



Glenpool Farmers Market Rules and Regulations 2023

Market Season-The Glenpool Farmers Market is 100% producer grown market and is registered with the Oklahoma Department of Agriculture, Food and Forestry (ODAFF) as an “OK Grown” Market and Farmers Market Hub. The GFM is open every Saturday from June – October from 8 a.m. until 12 p.m. for the 2023 Season. The City reserves the right to close the market for special events that require the use of the facility or area for other purposes, or for inclement weather. 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. The GFM is an equal opportunity provider, no person will be favored or discriminated against because of age, race, color, sex (including pregnancy), disability, religion, national origin, or genetic information.

Vendor Categories: Vendors must fall within at least one of the five following categories: PRODUCE, PREPARED FOOD (Commercial Kitchen), PREPARED FOOD (Homemade Goods), CRAFT, and/or SERVICE.

In compliance with the Oklahoma Farmers Market and Farmers Hub Act, no more than 25% of the market total sales may be craft related; therefore, space is limited. Producer & Prepared Good Vendors are given preference over Craft & Services. 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. The ODAFF requires no out-of-state products to be sold at the market including but not limited to essential oils, books, club fundraising products, nutritional supplements, etc.

- 1. PRODUCER-** Farmer/Rancher/Gardener that grows/raises 100% of their product on their own Oklahoma Farm.
 - The ODAFF requires that 100% of the fresh produce sold at the market be grown or raised in Oklahoma. The Farmers Market Coordinator will verify production and location through onsite farm visits.
 - **Meat, Poultry, & Fish-** All meat, poultry, and fish must be raised by the vendor offering the product. No meat, poultry, dairy, or egg products from confined animal feeding operations may be sold.

Processing of meat, poultry, and fish can be done by a meat processing company (including out-of-state facilities).
 - **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 the 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, Atwood’s, etc.

Vendors can sell items from another farm on consignment upon following the regulations listed in the Oklahoma Farmers Market and Farmers Hub Act. Please inform the Farmers Market Coordinator of intentions to sell consignment items before the market day.

Bill 1785, Oklahoma Farmers Market and Farmers Hub Act:

http://webserver1.lsb.state.ok.us/cf_pdf/2019-20%20ENR/SB/SB1785%20ENR.PDF

2. Prepared Foods (Commercial Kitchen) - All processed items are required to be processed in Oklahoma and when possible, to include Oklahoma Grown ingredients. Prepared foods must be made by the vendor in a certified kitchen. Prepared food vendors must follow the city, county, state laws and federal regulations. Vendors are expected to use as much locally grown or raised ingredients as possible in their products. All prepared food 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.

3. Prepared Foods (Homemade Goods) - As of November 1, 2021, Oklahomans will be able to sell homemade food products that do not contain any meat, poultry, seafood, meat by-products, unpasteurized milk, cannabis, marijuana, or is an alcoholic beverage. The allowable earnings for a home food business are \$75,000 each year in sales. Vendors selling products that are time or temperature controlled must complete and hold an approved food safety training certification:

- 1. ServSafe Food Handler Training
- 2. ServSafe Food Manager Training
- For more requirements and information visit: <https://www.servsafe.com/>

4. Artisan- Craft items must be made in Oklahoma. Once a vendor has been accepted to participate in the market, any new items not disclosed on their application should be discussed with the Farmers' Market Coordinator prior to offering for sale. If items are placed for sale without prior approval by Farmers' Market Coordinator, the vendor may be required to remove said items from their booth.

5. Service- A business offering a service that compliments or enhances the Glenpool Farmers' Market producer's products.

- 90% of raw materials must be sourced from the GFM produce vendors. All services must be approved by the Applications Review Committee. Specific requirements will be determined on a case-by-case basis.
- Example: Collecting food scraps from the public for composting.

Educational Booths: 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 booths cannot be used for for-profits. Those interested may apply by emailing the market coordinator at emiller@cityofglenpool.com. Sales, fundraising, and/or solicitations are not permitted at the educational booth. Acceptance is at the discretion of the GFM Coordinator and is limited to a maximum of a once-a-month basis.

Application Process

1. **Applications-** Please email or call our Farmers Market Coordinator Beth Miller at 918-209-4646 or emiller@cityofglenpool.com.
2. **Application Review Committee-** The Review Committee will consist of individuals from the different City Departments and the Farmers Market Coordinator. The committee will review and determine which products will be allowed to be sold at the market and which vendors will be accepted into the market.
3. **Application Evaluation-** The GFM focuses primarily on being a producer market and therefore will accept Producer applications once reviewed by the Farmers Market Coordinator. All other applications will then be evaluated by the review committee using the following grading criteria: Location of business, authenticity/variety/uniqueness of product(s), tenure, and submitted date of application.

Trial Period- Before granting a returning vendor status, all new vendors will be on a one-year trial period to insure they follow the Rules and Regulations.

Inspections- City staff will inspect vendor operations and documentation to ensure compliance with rules and regulations. 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 required to show proof of purchase. If a vendor is proven to be knowingly selling products from out of state, they will be subject to a disciplinary action. Failure to comply can result in disciplinary action, including but not limited to, termination of vendor status.

Conduct- Vendors are expected to conduct themselves in a professional manner and in accordance with the Rules and Regulations of the Glenpool Farmers Market. All vendors are to treat staff, volunteers, vendors, and customers with respect and without discrimination. Verbal or physical outburst at the market will result in a disciplinary action.

Violations- It is the policy of the GFM to provide a high quality of service by the safe, efficient, and orderly operation of the market. Behavior indicative of a violation of rules and regulations may result in disciplinary action including a warning, reprimand, suspension, and/or termination of vendor status, including loss of any submitted fees. 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 Glenpool. All participants selling at the market must abide by all applicable federal, state, and local regulations.

Supplemental Nutrition Programs- The GFM uses two different supplemental nutritional program tokens: SNAP & SFMNP. Before accepting tokens, vendors and employees are required to understand how each token can be used. When accepting tokens vendors should make sure they are accepting GFM tokens only. Reimbursement will not occur for non-GFM tokens. ALL GFM tokens will have the logo on one side. SNAP- Supplemental Nutrition Assistance Program (formally known as Food Stamps) is a government program, and the rules and regulations will be strictly enforced. Tokens will come in \$1 increments.

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- Abuse of the SNAP program can result in termination of vendor status. Vendors will not be reimbursed for non-eligible products. Eligible products are defined by the USDA Food & Nutrition (FNS).
- The following products are deemed ELIGIBLE:
 - o Breads & cereals
 - o Fruits & vegetables
 - o Meats, fish, & poultry
 - o Dairy products
 - o Honey & nuts
 - o Packaged prepared foods
- The following products are NON-ELIGIBLE:
 - o Wine
 - o Vitamins & medicines
 - o Ornamental plants
 - o Non-food items, such as: Pet foods, Soaps, Paper products, Household supplies
- SNAP purchases must not include sales tax. The vendor is exempt from paying sales tax on SNAP sales, so it must not be included in the sales price of SNAP purchases.
- Change may not be given for SNAP purchases that total an uneven dollar amount. Extra products may be added to the purchase to total an even dollar amount.
- Vendors who wish to accept SNAP must sign the Vendor SNAP Contract.
- Be aware that the USDA FNS may conclude random “secret shopper” inspections to determine that the program rules are being enforced.

SMFNP- Senior Farmers Market Nutrition Program is a government program, and the rules and regulations will be strictly enforced. Tokens will come in \$1 increments and a different color than SNAP. The color of the token will be determined later.

- Abuse of the SFMNP program can result in termination of vendor status. Vendors will not be reimbursed for non-eligible purchases.
- SFMNP tokens can ONLY be used to purchase fresh fruits, vegetables, and honey.
- SFMNP purchases must NOT include sales tax. The vendors are exempt from paying sales tax on SFMNP sales, so it must not be included in the sales price of SFMNP purchases.
- Change may NOT be given for SFMNP purchases that total an uneven dollar amount. Extra product may be added to the purchases to total an uneven dollar amount. Last Revised 12/2021 •
- A Vendor SFMNP Contract must be signed and submitted to the market coordinator before vendors can accept SFMNP tokens. Be aware that the USDA FNS may conclude random “secret shopper” inspections to determine that the program rules are being enforced.

Booth Information- Booths will be marked areas in the field North of the splash pad in Black Gold Park. Vehicles with trailers will be permitted in their permitted slots. For the first year, there will be no cost for the booths, in 2024 a vendor fee of \$40/year and booth fee \$20/week (or each Saturday attended) will be assessed. Vehicles will not be permitted on the fields during muddy conditions.

Booth spaces are clearly marked. Please stay within your assigned area. Spaces may be shared between two vendors and the fee split. Permission to do so should be obtained by the Market Coordinator and city staff prior to market day.

Supplies and Equipment- Vendors must provide the following:

- Tables, chairs, and shade canopies (If needed)
- Electricity will not be provided
- Vendors will also be responsible for providing their own vegetable/fruit bags. We ask that these be environmentally friendly.

Additional Set-up Information-

- Vendors will not be allowed to set up after 7:45 am unless special circumstances occur. Vendors are encouraged to stay for extended hours during special events.
- Additionally, vendors will not be permitted to leave early. Please plan ahead and bring enough product so you do not run out. If you run out, plan to continue to interact with market goers and give out information about your business. If there is an emergency, call the Market coordinator and let them know you will be late. It will then be decided whether you will be allowed to set up.
- Vendors must secure their canopies and other booth materials. Weights must be used on legs. Tent stakes are allowed. Vendors are responsible for any damage caused by their booth. Vehicles/trailers, tents or shade covers may not exceed the allotted space unless they have more than one booth space.
- Sampling- Samples given out during the market must comply with Oklahoma Department of Agriculture and Forestry (ODAFF) and Tulsa Health Department regulations and guidelines. Each vendor is responsible for educating themselves on compliance of sampling rules.

Vendor Displays

Name and Location-

- Must be clearly displayed at your booth(s)
- Lettering must be legible and must be always visible.

Prices-

- Visible and determined before opening of the market.
- Must be clearly marked for every item being sold.
- Prices may not increase, only decrease during the market.

Organic-

- Must be certified organic by ODAFF
- Only vendors that are certified organic with the ODAFF may label, advertise, or describe their products as organic.
- All certified organic vendors must present a copy of their certification along with their annual membership application.
- ODAFF Organic Certification must also be posted at their stand at each market.
- Vendors whose income from organic sales totals \$5,000 or less annually must post a copy of their notarized attestation on file with the Oklahoma Organic Section of ODAFF.
- If a vendor sells both organic and non-organic items, they must be physically segregated and clearly labeled to differentiate organic and non-organic products as regulated by the National Organic Program (NOP).

Pets-

- Vendors are not permitted to bring pets to the market.
- Guest to the market are permitted to bring pets as long as the following are met:
 - Always remain on leash
 - No excessive barking, fighting, growling or any aggressive behavior •
 - Guests with pets may be asked to leave the GFM area.

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 not be disposed of at the park. Vendors may not use market trash cans. Filling these trash cans with food and waste from booths attracts bees.

Smoking- Smoking is not permitted in the restroom facilities. Please refrain from smoking in the Glenpool Farmers Market and park area.

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

Cancellations- To maintain adequate attendance 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 a market day without notifying the Farmers Market Coordinator, you will be charged your normal booth fee collected at the proceeding market. 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.

Inclement Weather-

- The market may be closed if severe weather is forecasted for Glenpool during market hours.
- Public safety is a priority when it comes to decisions on closure of the market. If there is an imminent threat forecasted, we will close the market and vendors will not be allowed to set up and try to brave the storm.
- This decision is not made by the Farmers Market Coordinator. It is however made by a person designated by our City Manager, which has many resources at their disposal to make an educated and accurate decision.
- Vendors will be notified via email only. Each vendor will need to ensure they provide the Farmers Market Coordinator with their best email for accurate communication.
- Final decision concerning the closure of the market will be made no later than 7 AM Saturday.

Associated Organizations- The Glenpool 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 Glenpool Farmer's Market (GFM). If you have questions about the rules and regulations, additional information can be found on their websites.

TCCHD <https://www.tulsa-health.org/>

ODAFF <https://www.oda.state.ok.us>