



# Ottawa County Farmers Market Vendor Application 2022 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: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**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.

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## 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                       | Yes _____ | No _____ | N/A _____ |
| • ServSafe Food Handler's Training       | Yes _____ | No _____ | N/A _____ |

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

### **Market Fees**

21 Thursday's and 4 FREE Saturday's, totaling 25 markets starting May 12 and ending October 1. All booth space's are 12'x12'.

Seasonal Fee (all 25 markets): \$240

Check: \_\_\_\_\_ Cash: \_\_\_\_\_

Seasonal Fee if paid at vendor meeting \$200

Check: \_\_\_\_\_ Cash: \_\_\_\_\_

### **OR**

Each Market Day Fee: \$12

Check: \_\_\_\_\_ Cash: \_\_\_\_\_

**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 2022 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.**

\_\_\_\_\_  
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 _____ |

Bring application, fee (payable to: Ottawa County Farmers Market), and copies of licenses/certifications/permits to the Vendor's Meeting on April 14, 2022 to the Ottawa County Farmers Market, Miami Fairgrounds, 1129 E St SW, Miami, OK 74354.

### **Questions?**

Visit our website: <https://ottawacountyfm.com/> or E-mail us: [ottawacountyfm@gmail.com](mailto:ottawacountyfm@gmail.com)

Contact us: (918) 332-4467



# Ottawa County Farmers Market Vendor Application 2022 Season Market Rules-continued

## DISPLAYS

**Sellers are required to have their prices on display. Signs &/or stickers regarding SNAP, DUO, and SFMNP 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 during growing season (May thru Sept) from 3:00pm-6:30pm. **All vendors must remain at the Market until the 6:30pm closing or until they sell out of products/produce.** All vendors must vacate the Market site by 7:30pm.

The Market shall operate the first Saturday of June, July, September and October during the growing season (May thru Oct) from 8:00am-11:30am. **All vendors must remain at the Market until the 11:30am closing or until they sell out of products/produce.** All vendors must vacate the Market site by 12:30pm.

## SET-UP, CLEAN-UP, BREAKDOWN

Thursday set-up starts at 1:00pm and must be completed by 2:45pm. Saturday set-up starts at 7:00am and must be completed by 8:00am. 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 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 broke 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.



# Ottawa County Farmers Market Vendor Application 2022 Season Market Rules-continued

## **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.

If a vendor sells a product which falls under local, state, and/or federal regulation, the vendor must provide a copy of his/her license to sell such products to the Market Manager with their vendor application.

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**

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>.



# Ottawa County Farmers Market Vendor Application 2022 Season Market Rules-continued

## **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 417-291-1085, 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 leashed at all times. 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 prohibited on the market grounds at all times 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.



# Ottawa County Farmers Market Vendor Application 2022 Season Market Rules-continued

## **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 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.



# Ottawa County Farmers Market Vendor Application 2022 Season Market Rules-continued

## **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 except vouchers for the 2022 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> and see attached instructions.

Food handlers permit online course at [www.servsafe.com/ServSafe-Food-Handler](http://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>

## Credit/Debit/SNAP Vendor Agreement

The Ottawa County Farmers Market is a SNAP-authorized merchant and accepts credit and debit cards. The purpose of accepting credit cards, debit cards, and SNAP/EBT (Access Oklahoma) cards is to increase vendor sales, increase the accessibility of healthy fresh products to high risk populations in the county, and provide a convenience for our market patrons.

The procedure for accepting credit/debit will work as follows:

1. Patrons will present their credit or debit card to market staff at the information table.
2. Credit or debit card will be swiped for the amount requested (in increments of \$5).
3. The patron will be given \$5 wooden tokens in the requested amount.
4. Patrons will present credit/debit tokens to vendors to purchase any product at the market.
5. Cash change may be given for the credit/debit tokens.
- 6. \$1 EBT/SNAP tokens should not be given as change to market patrons.**

The procedure/rules for accepting EBT/SNAP (Access Oklahoma) are as follows:

1. Patrons will present their EBT (Access Oklahoma) card to market staff at the information table.
2. EBT card will be swiped for the amount requested (in increments of \$1).
3. The patron will be given \$1 wooden tokens in the requested amount.
4. Patrons will present EBT tokens to vendors to purchase the following products: fruits, vegetables, herbs, meat, eggs, baked goods, nuts, honey, dairy, and plants intended to grow produce.
- 5. The EBT tokens MAY NOT be used to purchase alcohol, beverages, cut flowers, soaps, lotions, or hot ready-to-eat foods.**
- 6. Cash change MAY NOT be given for EBT tokens.**
- 7. \$1 EBT tokens should not be given as change to market patrons.**

Vendors will keep tokens in the envelope provided at each market. At the end of each market, vendors will turn in their envelopes to the information table. Tokens will be counted and recorded. The amount of tokens turned in will be paid out by check to each vendor at the next scheduled market or mailed (vendor's choice).

It is the vendor's responsibility to only accept tokens labeled "Ottawa County Farmers Market" and to only accept EBT tokens for eligible purchases. Ottawa County Farmers Market WILL NOT reimburse vendors for tokens from other farmers markets.

By signing this agreement, you agree, as a vendor at the Ottawa County Farmers Market, to accept credit/debit/EBT tokens and to follow all rules of the SNAP program listed above. Failing to follow these rules will result in the vendor's expulsion from the market.

Printed Name \_\_\_\_\_

Business Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_