



Ottawa County Farmers Market Vendor Application 2019 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) unless pre-approved by the Market Manager or OCFMA Board. All produce/products must come from within a 75-mile radius of Miami, OK.

_____ (vendor initials)

Vendor Name: _____			
Farm/Business Name: _____			
Address: _____	City: _____	State: ____	Zip: _____
Cell Phone: _____	Home Phone: _____		
Email: _____	Website: _____		

Please list the type(s) of produce/product to be marketed. Value-added items (baked goods, jellies, honey, crafts) must be listed individually.

Please respond to the following (check all that apply) and provide copies of license/certification 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 _____
Safe Food Handlers Permit	Yes _____	No _____	N/A _____

Fee Options: (Make checks payable to: Ottawa County Farmers Market)

Seasonal Fee ~~\$150~~ **\$125 before 4/5/2019**
(Pays for a 10x10 space at all weekly markets 5/2-9/26) Check: _____ Cash: _____

OR

Daily Fee: \$10
(Pays for a 10x10 space at one market) Check: _____ Cash: _____

I have reviewed the Market rules for the 2019 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, and copies of licenses/certifications *on Market day* to:
Ottawa County Farmers Market (at All Saints Episcopal Church), 225 B St. NW,
Miami, OK**

**Or send completed application, fee, copies of licenses/certifications to:
Northeastern Tribal Health System, Attn: Kris Woodruff,
7600 S Hwy 69A, P.O. Box 1498, Miami, OK 74355-1498.
Make check payable to: Ottawa County Farmers Market**

Questions?

Website: www.ottawacountyfm.com

E-mail: ottawacountyfm@gmail.com

Fax#: (918) 332-4417

Phone#: (918) 332-4365



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Market Rules

SIGNS

All signs must remain within the allotted vendor's exhibit space and must not block traffic or pedestrian ingress or egress, or interfere with other vendors' displays or views.

Sellers are required to have their prices 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-Oct) from 4:00pm-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 8:00pm. _____ Vendor Initials

SET-UP, CLEAN-UP, BREAKDOWN

Set-up starts at 2:00pm and must be completed by 4:00pm. 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 4:00pm.** Vendors who are not set-up by 4pm repeatedly, may be asked to leave the Market.

_____ Vendor Initials

Vendors are responsible for removing all garbage from their stall space area. Stall 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 entire personal trash home with them.

VENDOR EQUIPMENT AND SUPPLIES

Each vendor is responsible for providing and removing any and all equipment and supplies he or she requires to do business at the Market site. This includes signs, tables, chairs, products, and equipment utilized for clean-up purposes.

Vendors are required to bring their own table. Tables cannot be larger than eight (8) feet long and three (3) feet wide.



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Market Rules-continued

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. Vendor vehicles are allowed to pull up to the pavilion (on the cement only) 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. The use of canopies, awnings, and sun umbrellas are encouraged. Parking for vendors, volunteer, and staff of the Market is limited to the parking lot across from the pavilion.

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, the resale products constitute 25% or less of the total products being sold by that vendor, 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, and soaps. "Value added" food items must be produced in a Health Department licensed kitchen.
- Canned fruits and vegetables which have been produced in a Health Department licensed kitchen.
- Honey, sorghum, syrup, and molasses.
- Cider.
- 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.

HOME BAKING ACT

Vendors who will be selling baked goods under the revised home baking act (as of Nov 1, 2017) must show proof of having completed a Safe Food Handlers Class through their local health department and agree to follow all regulations set forth in the act by the state of Oklahoma.



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Market Rules-continued

All preparation of produce such as washing of vegetables, major cutting, and trimming of flowers, etc shall be done at home or in the vehicles. Dumping water or debris on the surrounding green space of the market is not allowed. Wiping off or polishing vegetables with a damp rag, misting vegetables with a spray bottle to keep them moist, and arranging flowers is acceptable.

Since the primary goal of the Market is to sell fresh fruits and vegetables, no more than 25% of stall space will be granted to non-food vendors. These spaces, upon approval by the Market Manager, can be filled by those who sell crafts, demonstrate and teach others about the benefits and use of fresh produce, or offer services to the Market's consumers and vendors.

Organic products may be advertised provided they meet USDA guidelines as organic. The Market Manager may ask to see a vendor's organic certificate or proof of organic growing practices at any time.

Poor quality or overripe produce must be labeled as such and can be sold for a discounted price.

Vendors are allowed to provide samples of whole produce items that have not been processed in any way. Samples that need to be cut, cooked, or processed must be prepared in the market's Health Department-licensed kitchen.

All products must be sold, displayed, and stored six (6) inches above ground. All vendors must utilize tables, shelves, cases, or other structures for these purposes.

FEES

Fees are \$150 per Market season (May 2-Sept 26) or \$10 per Market day for a full stall space.

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** 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 Market 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.



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Market Rules-continued

Pets brought onto the green space surrounding the pavilion 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 not permitted on the Market grounds at any time during the Market.

No soliciting or 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 is responsible for enforcing the 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.

Any vendor challenging another vendor's product's legitimacy or conduct must file a **written complaint** with the 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 date and sign their name to the complaint. The Market Manager will attempt resolution. If resolution is impossible, the complaint will be referred to the Market Advisory Committee.

The Market Manager uses his or her reasonable discretion regarding the enforcement of Market rules. The 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 may not be covered under the Market's insurance policy, leaving the vendor financially responsible.

ALTERNATIVE FORMS OF PAYMENT

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

Red \$1 wooden tokens are for EBT 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.



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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, plants that grow food, and raw nuts. Change CANNOT be made for these tokens. Sales tax MUST NOT be charged on items purchased using these tokens.

Orange/Gold \$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.

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. _____ Vendor Initials

MARKET CASH

Vendors agree to accept alternative forms of cash, in the form of Market-produced vouchers, from Market 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, herbs, and plants that can be used to grow food. “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 2019 Market season. It is the vendor’s responsibility to only accept “Market Cash” for fruits, vegetables, and plants that can be used to grow produce/herbs. Failure to follow these rules will result in the vendor forfeiting the cash value of the voucher.** _____ Vendor Initials

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).

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. _____ Vendor Initials