

# Higgins Lot - 2027 Preseason Season Vendor Application

22 Saturdays: May 1-September 25, 2027 | Market hours: 9:00 AM-1:00 PM

## REQUIRED FOR EVERY SEASON VENDOR

Preseason applications are accepted September 1, 2026 through March 31, 2027. Beginning April 1, unsold market dates are sold at the daily rate, subject to availability.

### 1. Vendor Information

Vendor / primary contact

\_\_\_\_\_

Business / organization

\_\_\_\_\_

Email

\_\_\_\_\_

Phone

\_\_\_\_\_

Website / social media

\_\_\_\_\_

Mailing address

\_\_\_\_\_

Setup vehicle / plate

\_\_\_\_\_

### 2. Season Space Request

Number of 10×10 spaces

\_\_\_\_\_

Preferred space(s)

\_\_\_\_\_

Alternate space(s)

\_\_\_\_\_

Special side access needed?

☐ No ☐ Yes — explain:

\_\_\_\_\_

**Placement note.** Requested or online-selected spaces are provisional until the Market Manager reviews this application and confirms placement. Placement may consider product mix, customer flow, booth design, accessibility, tenant operations, safety, sight lines, neighboring vendors, and overall market performance. The Market will make a reasonable effort to honor preferences.

### 3. Required Product Declaration

Primary category (check all that apply):

- ☐ Arts / crafts ☐ Resale / vintage ☐ Apparel / accessories ☐ Jewelry ☐ Home / garden  
☐ Produce / agriculture ☐ Packaged food ☐ Baked goods ☐ Beverage ☐ Service  
☐ Nonprofit / information ☐ Promotion / advertising ☐ Other: \_\_\_\_\_

Primary products

\_\_\_\_\_

\_\_\_\_\_

Secondary products

\_\_\_\_\_

\_\_\_\_\_

Approx. product mix

Primary \_\_\_\_\_% Secondary \_\_\_\_\_% Other \_\_\_\_\_%

Product / booth photos

☐ Attached ☐ Link:

\_\_\_\_\_

Samples offered?

☐ No ☐ Yes — describe:

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Demonstration / activity?

☐ No ☐ Yes — describe:

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**Material changes require notice.** A season vendor may not materially change the primary nature of the merchandise, food, service, message, or activity declared here without notifying the Market Manager. A material change may require reassignment when reasonably necessary for layout, customer flow, tenant operations, safety, or market balance.

#### 4. Booth Design and Customer Flow

Higgins Lot is moving toward booth layouts that keep customers inside the assigned space rather than shopping or transacting in the aisle. Please describe your setup accurately.

Canopy / shelter

☐ None ☐ 10×10 canopy ☐ Other:

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Display equipment

☐ Tables ☐ Racks ☐ Shelving ☐ Vertical display ☐ Other

Customer behavior

☐ Customers enter booth ☐ Mixed ☐ Primarily shop from aisle

Transaction point

☐ Inside booth ☐ Front table/counter ☐ Other:

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Customer entry width

Approx. \_\_\_\_\_ inches

Queue / dwell concerns

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**2027 layout standard.** No merchandise or equipment may extend beyond the assigned footprint. Primary customer-facing tables, racks, counters, and display surfaces must normally be set back at least 24 inches from the aisle-facing booth line, or use another Market Manager-approved layout that keeps customer standing and transaction space inside the booth. Booths intended for entry must provide a clear entrance at least 36 inches wide.

#### 5. Food Vendors - Complete Only If Applicable

Higgins Lot is a designated Farmers Market. Food participation is allowed only when the product is lawful, fits the market and tenant mix, and the vendor follows all applicable Missoula Public Health and Montana requirements.

☐ Farmer's Market exemption ☐ Montana Local Food Choice Act ☐ Cottage Food registration☐ Temporary Food Service permit ☐ Licensed Montana mobile food unit ☐ Commercially packaged shelf-stable ☐ Other / unsure

Foods / beverages sold

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Prepared onsite?

☐ No ☐ Yes — explain:

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Meat included?

☐ No ☐ Yes

Hot / cold holding?

☐ No ☐ Yes — equipment:

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Food truck / trailer?

☐ No ☐ Yes — dimensions:

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Permit / registration #

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**Tenant-competition review.** Food and beverage applications are evaluated against the principal products and menus of permanent tenants at 420-422 N. Higgins Ave. The Market Manager may reject, limit, condition, or relocate an offering that materially duplicates or directly competes with a permanent tenant, even when the offering is otherwise lawful.

## 6. Power, Sound, and Special Equipment

**Market electricity needed?**

Not available. Do not plan on building or tenant power.

**Battery-powered equipment**

☐ None ☐ Yes — describe:

\_\_\_\_\_

**Generator requested**

☐ No ☐ Yes — prior written approval required

**Speaker / amplified sound**

☐ No ☐ Yes — describe purpose:

\_\_\_\_\_

Vendor speakers, music, demonstrations, bells, and other sound-producing equipment must remain at a reasonable conversational level and may not interfere with neighboring vendors, customers, permanent tenants, or live market entertainment. The Market Manager may require immediate reduction or shutoff.

## 7. 2027 Season Price, Deposit, and Refund Terms

- \$560 by Venmo or ACH transfer or \$593.18 by online card per season space for 22 scheduled Saturdays.
- Each season price includes a \$175 nonrefundable reservation deposit per season space. The deposit is part of, not in addition to, the season price.
- Card installment plan: \$175 at reservation; \$139.39 after 30 days; \$139.39 after 60 days; and \$139.40 after 120 days. Enrollment closes December 2, 2026, and all balances are due by April 1, 2027. The vendor authorizes Square to store and charge the selected card on the scheduled dates. A failed charge leaves the balance due and may result in loss of the space.
- If the Market Manager approves a refund after acceptance, the refund equals the amount actually paid, less the \$175 deposit, less 1/22 of the remaining season fee for each scheduled market day used. The remaining season fee is \$385 for Venmo/ACH payments or \$418.18 for card payments.
- No refund exceeds the amount paid, and no refund is due after all 22 scheduled market days are used. Weather, smoke, safety closure, absence, lateness, or removal does not create an automatic refund or credit.
- Venmo or ACH transfer is accepted by arrangement with the Market Manager. Card payment is accepted only through the authorized online checkout. Cash, checks, and mailed payments are not accepted for season reservations.

## 8. Vendor Certification and Agreement

- I certify that the product, food, service, activity, and booth information in this application is accurate.
- I have reviewed and agree to the Higgins Lot 2027 Master Regulations & Operating Agreement and reasonable Market Manager directions.
- I understand that City sidewalks, building-side sidewalks, entrances, exits, accessible routes, pedestrian gaps, and market aisles must remain clear and may not be used as an extension of my booth.
- I understand that power is not provided and that all required permits, licenses, taxes, labeling, product safety, and legal compliance remain my responsibility.
- I understand that final placement may be adjusted for legitimate operational reasons and that a late arrival may result in reassignment or loss of the reserved location.

**Vendor name - print**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Market use - approved space**

Space \_\_\_\_\_ ☐ Approved ☐ Conditional ☐ Denied

**Manager notes**

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