Belt Valley Chamber of Commerce
Vendor Registration Packet
2026 Christmas Stroll
Downtown Belt, Montana

Dear Christmas Stroll Participant,

Thank you for your interest in joining the Belt Chamber's Christmas Stroll market! Belt's annual Christmas Stroll is a popular and well-attended community activity. We look forward to having you join us again, or as a newbie! Please carefully review our registration packet for general guidelines and compliance requirements. Vendors are responsible for following the Montana Farmers' Market guidelines (attached within this document).

The Christmas Stroll Vendor fee is $25. In addition, Vendors are required to be a current member of the Belt Chamber, a $25 annual fee. All fees are nonrefundable. All registration forms are included within this packet. Please mail or hand deliver completed forms and applicable fee(s) to the Belt Valley Chamber of Commerce as indicated on those forms.

Vendor space is limited; therefore, we encourage timely application. **Applications will be considered on a first come first serve basis. You must submit a complete application with full payment(s) or your submission will not be considered until completed.** You may contact the Vendor Manager to inquire on availability of space and/or to confirm your reservation. If you have a preferred location within the market space you may indicate such on the registration form; however, the location cannot be guaranteed. Please also note there is **one space per business and one business per space allowed.**

For marketing purposes, registrations later than two weeks prior to the event date cannot be guaranteed for addition to social marketing materials, i.e. paid ads with itinerary and vendor location flyers.

To ensure a full market, we appreciate you letting us know if you need to cancel so that we may fill empty spaces with an available vendor. Thank you!

Vendor Co-managers:
Jessica Hansen, (406) 647-7298: Sign-up and Vendor Communications POC
April Wells, (406) 781-7785: Vendor table location assignments and set-up and teardown POC
Email: beltchamber@gmail.com

Send application and payment by mail to:
Belt Valley Chamber of Commerce PO Box 637, Belt, MT 59412

Or hand deliver application and payment to:
Jessica Hansen (406) 647-7298
Belt Valley Bank 111 Castner St, Belt, MT 59412

MISSION STATEMENT

The mission of Belt Chamber Christmas Stroll is to serve as a festive community gathering while also supporting small local vendors who provide attendees with a holiday shopping opportunity.

The Belt Chamber Christmas Stroll will create an area where farmers, ranchers, 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 festive experience of community in a safe family-oriented environment.

BELT CHAMBER CHRISTMAS STROLL VENDOR GUIDELINES

Belt Chamber Christmas Stroll 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.

The Belt Chamber draws it's authority to facilitate a Christmas Stroll vendor market from its vendor permit with the City of Belt pursuant to MCA 50-50-102, as stated, "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.

HOURS, DATES AND LOCATION

Belt Chamber Christmas Stroll vendor market will take place inside various buildings located within the central portion of downtown Belt, MT. The Vendor Manager will inform you of your location.

2026 Christmas Stroll

DATE: Saturday, December 5, 2026

LOAD IN TIME: 10am - 12pm

MARKET HOURS: 1pm - 5pm

LOAD OUT TIME: 5pm - 6pm

MARKET SPACE & RESERVATIONS

- Vendors are asked to fill out an application each year, including returning vendors.

- Selection will be based on quality, and contribution to the desired market mix. Belt citizen vendors will be given priority in their given product categories.

- Before reservations are secure, selected vendors must send fees and a completed/signed application, and where required, provide the necessary Cascade 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. 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 Belt Chamber with your application 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 Chamber-approved preference will be given to vendors with products handcrafted/made in the Belt or that offer diversity to the market. Merchandise will be subject to approval by a representative of the Belt Chamber.

PETS
No animals are allowed within the facilities housing the market for any reason.

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' wide and 10' feet deep** Vendor locations are determined by the Vendor 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 space. If you reserve and discover that you cannot attend, please let us know ASAP to allow another vendor the opportunity to participate. Please do not give your space to another vendor.

- Canopies or other booth covers are required to be flame retardant.

- Please do not hang anything on the walls.

- Electrical outlets are available for many of the vendor spaces at the market; please relay this requirement as part of your application. Please plan to make appropriate plans for use of coolers and other items if an outlet supported space is not available.

- Please do not play radios or use other sound generating electronics during market hours except by prior approval from the Vendor Manager.

SET-UP AND TAKE-DOWN

- **Please arrive No Earlier than 10:00 a.m. and No Later than 12:00 p.m.**

- **Vendors may park in downtown Belt for the purpose of unloading only. Please plan to park at the Belt School parking lot at 1 Church St, located one block north from the downtown area. Parking is very limited in downtown Belt; therefore, it's imperative vendors vacate to make space for Stroll attendees.**

- **PLEASE, UNLOAD THEN MOVE YOUR VEHICLE BEFORE YOU SET UP TO ENABLE ALL VENDORS TO UNLOAD IN A TIMELY MANNER. WHEN LOADING OUT, THE SAME IS EXPECTED — COMPLETELY TEARDOWN AND PACK BEFORE YOU START LOADING OUT TO YOUR VEHICLE. THE CHAMBER WILL HAVE EXTRA HANDS TO ASSIST YOU AS NEEDED.**

- **All vendors are required to remain at their booth spaces until closing at 5 p.m. At 5 p.m. vendors shall cease selling and begin taking down their booth spaces. Vehicles will be allowed to enter the Market perimeter at 5:00 p.m., not before.**

- **Each vendor is responsible for cleaning his/her area to the satisfaction of the Belt Chamber- Vendor Manager. This includes removing all debris generated by the sale of their product. All vendors must bring containers suitable for their waste removal. PACK IT IN — PACK IT OUT.**

CREDIT CARD SALES

Please provide your own method of accepting credit cards or guide shoppers to use an ATM in the following locations: Belt Grocery Store, Belt Brew Pub, Harvest Moon Saloon or Eastside Bar.

SIGNAGE

- **Booth Area** Each booth space must prominently display a sign clearly identifying the farm or business or organization by name and location. Nothing may be taped or pinned to the walls of the facility.

- **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 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 or use vaping products inside the buildings hosting the market. Please do your smoking or vaping outside and in an area at least 12 feet from market building entrances.

- Vendors are expected to treat each other and customers with civility & respect. Verbal or physical abuse is a violation of market policies and reason to be expelled from the market.

LIABILITY

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

MONTANA FOOD AND CONSUMER SAFETY PROGRAM

All vendors must adhere to sanitary procedures as outlined by the Cascade County Health Department, and the State of Montana Department of Revenue.

Please contact the Cascade County Health Department for all requirements that you must abide by.

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

2026 CHRISTMAS STROLL VENDOR APPLICATION

Organization/Business Name_____

Name of primary contact_____

Address_____

City_____ **State**_____ **Zip** _____ **Telephone** _____

Email _____

Web address_____

VENDOR STALL INFORMATION

Do you require access to an electrical outlet_____

Indicate if you have a preferred vendor location and/or special circumstances to be considered by our planning team; please know we will do our best to accommodate request

_____

VENDOR MARKETING INFORMATION

Business name you want used in Stroll Marketing_____

For Stroll Marketing Itinerary, brief categorical description of offerings_____

Facebook account name _____

For Facebook "Stroll Vendor Spotlight" promo, please email a brief description of your business and photos you'd like highlighted for this event.

I HAVE READ, FULLY UNDERSTAND AND WILL COMPLY WITH THE VENDOR MARKET GUIDELINES.

Signed_____ **Date**_____

Make checks payable to Belt Valley Chamber of Commerce
Return this application with the $25 registration fee and other applicable licensing per below.
Note: you must be a chamber member to participate in chamber vendor markets.

Mail
Belt Valley Chamber of Commerce
Attn: Christmas Stroll
PO Box 637
Belt, MT 59412

Drop Off
Belt Valley Bank
Jessica Hansen (406) 647-7298
111 Castner St
Belt, MT 59412

Email: beltchamber@gmail.com
Website: beltchamber.com

Belt Valley Chamber of Commerce

2026 Member Sign Up Form

Business Name: _____

Member Name:_____

Address:_____

Phone:_____

Email:_____

Business Description:_____

As a member, what would you like to see the Chamber of Commerce offer?

- ☐ Networking/Social Events
- ☐ Guest Speaker Opportunities
- ☐ Community Events
- ☐ Other:_____

The $25 membership fee includes eligibility to participate in vendor opportunities at Chamber-sponsored events, including the Farmers Market and Christmas Stroll, as well as access to networking and social events, guest speaker opportunities, and other programs and benefits as offered by the Chamber.

Return this application with the $25 Chamber Member fee per info below. Make checks payable to Belt Valley Chamber of Commerce.

Mail to:
Belt Valley Chamber of Commerce
PO Box 637
Belt, MT 59412

Or hand deliver to:
Belt Valley Bank
Jessica Hansen (406) 647-7298
111 Castner St
Belt, MT 59412

For questions about Chamber of Commerce Membership please contact:
Jessica Hansen
(406) 647-7298
Email: beltchamber@gmail.com Website: beltchamber.com