

Montana Fibershed Marketplace Guidelines

updated 11/2025

The purpose of the Montana Fibershed Marketplace is to provide a tangible, in-person market event for our MTF Business Members. We hope to increase exposure and bolster sales for our Members as well as to increase public awareness of the availability of local Montana wool and other natural fibers for garments, home goods and other products.

General information:

The Montana Fibershed Marketplaces are pop-up (traveling) markets that will be featured at a variety of public events around the state. The Marketplaces will showcase and sell products created by our Montana Fibershed Business Members with Montana wool and other natural fibers. All products in the Marketplace must have a direct connection to Montana fiber. There will be a small fee to each vendor for booth costs, and 20% return of sales to MT Fibershed to cover all other costs. Sales and bookkeeping will be handled by MTF Board members and volunteers. Specifics about transporting your items to and from the Marketplace will be arranged individually with vendors ahead of events.

Preparing for the Marketplace:

Intent to participate: Be sure to contact the Marketplace coordinator to notify us of your desire to participate in the Marketplace: bfrench@montanafibershed.org, or contact@montanafibershed.org.

Inventory sheets: Sellers will create an inventory sheet (page 2 of this document) where each item for sale will be recorded and numbered. The item number will be a combination of seller's initials and an item number. Please list inventory in numerical order to facilitate bookkeeping.

Tagging: Each item will be correspondingly tagged with its number matching the inventory sheet. Tags must include sales price.

Transportation of items: Items for sale will be sent to the Marketplace in durable bins, labeled with the name and contact number of the seller; bins should also be numbered. Inventory sheet should be placed inside bin #1. Drop-off locations will be announced in advance, or other arrangements made. Additionally, you may transport your bins yourself directly to the Marketplace location. Pick-up of unsold items will be pre-arranged, also at the drop-off locations unless otherwise agreed.

At the Marketplace:

Arrangement of items and sales: Set up and sales will be handled by MT Fibershed Board Members and any specified volunteers. All products will be arranged in a cohesive display determined by the Market Organizer in charge, thus the need for careful labeling of your items. Sales will be carefully tracked and recorded. All receipts and a final accounting of all sales, along with payments will be provided to vendors within one week of the sale.

Volunteer! If you are able, your time and energy as a volunteer would be most appreciated! As a volunteer, you will be putting on your Montana Fibershed hat (figuratively speaking) and representing all of the products in the Marketplace. You will be asked to provide information to customers and promote and sell all products available. We're all in this together! Volunteer tasks may include set-up and take-down of the Marketplace displays, organizing and/or returning unsold items to sellers, working on sales days to interact with customers, straighten merchandise, answer questions, and help write up sales. Loaning of display fixtures would also be most welcome.

Questions? Please reach out to us: at contact@montanafibershed.org, or call 406-570-3142.

Phone number _____ E-Mail _____

Address _____

City _____ State _____ Zip _____

ID & Item Number	Description of item	Number of Items	Price	Sold	Total
			Total:		