

Bixby Farmers Market

2024 Vendor Application

INSTRUCTIONS:

1. It is a vendor's responsibility to know what permits, licenses, and certificates are required, and all must be current and valid. These documents will need to be submitted along with the application.
2. Carefully read the BFM Rules & Regulations.
3. This application is complete ONLY when accompanied by ALL required documents. Applications that are not complete will not be considered.

Vendor/Business Name: _____

Contact Person/Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

County/City/Town of operations: _____

Phone: _____ Email: _____

Preferred Contact Method: Phone{ } Email { }

Website: _____

Social Media Site(s): _____

Please Select Vendor Category-See Guidelines for Category Explanation

Primary: Producer{ } Prepared Food{ } Craft{ } Service{ } Food Truck{ }

Secondary: Producer{ } Prepared Food{ } Craft{ } Service{ } Food Truck{ }

List of items that you produce or that you plan to sell: _____

Do you plan on selling at the market for the duration of the season? Yes _____ No _____

If not, what dates do you plan to sell at the market? _____

Do you hold any certificates such as USDA or OK Organic certification? Yes _____ No _____ N/A _____

(If so, please include documentation with your application)

Do you Operate out of a licensed kitchen? Yes ____ No ____ N/A ____

Requested Booth Size: 10x10 ____ 10X20 ____ Trailer ____ Trailer Size ____

Please note: If you are operating under the Food Freedom Act, you are still required to submit a food handlers permit with your application and follow all guidelines associated with the Food Freedom Act such as labeling requirements. Details can be found here: <https://ag.ok.gov/divisions/food-safety/>

Hours of Operation: The market will be open on Sunday from 10:00 am – 2:00 pm. Set up should be completed no later than 9:45 am. Teardown will not occur until after 2pm unless prior arrangements have been made with the market manager.

Season Details: 2024 Spring and Early Summer Dates: 4/7,4/21,5/5,5/19,6/2,6/16

2024 Late Summer and Fall Dates: TBA

Fees: \$20.00 per booth each weekend. Those that commit to the whole season will be given reserved booth space.

Payments: Cash & Credit Card will be accepted on market days

Vendor Categories

1. Producer Vendor

- 1.1. Definition- Producer is defined as a farmer/rancher/gardener that grows/raises 100% of the fruit, vegetables, herb, nut, grain, meat, fiber, dairy, egg, honey, plants, seeds, and flowers on their own Oklahoma Farm.
- 1.2. Value Added Products- A value-added item contains at least 50% (by volume) of the producer's own farm production. Value-added products must be made following all city, county, and state regulations. Food products can be made by the producer in a certified kitchen or by another company with a certified kitchen.
- 1.3. Meat, Poultry, & Fish- All meat, poultry and fish must be raised by the vendor offering the product.

2. Prepared Food Vendors

- 2.1. Definition- Prepared Food Vendor is defined as a licensed prepared food handler who prepares 100% of the prepared food items they sell at each market.
- 2.2. Licenses- All Prepared Food Vendors must be in compliance with city, county, and Oklahoma State laws and regulations (i.e. certified kitchen, food handler's permit, labeling, etc.).

3. Craft Vendors

3.1. Definition- Craft Vendor is defined as an artisan craftsperson who manufactures the finished craft items (such as body care products, pottery, candles, baskets, garden related crafts, etc.) they sell at each market. All craft items are required to be made in Oklahoma.

3.2. Vetted Selection- Craft vendor participation is limited therefore all applications and products will be juried by the BFM Board. (Please submit photos with your application)

4. Service Vendors

4.1. Definition- Service vendor is defined as a business offering a service that compliments or enhances BFM producer's products; i.e. meal kits, vegetable butcher, etc.

Initials_____

Application

1. Submission of application does not guarantee acceptance into Bixby Farmers Market. All applications will go through a vetted application process with the BFM Board. You will be notified by preferred contact method within 3 business days of submission of application.

2. Market Make-Up

2.1. Crafts & Service Vendors will be limited to 25% of the total market sales each year to be in compliance with ODAFF guidelines to qualify as a Certified Oklahoma Grown Farmers Market.

3. Educational Booths

3.1. BFM may provide free booth space (space permitting) to local nonprofits for the purpose of community education and outreach on issues related to farming, gardening, health, food, etc. Educational booths must be non-partisan. Sales, fundraising, political and/or donation solicitations are not permitted unless approved by the BFM Board.

Initials_____

General Vendor Rules

1. Laws- All vendors are responsible for abiding by all applicable city, county, state, and federal laws and regulations.

2. Sales Tax Permit- All vendors who are required by the state to pay sales tax (farmers are exempt), must submit a copy of their sales tax permit with their application. Assessing, reporting, and remitting sales tax to the Oklahoma Tax Commission is the sole responsibility of the vendor. Each vendor should call the Oklahoma Tax Commission at 405.521.3279 for clarification on requirements and to obtain an application for a sales tax identification number.

3. Insurance- All vendors are responsible for carrying their own product liability insurance with "Ward Worthy Farms, LLC." & "City of Bixby" as additional insured.

4. Conduct- Vendors are expected to conduct themselves in a professional manner and in accordance with the rules and regulations of the market. All vendors are expected to treat the market staff, board members, other vendors, and customers with respect and without discrimination. Verbal outbursts at market or market events are grounds for suspension or removal from the market.

5. Inspections- The Board and the Market Director reserve the right to verify the production of any vendor at any time.
6. Trash- All vendors must bring trash bags for booth clean up. Each vendor is responsible for maintaining his/her area in a clean, neat manner throughout the day and for cleaning his/her area before departing at the end of the market day. Market trash cans are for customer use only. Vendors will have a designated area for their trash.
7. Securing Booth and Materials- Vendors are responsible to securely tie down their tents, tables, and other booth materials at every market and are responsible for any damage caused by their booth and tent materials. Weights must be used on each leg. Weights must stay attached until tent is collapsed for removal. Additional weights may be required depending on weather conditions.
ABSOLUTLY NO STAKES!!! Vendors will be charged \$1500 per stake! No exceptions.
8. Fire Code- Fire safety regulations strictly forbid the use of portable fuel containers and cooking stoves under a tent. All cooking must be done at least 20 feet from market tents.
9. Leaving the Market During Hours- If a vendor sells ALL 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.
10. Driving through the Market- Under no circumstances may a vendor drive through the market space from 30 min before the market opens to 15 min after the market ends. If a vendor is found to be moving a vehicle within this time frame, they will be fined \$50 per incident.
11. Absences- All vendors must notify Market Director if they will be absent from market within 12 hours of start on next scheduled market.

Initials_____

Fees

1. Membership- Each vendor participating at the Bixby Farmers Market can pay an annual membership fee of \$25.00 per year (valid April-October). Membership reserves the vendor at least one booth space at all markets of their choice. Space permitting. In the event of two vendors requesting the same spot, the spot will be granted to the vendor who has higher attendance.
2. Booth fees per week- 10x10 - \$20.00; 10x20 - \$40.00. Trailer Pricing depends on size.

Initials_____

Please Join the "Bixby Farmers Market Vendors" Facebook page to stay up to date

In the case of extreme heat or weather, we will notify all vendors of cancellation within 4 hours minimum of cancellation via preferred contact method.

_____: I have read and understood the market rules and regulations
(please sign)

Please Submit Application and Required Documents to Ashleigh Ward via email

a_ward@chilibowl.com

918-938-0855

918-606-2592