

Owasso Farm and Artisan Market

2025 Rules and Regulations

VENDOR GUIDELINES

1. OBJECTIVES: To improve access to fresh farm sourced produce and handmade products, to the economic benefit of area farmers and the nutritional well-being of the local population.
2. **Vendor Responsibilities**
	1. Vendor Orientation at the beginning of the year is recommended in attendance. This is used to set expectations and review guidelines. This time will also be used to speak to Board members for any individual requests.
		1. If there is an emergency and you are not able to attend please contact the Board in advance.
		2. Vendors that do not attend the Orientation are responsible for obtaining all Market information given during orientation.
		3. All vendors are held to the same guidelines, missing the orientation does not allow for not knowing the rules. They are posted on the website as well as emailed to approved vendors as well.
	2. **TENTS: Newly implemented 5/9/23. All Tented Vendors must have 20 LBS of weights per leg of tent.**
		1. **Failure to show with weights will result in a fine of 25.00 per incident, this will be invoiced to you.**
		2. **You will not be able to set up again until both the invoice and the weights are resolved. Effectively immediately.**
	3. All vendors must bring disposable trash bags for clean-up. Each vendor is responsible for maintaining his/her area in a clean, neat manner throughout the day and cleaning his/her area before departing at the end of the day’s Market.
	4. All produce items must be sold whole – no halves or slices. For display only, vendors may cut produce and wrap it with plastic wrap.
	5. Samples: NO cut samples will be allowed unless the Vendor is a Licensed Food Handler. All samples must be cut in a Certified Kitchen (see the Board for details).
	6. **Animals**:
		1. Vendor Animals are not permitted. This is to ensure the safety of our personal pets. We cannot control what types of pets/owners are liable to bring their animals so we will keep ours at home.
	7. Restroom and hand-washing facilities as required by law are located on the north side of the pavilion and maintained by city parks staffing.
	8. All vendors are responsible for abiding by all applicable city, county, state and federal laws and regulations.
	9. Smoking of any sort (up to and including vaping) is not permitted at the park per city ordinances.
		1. All vendors smoking should go across the street or go to the small shopping center next to the park.
		2. All vendors that smoke are required to pick up their cigarette butts from whichever remote location that is used.
	10. All vendors are expected to conduct themselves in a professional manner and in accordance with the rules and regulations of the market.
	11. Music is permitted but must not be offensive to clientele. If complaints are received, the vendor will be required to turn it off.
		1. Music level is important. We do not all listen to the same type of music. We should not be able to hear your music from the other side of the pavilion, please keep the volume to your booth space only.
	12. The vendor is responsible for assessing each buyer with the appropriate city, county and state sales taxes on products sold -- this is required by the Oklahoma Tax Commission.
		1. The Owasso Farmers and Artisan Market is NOT responsible for collection of sales taxes.
		2. Each vendor should call the Oklahoma Tax Commission at 405/521-3279 to obtain an application for a sales tax identification number, as necessary.
	13. Market spaces should be attended to at all times. The vendor assumes full responsibility for any losses of product and/or valuables from the market site.
	14. Each vendor is expected to post their business/farm name in their selling area.
	15. The Market is available for set-up as early as 6:30 am and must be completed by 7:30 a.m. on Saturdays.
		1. If you have not arranged a late set up with the market manager (newly available as of 2025 season) or a Board Member prior, you are expected to be set up and ready to go by 7:30.
		2. Vendors who are not prepared to meet the public at Market opening time on three occasions in one year will not be allowed to sell for the remainder of the season.
	16. **Vendors are required** **to notify the OFAM Market Manager in advance of a known absence**. Exceptions will be allowed in cases of emergencies.
		1. Means of notifications must be:
			1. Emailed to the Market (owassofarmandartisanmarket@gmail.com) by no later than Thursday at noon each week.
			2. Texted to Market number, monitored by the Market Manager, 918 928 2106. Same deadline as email.
		2. Failure to email of an absence will result in a 10.00 fine that will be invoiced to you and one strike. Fines must be paid before then next set up.
		3. There is a 3 strike policy: any vendor with three strikes will be removed from the market for the remainder of the season.
	17. Each vendor is asked to share the weekly posts of the market on your social media including personal and business pages. The market partners with the city for local advertising as well as paying for advertising via Facebook and Instagram.
	18. Vendors are asked to submit a bio about their business including social media ready photos to the Market via email (owassofarmandartisanmarket@gmail.com) at the beginning of the season. These are used to promote and spotlight your business throughout the season.
	19. Flyers and signs: only flyers and signs related to farming, gardening and food can be distributed and displayed at the market.
		1. NO political flyers, signs, or products can be handed out or displayed.
		2. NO Tobacco or firearm information may be posted
		3. If you are participating or throwing a fundraiser please get it approved with the board. This may also help as the market can advertise and help get the word out for you for participation.
			1. We need at least 2-3 weeks notice.
	20. If a vendor sells ALL of their products prior to the market’s closing, they may only leave the market if their vehicle is not parked within the designated market area (meaning if you are able to load your vehicle and not cause distraction or inconvenience to customers you can leave early) otherwise we ask all vendors to stay until market close.
		1. Your booth fee is to be paid to either the Treasurer, Kerry Johnson, or the Market Manager prior to leaving. If it is not paid we will invoice you the full 10.00 fee.
	21. Weather: in the event of inclement weather, the market will operate rain or shine.
		1. If there is lightning in the direct vicinity we ask that vendors remain in their car until it passes and it has been 15 minutes without incident.
		2. Vendors are allowed to set up late if they desire, without approval only in this instance.
		3. If a vendor decides not to risk setting up they must notify the market text to the Board or market manager 918 928 2106.
		4. In the case of a tornado during the market, vendors are asked to take shelter in the restrooms.
	22. Young Entrepreneur : aka a kids booth. A booth space for a kid run business can be requested. The accepted age range for Kids booth is 8 -16 years of age). We do not accept adults running a business on behalf of children.
		1. It is required that an adult be present and accountable for their child.
		2. Each YE booth would be required to adhere to the guidelines of the area and any city, state laws along with market guidelines.
3. SPACE AND FEES:
	1. Season Fee: Each vendor is required to pay an annual, non-refundable, membership fee prior to being able to set up their first market day.
		1. The season fee can vary each annual season depending on the budgetary needs of the market for the year. This fee is to cover marketing, advertisements and events we host and any Market level insurance requirements.
	2. Booth Fee: Vendors are responsible for the weekly booth fee of 10% of total days sales w/ a cap of 10.00 and a minimum of 1.00.
		1. These are weekly fees and are separate from the Season fee that Vendors pay to ensure their spot and participation in the market.
		2. If no sales are experienced then no fee is paid.
		3. The market will collect fees each week and will be tracking this by Square software.
		4. Fee receipts will be emailed to each vendor weekly unless you need a written receipt, this needs to be advised in advance.
		5. These fees go towards furthering advertising and covering special event expenses and other operational needs of the Market.
		6. If a vendor has made sales and fails to pay their weekly % fee, they will be invoiced the full 10.00 fee. This must be paid prior to the next set up.
	3. Vendors will sell their products from the space assigned to them in the designated market area, or from approved vehicles parked in assigned spaces (this being limited in quantity.)
	4. Vendors cannot share booth spaces with other small businesses unless approved by the Board.
		1. All vendors must be individually registered with the Market, including YE Booths.
	5. Vendor spaces are to be no larger than 10’x10’ unless otherwise requested in advance and only if space permits. Extra space will raise the Season fee.
	6. Trailer spaces in the customer parking will be limited please arrange this with board representatives in advance.
	7. Electricity is available in most spaces of the pavilion but if it is necessary for your business please arrange this with the board.
	8. Customer Parking is limited and we require vendors to park on the East side of the park (stage side) after your car is unloaded.
		1. Some parking can be used at the auxiliary building across the street.
		2. If you need one of the handicap parking spaces please advise a board member.
4. COMPLAINTS OR DISAGREEMENT: Any complaints from a consumer must be immediately reported to the Market Manager or a member of the Board of Directors. The Market Manager (when applicable) and the Board of Directors reserve the right to take any action they deem appropriate, including prohibiting the offending party from selling at the market. Any sanction may be appealed to the Board of Directors in writing within ten (10) days from the date the sanction was issued.
	1. If a vendor has an issue that they would like to report, these need to be in the form of an email to the market (owassofarmandartisanmarket@gmail.com).
	2. Gossip will not be tolerated and can be sanctioned by the Board.
	3. Do not hold onto concerns, email them immediately so we can investigate.
	4. The Board reserves the right to keep actions taken or reviews private. If you report you might not necessarily know the outcome.
	5. Reviews and sanctions may take time to review. We must seek to understand all sides of the situation and we will not necessarily have a resolution the same day or within a week.
5. Sanctions: Sanctions are penalties for not adhering to guidelines or used in the event of other infractions that the Board deems actionable. We do not want to have to sanction any vendor but sometimes accountability must be held.
	1. These can include but not limited to:
		1. Written warning in email form + a strike that will be tracked
		2. A monetary fine + a strike that will be tracked. Fine must be paid prior to the next set up or the vendor will not be allowed to set up.
		3. 1 week suspension from the Market + a strike that will be tracked
		4. Complete removal from market
		5. There is a Three Strike policy in place.
6. Market Manager and Market Information booth.
	1. New addition to the 2025 season will be the implementation of the Market Manager. This role will be held by Amanda Stephens, Board President.
	2. Also new this season will be the information booth. This booth is solely for the information of the market itself, sales contributing to our charity for the year.
		1. We are offering Small services for our vendors.
			1. Vendors may leave business cards with the information booth so that these may be available to customers in the event the vendor is out that weekend.
			2. Vendors may partner with the market manager to leave special advanced orders with the market manager to have their customers pick up in the vendor's absence.
				1. Vendors are responsible for advising customers where they may be able to pick up the order.
				2. Vendors are responsible for dropping orders off to Market Manager prior to market set up and arranging for pick up in the event the customer does not claim it.

The Market Manager will not be liable for getting items back to you in that case, nor will they be liable for missing items.

* + - * 1. This vendor option is not to be used on a regular basis so as to miss more weekends. We will be monitoring this.
		1. The Market Managers role is also to do live broadcasts of the market day to our social media platforms.
1. VENDOR CATEGORIES AND LICENSE REQUIREMENTS:
	1. ***All produce tables*** must have signage displaying where it was sourced.
		1. These must be upright signs that are visible from a distance. There should be 1-2 per table. The market will not provide these signs or stands.
	2. Producer Vendor: defined as a farmer/rancher/gardener that grows/raises 100% of the fruit, vegetable, herb, nut, grain, meat, fiber, dairy, egg, honey, plants, seeds and flowers on their Oklahoma garden or farm.
		1. A registered produce vendor that is not a reseller may sell up to 20% of produce from another local grower.
		2. All produce not grown by the vendor will have identification as to where that produce was grown. This will include providing the OFAM Market Director with the address and phone number of the other producer or producers.
			1. If said produce is not so identified, it will not be allowed for sale at the Market.
		3. OFAM reserves the right to visit any site where produce is grown for sale at the market.
		4. An exemption to the “at least 80% of his/her products” may be obtained from the Market Manager.
	3. Farm Representative produce vendor:
		1. Will be limited in number to 1 per season.
		2. Farm Representatives must provide a copy of an active letter from the farm they represent to the Board upon approval. This must be emailed to the market (owassofarmandartisanmarket@gmail.com)
		3. A Farm Representative may NOT purchase any produce from a grocery store or the like. It must be from an Oklahoma co-op, farmer, or Oklahoma/Kansas Amish community that they represent.
		4. The Farm Representative will be required to produce to the Market Board a receipt of sourcing to ensure that only Oklahoma/Kansas products are being sold at the market. We do not need pricing paid just address.
		5. Farm Representatives are held to the same guidelines as outlined in this document, up to and including sanctions.
	4. Nursery Stock—anyone selling live plants must have a Grower’s license (see III E below).
		1. Nursery stock may not be purchased from out of state for resale.
		2. A copy of the active Growers license must be provided to the Market upon approval. This must be emailed to the market (owassofarmandartisanmarket@gmail.com)
		3. A copy of this license also must be on the Vendor at all times during an active market day. The Dept. of Ag may do random audits.
	5. Whole Shell Eggs—anyone selling eggs must have a Small Packers license. (see III F below).
		1. A copy of the active Egg license must be provided to the Market upon approval. This must be emailed to the market (owassofarmandartisanmarket@gmail.com)
		2. A copy of this license also must be on the Vendor at all times during an active market day. The Dept. of Ag may do random audits.
	6. Extracts– Any extracts containing alcohol require a license from the ABLE commission.
		1. A copy of the active ABLE license must be provided to the Market upon approval. This must be emailed to the market (owassofarmandartisanmarket@gmail.com)
		2. A copy of this license also must be on the Vendor at all times during an active market day. The Dept. of Ag may do random audits.
	7. Educational Booths: OFAM will provide two free booths per market day (space permitting) for the purpose of community education and outreach on issues related to farming, gardening, health and food. Sales, fundraising, and/or donation solicitations are not permitted.
	8. Prepare Food Vendors (those that do not qualify as Home Bakers): must be a licensed food handler who prepares 100% of the prepared food items they sell. Vendors must be in compliance with city, county and Oklahoma state laws and regulations (i.e. certified kitchen food handler’s permit, labeling, etc.)
	9. Home Baking Vendors: must adhere to the Food Freedom Act that is regulated by the Dept. of Ag in Oklahoma.
	10. Craft/Artisan Vendors: defined as a craftsperson who manufactures 100% of the finished craft items they sell at the marker. All craft items are required to be made in Oklahoma.
		1. OFAM reserves the right to limit Craft vendors in the number of vendors.
		2. If a vendor applies as a one type of vendor 85% of their product must be of that type.
	11. ALL new products not listed on the application will need to have market approval so as not to undercut other vendors.
		1. This may be inquired by emailing the market (owassofarmandartisanmarket@gmail.com). Email must contain Pictures
		2. Failure to gain approval will result in sanctions. (refer to sanctions section)
2. WHAT MAY BE SOLD: The primary function of the market is to provide a connection between the grower/producer and the public. Therefore, priority will be given to fresh locally grown and made food products—the closer to Owasso, the better. (note: the OFAM Board strongly recommends vendors contact the regulatory agencies at the Federal, State, & Local levels to obtain the required certificates & licenses governing items being offered for sale. Phone numbers & links to these agencies can be found in items B, C, D, E, & F under this heading.)
	1. Fresh produce, herbs, and cut flowers (fresh or dried). Produce should be mature, but not over-ripe, void of decay, and be clean and free of contamination.
	2. The produce should not be brought to market with soils still on it. This should be removed prior to arriving.
	3. Honey Producer's bottling area may be inspected by the Tulsa County Health Department. (Under the November 2021 updates to the home baking acts this may not be relevant).
	4. Jars must be labeled showing the name of the product, additive (if any), weight, and name and address of the producer.
	5. Pecans, peanuts, other nuts, and grains. Whole grains and nuts may be sold if cracked or ground prior to sale, a license is required from the Tulsa County Health Department.
		1. A copy of the active license must be provided to the Market upon approval. This must be emailed to the market (owassofarmandartisanmarket@gmail.com)
		2. A copy of this license also must be on the Vendor at all times during an active market day. The Dept. of Ag may do random audits.
	6. Fish, Dairy, Meat and Poultry (Note: no live animals) Vendor must be licensed by the Tulsa County Health Department. USDA inspection of facilities is required. Must have Oklahoma Department of Agriculture license 405-521-3684. All meat, poultry, and fish must be raised by the vendor offering the product. Processing of meat, poultry and fish can be done by a meat processing company (including out of state facilities.)
		1. A copy of the active license must be provided to the Market upon approval. This must be emailed to the market (owassofarmandartisanmarket@gmail.com)
		2. A copy of this license also must be on the Vendor at all times during an active market day. The Dept. of Ag may do random audits.
	7. Plants and Nursery Stock Vendors must have an Oklahoma Department of Agriculture Small Packers license from 405-521-6117, <http://www.oda.state.ok.us/forms/cps-nursgrower.pdf>.
	8. Whole shell eggs: Producers must have an Oklahoma Department of Agriculture Small Packers license from 405-522-6117, <http://www.oda.state.ok.us/forms/food/epapal.pdf>.
	9. “Value-added” Products (raw juices, canned fruits and vegetables, sauces, baked goods, popcorn and smoked processed meats) must be in compliance with Oklahoma Department of Health (certified kitchen mandatory) and at the sole liability of the vendor.
	10. CRAFT ITEMS must be approved by the Market Manager PRIOR to being sold. The Board reserves the right to deny sales of products that do not fit the Market aesthetic.
	11. No Items of political views may be sold, worn or advertised at the market.
	12. No Tobacco items may be sold at the Market.
	13. No Firearms or ammunition may be sold at the market.
3. HOW PRODUCE MAY BE SOLD:
	1. Produce may be sold by volume or count, or weight. Note: if selling by weight, scales are subject to inspection by the Okla. Dept. of Ag. 405-521-3864.
	2. Pricing must be in alignment with fair market value. Price gouging is not tolerated and will result in a sanction.
4. EXCHANGES AND REFUNDS: Exchanges of produce and/or refunds are up to each individual vendor (we encourage you to create a policy for your business prior to market season opening).
5. SANITATION AND HEALTH REQUIREMENTS: Vendors and the Market will follow any and all Tulsa County Health Department rules and regulations regarding sanitation and health.