

**Bartlesville Area Farmers Market
Association**
PO Box 420, Bartlesville, OK 74005
918-534-6542 (Mike Melton, Board President)
918-331-6199 (Jeff Wine, Market Manager)
Revised 02/2018

2019 VENDOR GUIDELINES

Market Location: Frank Phillips Park, 222 SW Frank Phillips Blvd Bartlesville OK

I. OBJECTIVES

To improve local access to locally grown and made products, to the economic benefit of area farmers and the nutritional well-being of the local population. “Locally grown/made” is defined as being within a one hundred (100) mile radius of Bartlesville, OK.

II. WHO MAY SELL AND LICENSE REQUIREMENTS

A. Vendors must be BAFMA members, thereby sharing the cost of advertising and securing the market. BAFMA reserves the right to have craft vendors limited to 20% of the total number of market vendors.

Vendors may sell their own produce and products. A vendor must grow at least 80% of his/her products and make 100% of craft items. A vendor may sell up to 20% of produce from another local grower (this grower should join the market, but it is not required). All produce not grown by the vendor will have identification as to where that produce was grown. This will include providing the BAFMA Market Manager with the address and phone number of the other producer or producers. If said produce is not so identified, it will not be allowed for sale at the Market. BAFMA reserves the right to visit any site where produce is grown for sale at the market. An exemption to the “at least 80% of his/her products” may be obtained from the Market Manager.

- B.**
- C. Nursery Stock—anyone selling live plants must have a Grower’s license (see III E below)**
- D. Whole Shell Eggs—anyone selling eggs must have a Small Packers license (see III F below).**
- E. Shared Vendor Booth—two or more member vendors may share a “community” booth.**
- F. Distributors of educational materials addressing nutritional, environmental and sustainable topics *may participate without charge by prior arrangement with the Market Manager.***

III. 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 Bartlesville, the better. (note: the BAFM 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.)

A. Fresh produce, herbs, and cut flowers (fresh or dried). Produce should be mature, but not over-ripe, void of decay, have good appearance, and be clean and free of contamination.

B. Honey

- a. Producer's bottling area may be inspected by the Washington County Health Department.**
- b. Jars must be labeled showing the name of the product, additive (if any), weight, and name and address of the producer.**

C. Pecans, peanuts, other nuts, and grains.

- a. Whole grains and nuts may be sold.**
- b. If cracked or ground prior to sale, a license is required from the Washington County Health Department.**

D. Fish, Dairy, Meat and Poultry (Note: no live animals)

- a. Vendor must be licensed by the Washington County Health Department.**
- b. USDA inspection of facilities is required.**
- c. Must have Oklahoma Department of Agriculture license 405/521-3684.**

E. 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>.

F. 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>.

G. "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.

H. CRAFT ITEMS must be garden or food-related and approved by the Market Manager PRIOR to being sold. Only the member that produces the item shall sell them. No brokering (80/20 percent) is allowed with craft items.

IV. HOW PRODUCE MAY BE SOLD

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.

V. EXCHANGES AND REFUNDS

Exchanges of produce and/or refunds are up to each individual vendor.

VI. SANITATION AND HEALTH REQUIREMENTS

A. Vendors and the Market will follow any and all Washington County Health Department rules and regulations regarding sanitation and health.

B. 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.

C. All produce items must be sold whole – no halves or slices. For display only, vendors may cut produce and wrap it with plastic wrap.

D. Samples: NO cut samples will be allowed unless the Vendor is a Licensed Food Handler.

E. No animals, except seeing-eye dogs, are authorized in the market area.

F. Restroom and hand-washing facilities as required by law are located at nearby businesses.

VII. SPACE AND FEES

A. Each vendor is required to pay an annual membership fee of \$40.00 per booth or to join by two month sessions (April and May, May and June, June and July, July and August, August and September, September and October) for \$15.00 a session per booth.

Both types of membership require 10% of gross sales per day per booth at the market, not to exceed \$10.00 per Market day per booth.

Vendors who purchase multiple booth spaces must pay the 10% of gross sales per day, per booth.

Example: Vendor with two booths will pay 10% of total gross sales per day, not to exceed \$20.00 per Market day

B. Vendors will sell their products from the space assigned to them in the designated market area, or from approved vehicles parked in assigned spaces.

VIII. VENDOR RESPONSIBILITIES

A. 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. The Bartlesville Area Farmers Market Association is NOT responsible for collection of sales taxes. Each vendor should call the Oklahoma Tax Commission at 405/521-3279 to obtain an application for a sales tax identification number, as necessary.

B. Market spaces should be attended to at all times. The vendor assumes full responsibility for any losses of produce and/or valuables from the market site.

C. Each vendor is expected to post their business/farm name in their selling area.

D. The Market is available for set-up by at least 7:30 a.m. on Saturdays. Vendors who are not prepared to meet the public at Market opening time on three occasions in one year will not allowed to sell for the remainder of the season.

E. Members and vendors are expected to conduct themselves in a professional manner and in accordance with these guidelines. Non-compliance could result in loss of market privileges.

F. Vendors are encouraged to notify the BAFM Market Manager at least 24 hours in advance of a known absence. Exceptions will be allowed in cases of emergencies.

IX. 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 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.

Approved by BAFMA Board of Directors

Date: January 25, 2018