



2019 Rose District Farmers Market Rules and Regulations

Market Season The RDFM is open every Saturday from April – October from 8 a.m. until 12 p.m. The City reserves the right to close the market for special events that require the use of the facility or area for other purposes. Various events may take place during market hours. During these events, changes may be made to vendor locations, set-up times may change, and various other modifications may be made to suit the event.

Food Product Sales All products must be **100% Oklahoma-grown, raised, or produced** by the vendor or other Oklahoma source. Vendors may purchase up to 30% of their products from any **Oklahoma** source for resale on their table. The Farmers Market Coordinator will verify production and location through onsite farm visits. Upon request, Vendors must show proof of purchase of supplemented items to market coordinator or city staff.

There has been an amendment to the Home Baking Act of 2013. Home Baked Goods are now permitted for sale at the Farmers Market. For more information:
<http://factsheets.okstate.edu/documents/fapc-183-understanding-the-oklahoma-home-bakery-act/>

Prepared Foods Prepared foods must be made by the vendor in a certified kitchen. Prepared food vendors must be in compliance with the city, county, and state laws and regulations. Vendors are expected to use **as much locally grown or raised ingredients as possible** in their products. All prepared foods vendors must visibly display a list of all local ingredients and their sources used in their products and/or label the source of the local ingredients on the packaging.

Meat, Poultry and Fish All meat, poultry and fish sold must be raised by the vendor. No meat, poultry, dairy or egg products from confined animal feeding operations may be sold.

Nursery Stock Nursery stock may not be purchased out of state for immediate resale. All nursery seedlings must be grown by the vendor for a minimum of four weeks prior to sale. Bare roots or bulbs may **not** be sold at the market. Vendors will be inspected 4-weeks prior to intended sale date to ensure plants are being grown by vendors. No packaging showing name brands may be used to contain plants, i.e. Bonnie, Atwoods etc.

Craft Product Sales Craft items consisting of garden, landscape, kitchen, and habitat are allowed. Once a vendor has been accepted to participate in the market, any new items not disclosed on their application should be discussed with the market coordinator prior to offering for sale. If items are placed for sale without prior approval by market coordinator, vendor may be required to remove said items from their booth. In order to maintain our Oklahoma Grown Farmers Market status, no more than 20% of the market may be craft related; therefore, space is limited.

Educational Booths New this year! - We will have one booth available each Saturday without charge -for community education and outreach on farming, gardening, landscaping, nutrition, health, food and cooking. Educational booth cannot be used for for-profits. Those interested may apply by contacting the farmers market coordinator.

Licenses and Permits All vendors are responsible for obtaining all licenses and permits that are required for both Tulsa County Health Department as well as the City of Broken Arrow. A list of these licenses and directions on how to obtain them can be found on the last page of this application.

Booth Information For the 2019 season, all booth fees will follow the following schedule:

Booths 1, 3-7, 9-11, 13-18, & 20	\$10 per day per booth
Booths 2, 12, & 19	\$5 per day per booth
Booths 12-32	\$10 per day per booth
Booths 33-38	\$10 per day per booth
Booths S1-S6	\$10 per day per booth
Booths T1-T21	\$5 per day per booth

In addition to the booth rental fees, **there is a \$20 yearly fee** collected the first day the vendor attends the market. Preference in choice of booth space is given to tenured vendors - the remaining booth spaces are then available on a first-come first-served basis. Regular booth spaces are 10x10 and clearly marked. Please stay within your assigned area. Spaces may be shared between two vendors and the fee split. Permission to do so will be obtained by the market manager and city staff prior to market day.

All new applicants must attend the market meeting held prior to opening of the market in order to participate.

Supplies and Equipment Vendors must provide their own tables, chairs, and shade canopies and are expected to be set up and ready to open by 7:30 a.m. and stay until noon. Vendors must secure their canopies and other booth materials. Weights must be used on legs. No stakes are allowed. Vendors are responsible for any damage caused by their booth. Tents or shade covers may not exceed 10x10. If electricity is used, vendors are responsible for safe covering of cords. Cords may not stretch across pathways. If cords are on the ground, they must be duct taped or covered. **If you are leaving early from the market, all items must be hand carried or dollied to the parking area. No vehicles will be allowed in the market area during market hours.** No vehicles are permitted underneath the south pavilion or plaza grounds, including sidewalk areas. Vendors are encouraged to stay for the extended hours during special events. **Vendors will no longer be allowed to set-up after 7:30 am unless special circumstances occur.** If there is an emergency, call the market coordinator and let them know you will be late. It will then be decided whether or not you will be allowed to set up.

Pets Pets are permitted **only if they are on a leash.** Vendors are not permitted to bring pets to the market. Excessive barking, fighting, growling or any aggressive behavior is not tolerated and customers will be asked to remove the pet from the market.

Music Vendors may not play music at their booths. Live music will be provided at each market. Musicians are scheduled to play from 9am-noon and may take as many breaks as necessary.

Vendor Name Displays Vendors must clearly display the name and location of their business at their market booths. Lettering must be legible and must be visible at all times.

Inspections City staff will inspect ALL vendor operations to ensure compliance to rules and regulations. Inspections will take place intermittently each growing season to keep up with production and product availability. Staff reserve the right to verify the production of any vendor at any time. Both pictures and written statements will be taken at sites as well as inventory of product. Any vendor found to be selling an item they did not grow, raise or produce from a verifiable Oklahoma source (Oklahoma grown produce) will be expelled from the market.

Cancellations To maintain the quality and quantity of goods offered in our market, it is very important that you contact the Farmers Market Coordinator if you must miss a scheduled market day. If you miss more than two consecutive market days without notifying the Farmers Market Coordinator, your booth will be reassigned to another vendor. A vendor may be reinstated, but location is not guaranteed.

Organization The Rose District Farmers market works in conjunction with the Tulsa City/County Health Department (TCCHD) and the Oklahoma Department of Food, Forestry and Agriculture (ODAFF) to regulate sales of food products. Vendors are required to comply with all applicable requirements to participate at the Rose District Farmer's Market (RDFM). If you have questions about the rules and regulations, additional information can be found at http://www.tulsa-health.org/sites/default/files/page_attachments/Farmers%20Markets.pdf

Solicitation and Panhandling Solicitation and/or loitering is not tolerated. Anyone attempting to sell products on market grounds are prohibited from doing so unless you are an official market vendor. Panhandling is not tolerated.

Trash All vendors are responsible for cleaning up their booths. **Vendor trash may only be disposed of in the large dumpster behind the museum. Vendors may not use market trash cans.** Filling these trash cans with food and waste from booths attracts bees.

Prices Prices must be clearly marked for each and every item being sold. Prices will be visible and determined prior to the opening of the market.

Complaints or Issues All arguments, complaints, or issues of any kind arising between customers or vendors must be immediately reported to the city staff. Such issues will be taken in writing and reviewed and/or investigated.

Inclement Weather The market may be closed if severe weather is forecasted for Broken Arrow during market hours. We will post on the Rose District Facebook page and send emails notifying vendors of the delay or closure of the market. **All vendors must have email for Farmers Market personnel to reach them in case of closure.** Final decision concerning closure of the market will be made by the City of Broken Arrow. **We put public safety of the citizens in our community first when it comes to decisions on closure of the market.** If there is an imminent threat forecasted, we WILL close down the market and vendors will NOT be allowed to set up and try to brave the storm. Please understand that we are only trying to keep everyone safe.

Violations A vendor who violates the policies or guidelines will be asked to adhere to the rules with a verbal warning. A second violation could result in immediate termination of membership in the RDFM without refund. We reserve the right to suspend or terminate any vendor's participation in the Rose District Farmers Market at any time. If we feel vendors are compromising the integrity of our operation, we will formally suspend or terminate your participation without refund. Farmers Market staff may take any action reasonably necessary to ensure that the market is operated in an orderly manner and in compliance with these rules and regulations, including but not limited to issuing written warnings, asking a vendor to leave the market for the day, prohibiting the sale of any product on market day, requiring a vendor to take any action required by these rules and regulations, denying a vendor access to the market, and suspending or expelling vendors from the market.

In order to make our market diverse and appealing, vendors with unique or difficult to find products will have a greater chance of participating in the market.

While vendor spots fill up quickly, we always accept applications throughout the season. Food products or crafts not currently at the market will be welcomed while products already present will be put on the waiting list. If another vendor was to drop-out mid-season, the first application received with a similar product will be asked to fill that spot.