit
 - a. Vendors who receive tokens as payment will be required to sign-up for direct deposit.
 - b. A direct deposit form will be distributed to vendors.
 - c. The market will deposit token reimbursement directly into vendor bank accounts.

8. Higgins St. Bridge Project – FYI
 - a. The Montana Department of Transportation will begin construction on the Higgins St. Bridge in the fall.
 - b. Construction will begin on the west side of the bridge and the market will not be effected this season.
 - c. Construction on the east side of bridge will begin in Spring of 2021.
 - d. The market will move for the 2021 season.

9. Partnering Organizations
 - a. Information about the following programs are available on the market website as well as links to their websites: www.clarkforkmarket.com/become-a-vendor
 - i. WIC Farm Direct program
 - ii. Senior Coupons for older persons
 - iii. Double Snap Program sponsored by CFAC
 - iv. Zero by 2050

10. Reminders for Day of Market

- a. Set-up 15-minutes prior to start of market
- b. Unload at your booth space and park your vehicle before setting up your booth.
- c. **Do not park** in the lower level of the parking garage – this is for customers.