



Ottawa County Farmers Market Vendor Application 2024 Season

This is a producer-only market. Produce and products need to be grown, processed, and/or made by the vendor selling them (or an authorized representative) AND within a 75-mile radius of Miami, OK unless pre-approved by the Market Manager or OCFMA Board. _____(vendor initials)

Vendor Information

Vendor Name: _____

Farm/Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website &/or FB page: _____

Farm Address (if different): _____

Directions to the farm: _____

How many years has this farm/business in operation? _____

Marketed Items Please list the type(s) of produce/product to be marketed. Value-added items (i.e. baked goods, jellies, honey, crafts) must be listed individually. If vendor wishes to add items for sell anytime throughout the season, vendor **must** get approval from market manager or assistant.

Licensure, Certification &/or Permits

Please check all licenses, certifications, &/or permits held by vendor and provide copies of each with your application.

- Shell Egg/Processed Egg Dealer License Yes _____ No _____ N/A _____
- Organic Certification Yes _____ No _____ N/A _____
- Food Processors License Yes _____ No _____ N/A _____
- Mobile Retail Food License Yes _____ No _____ N/A _____
- Sales Tax Permit (required for most vendors, see market rules)* Yes _____ No _____ N/A _____
- ServSafe Food Handler’s Training (required for prepared food)** Yes _____ No _____ N/A _____

Vendors are not covered under OCFM General Liability Insurance Policy. OCFM recommends that **ALL** vendors carry their own personal General Liability Policy.

Market Fees

17 Thursday markets starting May 2 and ending August 29. All booth space's are 12'x12'.

Seasonal Fee (all 17 markets): \$175

Check: _____ Cash: _____

Seasonal Fee if paid at vendor meeting \$150

Check: _____ Cash: _____

OR Each Market Day Fee: \$15

Incomplete application &/or failure to provide required licensure/certification/permit(s) will result in the rejection of your application. Payment does not secure your acceptance into the market. All applications will be reviewed by the Market Manager for acceptance determination. The Ottawa County Farmers Market does not discriminate based on age, gender, race, or disability. Acceptance is based on product(s) to be sold, completion of all required documentation, and secured required licensure/certification/permit(s). All NEW VENDORS are required to attend the vendor meeting. New Vendors wanting to join the market after the vendor meeting will not be able to set up at the market until all requirements to enter are met. Requirements include but are not limited to previously listed requirements. See Market Manager or Assistant for more information about entering the market.

I have received and reviewed the Market rules for the 2024 Ottawa County Farmers Market and agree to all rules. I also agree to sell no product that I have not grown, produced, or made myself. I possess any and all licenses and certifications required by the state of Oklahoma to market said products. I understand that space size and location is limited and will be determined by the Market Manager.

Vendor Signature

Date

Please list any individuals who have permission to represent you (the vendor) and accepts responsibility for following all Market rules.

- | | | |
|----------|-----------------|------------|
| 1. _____ | Signature _____ | Date _____ |
| 2. _____ | Signature _____ | Date _____ |
| 3. _____ | Signature _____ | Date _____ |
| 4. _____ | Signature _____ | Date _____ |

Check List

- | | |
|---|---|
| _____ Seasonal Fee (payable to: Ottawa County Farmers Market) | |
| _____ Vendor Survey | _____ Licensure, Certification &/or Permit Copies |
| _____ SNAP Contract (all food vendors | _____ DUO Contract (Produce Only) |
| _____ SFMNP Contract (produce, honey | _____ OK Fresh Contract (Produce Only) |
| _____ Date of farm visit (if needed) | |

Questions?

Visit our website: <https://ottawacountyfm.com/> or E-mail us: ottawacountyfm@gmail.com

You may also contact the market manager at (260) 609-0592.

Ottawa County Farmers Market

2024 Season Market

Rules & Regulations



DISPLAYS

Sellers are required to have their prices on display. Signs &/or stickers regarding SNAP, DUO, SFMNP, and OK Fresh are also required to be on display.

EXHIBIT SPACE

Vendor spaces will be assigned based on seniority and fees received by 12:00pm on the Wednesday preceding each market day. The Market Manager has full authority to assign vendor spaces. Requests for particular sites will be given consideration by the Market Manager, but he/she reserves the right to assign and locate vendors as they deem most appropriate for the success of the Market.

HOURS OF OPERATION

The Market shall operate every Thursday from May to Aug, 3:00pm-7:00pm. All vendors must remain at the Market until the 7:00pm closing or until they sell out of products/produce. All vendors must vacate the Market site by 7:30pm.

SET-UP, CLEAN-UP, BREAKDOWN

Thursday set-up starts at 1:00pm and must be completed by 2:40pm in order for the vendors and staff to have a market huddle before the opening bell. During the huddle, another staff will visit each vendor booth to ensure compliance with visible pricing, visible signage, food storage and labeling. For the safety of our patrons and to assure that vendors do not miss out on potential sales, all vendors need to be set-up and ready to sell at the open of the Market. Vendors who are not set-up by this time repeatedly, may be asked to leave the Market. Vendors must wait until the opening bell to sell to market customers (fellow market vendors, market staff, and volunteers can make purchases before the opening bell).

Vendors are responsible for removing all refuse from their booth space. Booth spaces are to be left in the same condition as when rented. Leftover produce may not be placed in market trash receptacles or city dumpsters. Vendors must take their produce home with them.

Set up (for seasonal vendors) may remain throughout the market season except during the month of August. During the month of August, all equipment/items must be broken down and transported to another designated area in order to accommodate other city and county events.

VENDOR VEHICLES AND PARKING

Vehicles shall not be utilized as a display or dispensing area for market goods unless it is a refrigerated unit or approved by the Market Manager. Vehicles are allowed to pull up to the designated area for unloading and uploading of product and must be immediately removed and parked in designated parking areas. No vehicle may remain running during market hours other than for purposes of refrigeration of product. Parking for vendors, volunteer, and staff of the market is limited to the parking lot across from the Expo.

OCFM 2024 Rules & Regulations

PERMITTED MARKET ITEMS

All agricultural products must have been grown or produced by the vendor and come from within a 75 mile radius of Miami, OK. The Market Manager reserves the right to allow resale products if the products are made within a 75-mile radius of Miami OK, no other vendors are currently selling that product and inclusion of the product will enhance the Market.

Items that can be sold at the market include, but are not limited to:

- Fresh produce (fruits, vegetables, grains, etc).
- Animal products such as meat, eggs, cheese, and any other marketable product from the farmer's animals, which have been processed in a USDA-approved facility.
- "Value added" products by the vendor such as bakery items, dried foods, popcorn, dry pastas, granola, nuts, nut butter, canned fruits/vegetables, honey, sorghum, syrup, molasses, salsas, jams, jellies, sauces, butter, ice cream, cheese, cooled pastas, cooked potatoes, flavored teas, coffees, and smoothies, and soaps. "Value added" food items must be produced in a Health Department licensed kitchen unless it falls under the Homemade Food Freedom Act.
- Cider and alcohol
- Plants including annuals, perennials, nursery stock, house plants, fresh and dried flowers, and fresh and dried herbs.
- Handmade crafts, jewelry, clothing, etc.

Products outside of the "permitted market items" list are not allowed to be sold without the express permission of the Farmers Market Board.

*In accordance with the OCFM and the City of Miami MOU, if a vendor sells a product which falls under local, state, and/or federal regulation, the vendor must provide a copy of his/her Sales Tax Permit to sell such products to the Market Manager with their vendor application. Seasonal (full time) vendors are REQUIRED to have a Sales Tax Permit. Non-seasonal (part time) vendors are encouraged but not required to obtain a Sales Tax Permit. However, non-seasonal vendors MUST provide their social security number for the market to notify OK Tax Commission. Failure to comply will result in suspension from the market until the vendor complies.

Vendors must follow all appropriate practices required by law including the use of scales certified for legal trade, proper handling of potentially hazardous food, etc. Enforcement of these practices is left to the proper local, state, and federal agencies. Market managers may, on occasion, get involved in problems arising from those who fail to abide by the law.

****THE HOMEMADE FOOD FREEDOM ACT (HFFA)**

HB 1032 (Homemade Food Freedom Act) went into effect on November 1st, 2021. The amendment to existing statute (Home Bakery Act of 2013) within the enrolled version of HB 1032 changes the previous guidance provided by the Department in the areas of homemade food products. For more information visit <https://oklahoma.gov/health/protective-health/consumer-health-service/foods/home-baking.html>. OCFM requires all vendors selling products under HFFA to complete a Food Safety Training Class. In addition, all vendors are required to have sales tax permit. Only fresh produce and herbs, plants that grow food, and honey are not subject to Oklahoma sales tax.

OCFM 2024 Rules & Regulations

FEES

No reimbursement will be made for fees paid if a vendor decides to no longer participate at the Market or is removed from the market for failure to follow market rules. The Market Manager shall consider reimbursement in case of illness or death.

Vendors may call the Market Manager at 260-609-0592, check the market social media pages, or check the text-message group concerning market closure due to inclement weather. Vendors shall be credited for daily fees paid if inclement weather causes cancellation of the market day before sales begin.

MISCELLANEOUS

Vendors are responsible for collecting and remitting their own sales tax, if applicable.

Vendors are expected to conduct themselves in a courteous manner to other vendors, market staff, volunteers, and patrons. Threatening, abusive, or harassing behavior constitutes a violation of market rules and constitutes grounds for dismissal from the market with forfeiture of any fees paid to the market by the vendor.

Pets brought onto the grounds must be always leashed. Owners are required to clean up waste from their pets.

Loud or disturbing noises are not allowed in the market area. Radios and music is not permitted.

Smoking/vaping/e-cigarettes is always prohibited on the market grounds during the market.

No soliciting, political or religious activities shall be permitted within the market.

Displays of public interest, such as nutritional, health, or consumer information, may be displayed with the permission of the Market Manager.

All rules may be revised by the decision of the Market Board.

ENFORCEMENT OF RULES

The Market Manager and Assistant Market Manager are responsible for enforcing market rules. Possible violations will be discussed, and resolution attempted. Vendors selling prohibited items will be asked to remove the items or leave the market.

Unresolved problems will be referred to the Market Board. Continued violations will result in being banned from the market with no reimbursement of fees paid.

OCFM 2024 Rules & Regulations

ENFORCEMENT OF RULES Cont.

Any vendor challenging another vendor's product's legitimacy or conduct must file a written complaint with the Market Manager/Assistant Market Manager, giving the name of the vendor and the product or situation they feel may not be in compliance with Market rules. The complainant must sign and date the complaint. The Market Manager/Assistant Market Manager will attempt resolution. If resolution is impossible, the complaint will be referred to the Market Advisory Committee.

The Market Manager/Assistant Market Manager uses his or her reasonable discretion regarding the enforcement of Market rules. The Market Manager/Assistant Market Manager has the right to dismiss any vendor from the market for any violation of rules set forth in this document and/or any violation of any of regulatory code or law with approval by the consensus of the members of the Market Advisory Committee.

Vendors are encouraged to consider obtaining individual liability insurance. Accidents that happen within the stall space of a vendor will not be covered under the market's insurance policy, leaving the vendor financially responsible.

ALTERNATIVE FORMS OF PAYMENT - TOKENS

Vendors agree to accept alternative forms of cash, in the form of tokens and "Market Cash", from market patrons.

Red \$1 wooden tokens are for EBT/SNAP/food stamp customers. \$1 tokens can be used to purchase fruits, vegetables, herbs, plants that grown food, eggs, honey, nuts, packaged baked goods, and meat. Change CANNOT be made for \$1 tokens. Sales tax MUST NOT be charged on items purchased with \$1 tokens.

Silver \$1 "Double Up" tokens are used as a monetary match for SNAP benefits. These tokens can ONLY be used to purchase fruits, vegetables, herbs, and plants that grow food. Change CANNOT be made for these tokens. Sales tax MUST NOT be charged on items purchased using these tokens.

Orange/Gold and blue \$1 wooden tokens are for Senior Farmers Market Nutrition program customers. These \$1 tokens can be used to purchase fruits, vegetables, plants that grow food, and raw honey. Change CANNOT be made for \$1 tokens. Sales tax MUST NOT be charged on items purchased with \$1 tokens.

Green \$5 wooden tokens are for credit/debit customers. \$5 tokens can be used to purchase anything sold at the Market. Cash change can be made for \$5 tokens.

OK Fresh \$1 tokens are for food insecure families. \$1 tokens can be used to purchase fruits and vegetables only. Change CANNOT be made for \$1 tokens. Sales tax MUST NOT be charged on items purchased with \$1 tokens.

OCFM 2024 Rules & Regulations

TOKENS CANNOT BE USED TO MAKE CHANGE

At the end of each Market, the vendor must turn in their tokens to the Market Manager, in the envelope provided to them, to redeem the token's value in check. Checks will be paid out at the following week's market or mailed to the vendor.

It is the vendor's responsibility to only accept tokens for allowed purchases and only tokens from the Ottawa County Farmers Market. Failure to follow these rules will result in the vendor forfeiting the cash value of the token and may result in expulsion for the market.

ALTERNATIVE FORMS OF PAYMENT- MARKET CASH

Vendors agree to accept alternative forms of cash, in the form of market-produced vouchers, from patrons. "Market Cash" will have the same cash value as the amount designated on each voucher. "Market Cash" can only be redeemed for fruits, vegetables, and herbs. "Market Cash" can only be used during the season in which it was printed. At the end of each Market, the vendor must turn in their "Market Cash" to the Market Manager, in the envelope provided to them, to redeem the voucher's value in check. It is the responsibility of the vendor to only accept vouchers for the 2024 market season. It is the vendor's responsibility to only accept "Market Cash" for fruits, vegetables, and herbs. Failure to follow these rules will result in the vendor forfeiting the cash value of the voucher.

FARM/SITE VISITS

In order to verify the "producer only" claim at this Market, we require that all vendors have a farm/site visit. Vendors will have a farm/site visit conducted at least once during the season (visit will be conducted by a member of the Ottawa County Farmers Market Association and a representative of the OSU Ottawa County Extension office, when possible).

Subsequent farm/site visits may be conducted if there is a suspicion/complaint of "resale" made by a patron, market staff, or another vendor (in writing). Farm/site visits may be conducted if there is a suspicion/complaint of food safety handling.

If it is found that a vendor is selling produce/products they have not grown or handcrafted (resale), the vendor may be asked to leave the market, forfeiting any fees paid to the market.

RESOURCES

Sales tax permit visit <https://oklahoma.gov/tax/businesses/sales-use-tax.html>.

Food handlers permit online course at www.servsafe.com/ServSafe-Food-Handler.

Licensures:

Egg - <https://ag.ok.gov/licensing-permits/>, under Food Safety

Meat - <https://oklahoma.gov/health/mobile-establishments---oklahoma-state-department-of-health.html>

Processed Milk Only - <https://ag.ok.gov/licensing-permits/>, under Food Safety

Oklahoma Homemade Food Freedom Act - <https://oklahoma.gov/health/protective-health/consumer-health-service/foods/home-baking.html>