

2019 TULSA FARMERS' MARKET RULES and REGULATIONS

I. OBJECTIVE

To provide a place where Oklahoma farmers, ranchers, gardeners, producers and artisans can sell their products directly to consumers and to educate the public about the availability and benefits of locally grown/raised agricultural products. TFM is a 100% producer grown market and is registered with the Oklahoma Department of Agriculture as an OK Grown Market.

II. VENDOR CATEGORIES

Vendors must fall into at least one of three categories: PRODUCER, PREPARED FOOD, CRAFT, or SERVICE. Each vendor category has its own application. Vendors wishing to sell items in more than one category must fill out a separate application for each category.

A. PRODUCER VENDOR

1. **DEFINITION.** Producer is 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 own Oklahoma farm.
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. Non-food items (i.e. fiber) can be made by a processing company. Producers wishing to sell value-added items must obtain permission from the Application Review Committee.
3. **MEAT, POULTRY and 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. The minimum number of days the vendor/producer must own the animal immediately prior to processing is as follows:
 1. Beef and Bison - 180 days
 2. Pork, Sheep and Goat - 60 days
 3. Poultry - 56 days
 4. Fish - 60 days

Processing of meat, poultry and fish can be done by a meat processing

company (including out-of-state facilities).

4. **NURSERY STOCK.** Nursery stock may not be purchased from out-of-state for immediate resale. All nursery seedlings must be grown out by the vendor for a minimum of four weeks before being sold at market. Bare roots and bulbs purchased by the vendor can be sold when established and grown in a container for at least four weeks before being sold at market. If bare roots or un-potted bulbs are sold, they must be grown by the vendor for one season before being sold at a market.

B. PREPARED FOOD VENDORS:

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. **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. **LOCAL INGREDIENTS.** Ingredients that can be sourced locally, if available at the time of preparation, must be obtained from an Oklahoma Producer (as defined in Section II (A)) if commercially available. In order to adhere to the mission of TFM, all Prepared Food Vendors are expected to use as much locally grown/raised ingredients as possible in their products. Annual application review will take sourcing into consideration, and priority will be given to prepared food vendors that support TFM vendors before those sourcing locally outside of our membership.
 - a. Vendors must keep a verifiable up-to-date log of local products used and have it available for review by the Market Manager or a Board member at every market and during TFM's site visits. This log must be submitted with the annual Membership Application and mid-season to the Market Director by July 15th.
 - b. All prepared food vendors must visibly display at their market booth a list of local ingredients and their sources used in their products and/or label the source of the local ingredients on the packaging. In order to fully inform consumers, all lists and labels must accurately represent the types and volume of local ingredients

used in each product. If a locally sourced ingredient is included on a vendor's list, that ingredient must be used exclusively in all products sold at the market.

4. **100% OKLAHOMA GROWN REQUIREMENT.** Products that consist solely (excluding spices and oils) of the following ingredients: dried fruits, dried vegetables, and/or nuts (mixed, raw, roasted, or blanched) may not be sold unless they contain 100% Oklahoma grown ingredients. Other fruit or vegetable products such as roasted chile peppers must also be 100% Oklahoma grown. Dairy (cheese and butter), and meat, fish, and poultry products (i.e. smoked meats) must be made from 100% Oklahoma raised ingredients.

C. CRAFT VENDORS:

1. **DEFINITION.** Craft Vendor is defined as a craftsperson who manufactures 100% of 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.
2. **INGREDIENTS.** Preference is given to crafts that contain ingredients that are produced, raised, and/or harvested by the vendor. Next preference is given to crafters using OK Grown ingredients.

D. SERVICE VENDOR:

1. **DEFINITION.** Service vendor is defined as business offering a service that compliments or enhances TFM producer's products; i.e. meal kits, vegetable butcher, etc.
2. **INGREDIENTS.** 90% of raw materials used must be sourced from TFM members. All services must be approved by the applications committee. Given the uniqueness of this category, specific requirements shall be set by the application committee on a case by case basis.

III. APPLICATION PROCESS

- A. **APPLICATIONS.** Applications are available from the Tulsa Farmers' Market website – <http://www.tulsafarmersmarket.org>– or by mail from the Market Director. Returning vendors must fill out the Returning Vendor applications and new vendors must fill out the New Vendor applications. All applications must be complete and accompanied by all required permits, licenses and fees before the appli-

cation will be accepted.

- B. DEADLINES. Returning vendor applications must be postmarked by January 31 to guarantee a spot for the summer market season. *Returning vendor applications received after that date shall be charged a late fee of \$50 and may lose their reserved spot and/or membership in the market.* There is no deadline for new vendor applications; however, new vendors are advised to submit an application postmarked by the January 31 deadline for best consideration.
- C. APPLICATION REVIEW COMMITTEE. The Application Review Committee is made up of board members and the Market Director. The committee determines which products will be allowed to be sold at the market and which new vendors will be accepted into the market. If a returning vendor wishes to offer a new product or product line, prior approval from the Application Review Committee is required before those products are allowed to be sold at the market.
- D. TRIAL PERIOD. Before being granted full-membership status, all new vendors will be on a one-year trial period to insure they are in compliance with TFM Rules and Regulations.
- E. WAITING LIST. There is no waiting list for prospective vendors. New vendors will be admitted at the discretion of the Board.
- F. MARKET MAKE-UP. Craft, prepared food, and service vendors will be limited to less than 20% of market sales each year in order to be in compliance with Oklahoma Department of Agriculture, Farm & Forestry's guidelines to qualify as an Certified Oklahoma Grown farmers' market.
- G. NON-PROFITS. Not-for-profit organizations may not apply to be vendors.
- H. EDUCATIONAL BOOTHS. The TFM will provide one free booth per market day (space permitting) for the purposes of community education and outreach on issues related to farming, gardening, health, and food. Educational booths must be non-partisan. Sales, fundraising, and/or donation solicitations are not permitted. Non-profits may apply with the Market Director by filling out the Educational Booth Application and Guidelines form. Acceptance is at the discretion of the Market Manager and is limited to a maximum once-a-month basis per non-profit.
- I. Tulsa Farmers' Market Membership is Non-transferrable. Any participating farm that changes ownership must reapply with TFM.

IV. GENERAL VENDOR RULES

- A. LAWS. All vendors are responsible for abiding by all applicable city, county, state, and federal laws and regulations.
- B. SALES TAX PERMIT. All vendors who are required by the state to pay sales tax, 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.
- C. LEGAL ENTITY. All vendors' products can only be produced and must be sold under ONE legal business entity (i.e. sole proprietorship, partnership, etc.).
- D. PRODUCT LIABILITY INSURANCE. All vendors are responsible for carrying their own product liability insurance.
- E. VENDOR ORIENTATION. All new vendors are required to attend a TFM vendor orientation before being allowed to participate at any Tulsa Farmers' Market. It will be offered at the annual vendor meeting or at mid year meeting, if needed.
- F. VENDOR EMPLOYEES AND REPRESENTATIVES. It is the responsibility of the vendor to ensure all employees/representatives understand and abide by the TFM rules and regulations, including which tokens their business may accept.
- G. INSPECTIONS. The Board and/or the Market Manager reserve the right to verify the production of any vendor at any time.
- H. RESELLING. **Reselling is strictly prohibited.** Any vendor found to be selling or an item they did not grow, raise, or produce could be permanently expelled from the market, regardless of how payment is remitted.
 - a. Exception. Producer Vendors who are unable to attend because of an emergency or other personal reason. Another TFM member may sell their products on a temporary basis. Prior approval must be obtained from the Market Director, and items must be clearly labeled to identify the name and location of the farm.
 - b. Exception. Vendors may sell custom bags as specified in Section IV. K. a.
- I. CONDUCT. Vendors are expected to conduct themselves in a professional man-

- ner 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. Non-compliance may result in loss of market membership.
- J. **SAMPLING.** Cut samples are only allowed as per ODAFF and Tulsa Health Department regulations and guidelines. Each vendor is responsible for educating themselves on compliance of sampling rules.
 - K. **SELLING ADVERTISING MERCHANDISE.** Vendors are not permitted to sell advertising merchandise.
 - a. **Exception.** Vendors may sell custom reusable and/or insulated bags. Bags must have their vendor logo and their logo only. Each vendor will be allowed one design option and is subject to approval by the applications committee. Samples or pictures shall be submitted with the vendor's annual application. Vendors must purchase a \$25 annual merchandise permit before the sell of merchandise. One bag may be displayed at a time.
 - L. **FLYERS AND SIGNS.** Only flyers and signs related to farming, gardening, and food can be distributed and displayed at the market. No political flyers or signs can be handed out or displayed. The only exceptions will be flyers related to Special Events and the Cherry Street and Brookside Merchant/Neighborhood Associations. All flyers must be approved by the Market Director prior to distribution.
 - M. **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.
 - N. **PRODUCE BOXES.** Only produce boxes without any lettering indicating another farm or out of state products will be allowed.
 - O. **CUT PRODUCE.** All produce items must be sold whole—no halves or slices; however, growers may cut produce and wrap it with plastic food wrap *for display only*.
 - P. **PRICES.** Each vendor must clearly post prices on each type of product being sold. Prices should be visible and must be priced prior to the opening of the market. It is expected that vendors will not overprice or undercut other vendor's prices. The Market Director will resolve any disputes over prices.

- Q. **DISPLAYING VENDOR NAME AND LOCATION.** Each vendor must visibly post the name and location (city or county) of their business at their market booth. Lettering must be legible and must be posted at a level visible at all times, such as on a banner, the tent or umbrella edge.
- R. **ORGANIC.** Only those vendors who are certified organic with the Oklahoma Department of Agriculture, Food, and Forestry (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. A copy of their certification must 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).
- S. **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. All vendors must post “No Smoking” signs.
- T. **TOBACCO FREE.** The market is a tobacco free environment this includes cigarettes, cigars, pipe tobacco, and vaping.
- U. **SECURING BOOTH 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 and must be a minimum of 20 pounds on each leg. Weights must stay attached until tent is collapsed for removal. Additional weights may be required depending on weather conditions. Those not in compliance shall be fined \$50 per incident and continued non-compliance may result in the loss of market membership.
- V. **ELECTRICITY.** The market is not responsible for providing vendors with electricity. If electricity is required, it is the vendor’s responsibility to source and pay for their electrical needs. The vendor must inform the Market Director of how they plan to provide their electrical needs. Due to safety concerns, electric cords may not be stretched across the street. Any cords stretching across sidewalks must have a means of preventing tripping. The market strongly encourages the use of batteries and inverters. Any new or replacement generator shall be a silent generator. All generators are subject to approval by market management due to noise level and location concerns. To be in compliance with city fire codes, generators must be at least 20 feet from market tents.

- W. **OPENING AND CLOSING.** There will NOT be any sales made until the ringing of the market bell by the Market Director at the time designated as opening time. Under no circumstance may any merchandise leave a vendor's booth with a customer prior to the opening bell. This is for the safety of the vendor and the customer. Vendor-to-vendor sales are permitted prior to the official market opening. Upon the ringing of the bell at market closing time, growers shall conclude any sales in process and then close their booths to any further sales.
- X. **LEAVING THE MARKET DURING MARKET HOURS.** 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.
- Y. **REMOVING AND REPLACING STREET CLOSING BARRICADES.** For vendor, customer, and Market Staff safety, if a vendor moves a barricade or cone they must replace it properly. This will be strictly enforced and violators will be fined \$50 per incident.
- Z. **PETS.** Vendors, or customers, are not permitted to have pets at market.
- AA.**MUSIC.** Musicians at individual vendor's booths must have prior permission from the Market Director and may not disturb other vendors. Recorded music, such as the radio or a cd, may not be played during market hours.
- BB.**PANHANDLING.** Panhandling is not allowed at any of Tulsa Farmers' Markets. It is the TFM's policy NOT to give money or food to panhandlers whether or not it is in exchange for work. Vendors and their employees or volunteers may not provide food or money to panhandlers in the market or in the business districts surrounding the market. Vendors violating this rule may be subject to sanctions.
- CC.**EXCEPTIONS.**
- a. The Board has the authority to grant exceptions to these Rules and Regulations on a case by case basis.
 - b. Prepared food vendors and craft vendors who potentially become ineligible for continuing as a vendor due rule changes may be allowed to continue at the discretion of the Board. Products are subject to approval by the Applications Review Committee.

V. MARKET LOCATION, DAYS AND HOURS OF OPERATION

1. SATURDAY MARKET.

1. LOCATION. Cherry Street - 15th Street between Rockford and Quaker.
2. DATES. The first Saturday in April to the last Saturday in October. (Currently ending the next-to-last Saturday due to Tulsa Run using the street while River-side is closed).
3. HOURS OF OPERATION. 7:00 am until 11:00 am.
4. SET-UP TIMES. Vendors will be allowed to start setting up at 5 am (the street barricades must be up before vendors can start setting up). Vendors must arrive by 6:30 am, or they may not be allowed to participate in that day's market. Vendors with trailers must have their trailers parked and vehicles moved no later than 5:30 am or as directed by the Market Director to allow neighbors access to their spaces.
5. PACK-UP TIMES. Vendors are expected to have cleaned up their area and left the premises by 11:45 am so the street can be re-opened by 12 pm.

2. WEDNESDAY MARKET.

1. LOCATION. Brookside Church parking lot located at 3615 S. Peoria.
2. DATES. Wednesdays May through September.
3. HOURS. 7:30 am until 11 am.
4. SET-UP TIMES. Vendors will be allowed to start setting up at 5:30 am. Vendors must arrive by 7:00 or they may not be allowed to participate in that day's market.

3. WINTER MARKET.

1. LOCATION. 1124 S. Lewis Ave (rear parking lot)
2. DATES. Every Saturday November, December & March
3. HOURS. 9am to 12pm.
4. SET-UP TIMES. Vendors must arrive by 8 am.

VI. FEES

- A. ANNUAL MEMBERSHIP. Each vendor is required to pay an annual membership fee of \$50.00 per year.
- B. PROCESSING FEE. **NEW** applicants for membership must submit a non-refundable processing fee of \$25.00 with the membership application.
- C. SATURDAY MARKET. Booth fees per week for Producer Vendors: South side - \$35.00; North side - \$30.00. Booth fees per week for Craft and Prepared Food Vendors:

South side - \$40.00; North side -\$35.00.

D. WEDNESDAY MARKET. A booth fee per week is \$15.00.

E. WINTER MARKET. A booth fee per week is \$15.00. There will be a \$5.00 fee for vendors who are only dropping off pre-order products and not attending the market (they must partner with a vendor attending the market).

VII. SPACES

1. VENDOR SPACES.

- a. Saturday Market north side - 10' X 14' space. No vehicles or trailers are allowed unless authorized by the Market Manager. Tents must be within one foot of the curb.
- b. Saturday Market south side - 10' X 12' space. Vehicles and trailers are allowed if they are parallel parked within one foot of the curb (see vehicle size restrictions below).
- c. Wednesday and Winter Market – 10' x 10' space.
- d. If space allows, and at Market Management's discretion, an additional half or full booth space may purchased.

Tents shall not exceed the size of 10' x 10.' All displays, tents, advertising, and sales must take place within the assigned booth space. During market operation walkways and sidewalks must be clear of all vendor materials, including but not limited to boxes, chairs, tables, tents, signs, and products.

- A. SHARED BOOTH. Two vendors may share a space and split the fee. Permission must be obtained from Market Director, and the Market Director maintains full discretion over the establishment of shared booths. Each vendor sharing the space shall be present or each have a trained employee or representative present familiar with the products being offered at each market.
- B. VEHICLE SIZE. Only vehicles and trailers of one ton or smaller will be allowed in the market area unless sufficient space is available for larger vehicles or unless other arrangements are made. New vehicles or trailers shall not exceed 20 feet in total length (or current vehicle size if larger) without prior permission from Market Management. Vendors will sell their products from the space assigned to them in the designated market area. A nurse vehicle may be used to bring additional produce to the market and parked in a designated area away from the market. It is at the Board's or Market Director's discretion where vendors may park.

- C. UNLOADING/LOADING. All care should be taken to allow sufficient traffic flow while unloading and reloading vehicles and trailers. Traffic shall flow from East to West. Vendors are NOT permitted to block the street. Vehicles cannot be left unattended. Vendors shall not drive over 10 mph through the market area.

D. RESERVED SPACE POLICY

SATURDAY MARKET:

- A. A vendor is allowed to keep his/her reserved space the following season if s/he attended 20 or more markets in the prior season, 15 or more for those exclusively selling plants.
- B. If a vendor wishes to change spaces, s/he can only move to a space that is either 1) vacant or 2) was occupied by a vendor who attended less than the required number of markets in the prior season and has fewer points than the vendor wanting that space.
- C. Only vendors who have submitted completed applications (as specified on the application form) may reserve a space.
- D. Point system – Points are assigned by: 1 point for each year of TFM membership and 1 point for each Saturday Market (Winter Market not included) attended. The Market Director will record the points. Vendors with the most points will get first choice when reserving available spaces.
- E. The Board and/or Market Director reserve ultimate authority for assigning reserved spaces.
- F. Vendors are NOT required to reserve a space. Spaces will be available on a first-come first-serve basis and will be assigned by the Market Director the day of the market.
- G. All vendors must specify in advance which weeks they are reserving a space (i.e. May 1- August 31).
- H. Vendors must advise the Market Director when they will not be attending a market. If a vendor fails to email, text or call the Market Director prior to 12 pm on the Thursday before the market of their absence on more than **ONE** occasion, they will be required to pay the booth fee for the day and may be subject to losing their reserved spot (exceptions may be granted by Market Management due to unforeseen emergencies or vehicle trouble).
- I. The Market Director will maintain a map of reserved spots.

- J. If a car is left in a reserved spot, the vendor will be moved to the first available non-reserved space at the direction of the Market Manager.
- K. If a vendor experiences a health, weather-related, or other unavoidable misfortune which affects their market attendance, the vendor will be allotted a reserved space based on their most recent year of market attendance.
- L. A vendor reserving a 2-booth space must use both spaces unless granted permission by the Market Manager to use only one. A vendor reserving a 2-booth space must use or pay for the 2 booths for a minimum of 16 weeks. Vendors not meeting the 16-week criteria may lose their double space and be required to move to a different space.

WEDNESDAY MARKET

- a. Vendors will receive 1 point for each Wednesday market they attend and 1 point for each year of membership. Vendors with the most points will get first choice reserving a space.
- b. Saturday and Wednesday points will be kept separately.

VIII. TOKENS

There are five different types of tokens used at the market: Debit, SNAP, SFMNP, Community Outreach, and DUFB. Before accepting tokens, vendors and their employees are required to know the rules and regulations of how each token can be used. When accepting tokens vendors should make sure they are accepting TFM tokens only. Vendors will not be reimbursed for non-TFM tokens or expired tokens. All TFM tokens have our logo on one side.

Vendor Procedures

- 1. Customers will purchase all tokens at the Market Management booth.
 - 2. Customers will spend the tokens with eligible vendors for eligible products.
 - 3. Vendors return tokens to the Financial Director for reimbursement. Reimbursements are made through direct deposit to the vendor's bank account (usually within 1 week of submitting tokens).
- A. DEBIT. Debit tokens have green writing and come in \$5 increments. All vendors can accept these tokens. Customers are allowed to receive change when they use these tokens. Vendors are not allowed to use other types of tokens (SNAP, SFMNP, or DUFB) for change.

B. SNAP. Supplemental Nutrition Assistance Program (SNAP - formerly known as Food Stamps) tokens have orange writing and come in \$1 increments. This is a government program, and the rules and regulations must be strictly followed.

1. Abuse of the SNAP program can result in termination of market membership. Vendors will NOT be reimbursed for non-eligible purchases.
2. SNAP Tokens may ONLY be used to purchase eligible products as defined by the USDA Food & Nutrition Service (FNS) and summarized here:

Households **CAN** use SNAP benefits to buy:

- Foods for the household to eat, such as:
 - breads and cereals,
 - fruits and vegetables,
 - meats, fish and poultry;
 - dairy products,
 - honey & nuts,
 - packaged prepared foods.
- Seeds and plants which produce food for the household to eat.

Households **CANNOT** use SNAP benefits to buy:

- Wine
 - Any nonfood items, such as:
 - pet foods
 - soaps
 - paper products
 - household supplies
 - Vitamins and medicines
 - Hot foods
 - Ornamental plants
3. 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.
 4. Change may NOT be given for SNAP purchases that total an uneven dollar amount. Extra product may be added to the purchase to total an even

dollar amount.

5. Please note that random “secret shopper” inspections may be made by the USDA Food and Nutrition Service to determine that the program rules are strictly followed.
6. Vendors who wish to accept SNAP tokens must sign and return the “Vendor Contract for Accepting SNAP Tokens” form before accepting SNAP tokens, must meet eligibility requirements, and must follow all relevant guidelines as stated in the contract.

C. SFMNP. Senior Farmers’ Market Nutrition Program (SFMNP) tokens come in \$1 increments (color to be announced) and expires annually. This is a government program, and the rules and regulations must be strictly followed.

1. Abuse of the SFMNP program can result in termination of market membership. Vendors will NOT be reimbursed for non-eligible purchases.
2. **SFMNP tokens can ONLY be used for the purchase of fresh fruits and vegetables and honey.**
3. SFMNP purchases must NOT include sales tax. The vendor is exempt from paying sales tax on SFMNP sales, so it must not be included in the sales price of SFMNP purchases.
4. Change may NOT be given for SFMNP purchases that total an uneven dollar amount. Extra product may be added to the purchase to total an even dollar amount.
5. Please note that random “secret shopper” inspections may be made by the USDA Food and Nutrition Service to determine that the program rules are strictly followed.
6. A Vendor SFMNP Contract must be signed and submitted to the Market Manager before vendors can accept SFMNP tokens.

D. COMMUNITY. Community Outreach tokens are used for various community outreach programs. Tokens come in \$1 increments and maybe be used to purchase any market item except alcohol.

E. DUO. Double Up Oklahoma (DUO) program tokens are silver and come in \$1

increments. This is a program initiated to create an incentive for SNAP recipients to use their SNAP benefits at the farmers' market.

- 1. DUO tokens can ONLY be used for the purchase of fresh fruits, vegetables, nuts, and food producing plants.**
2. DUO purchases must NOT include sales tax. The vendor is exempt from paying sales tax on SFMNP sales, so it must not be included in the sales price of DUO purchases.
3. Change may NOT be given for DUO purchases that total an uneven dollar amount. Extra product may be added to the purchase to total an even dollar amount.

IX. COMPLAINTS OR DISAGREEMENTS

Any complaints or disagreements arising from a consumer or vendor must be immediately reported to the Market Director or a member of the Board of Directors. Vendor complaints should be submitted in writing to the Board president and/or secretary.

X. SANCTIONS

The Board of Directors, Market Director and any Board Member designated by the Board of Directors 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 and fines, 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 for the day, and suspending a vendor from the market.

Any sanction may be appealed to the Special Membership Review Committee in writing within ten days from the date the sanction was issued. The sanctioned vendor who files a written appeal may request to be heard prior to issuance of a final decision on the sanction by Special Membership Review Committee. The membership of the Special Membership Review Committee shall be composed of at least five members of the board and include at least one officer, the Application Committee Chairman, the Operations Committee Chairman and other members appointed by the Board President.

On appeal to the Special Membership Review Committee, the issuance of sanctions will be determined by a majority vote, and the decision will be final unless the sanction involves termination of a vendor's membership in the Tulsa Farmer's Market Association.

Termination of membership shall be determined by majority vote of the TFM Board of Directors. The Committee's decision on membership termination may be appealed to the Board of Directors in writing within ten days from the date the notice of membership termination was issued. The vendor subject to membership termination who files a written appeal may request to be heard before the Board of Directors prior to a final decision on membership termination. Market Director or an individual Board Member may NOT individually terminate vendor's membership with the Tulsa Farmers' Market Association.

The Market Director has been hired to enforce these Rules and Regulations, and vendors must respect the Market Director's decisions. Failure to do so will result in sanctions as stated above.

XI. MARKET MANAGEMENT

The TFM is managed and run by an all volunteer Board of Directors, employees, and contract workers, including but not limited to: Market Director, Assistant Market Managers, Financial Director.

- A. Market Director. The Market Director is responsible for the day-to-day operation of the market. These responsibilities include, but are not limited to, assigning booth spaces, enforcing the rules and regulations of the market, and answering customer and vendor questions. Market Director is also responsible for promoting the market, media relations, education, special events and programs, market development, community outreach, customer and vendor newsletters, website development and updates, fundraising, and grant management. The Market Director advises and works closely with the Board of Directors and other market staff on market matters. CONTACT – kristin@tulsafarmersmarket.org (918) 636-8419.
- B. Assistant Market Manager(s). The Assistant Market Manager assists the Market Manager at the Saturday Market. S/he is also responsible for setting up and taking down street closing barricades, operating the EBT machine, and for handling token transactions.
- C. Finance Director. Responsibilities include collecting booth fees, bookkeeping, and overall management of market funds. CONTACT- penniashelton@yahoo.com or (918) 605-5049.
- D. Board of Directors. The Board of Directors is made up of vendors and community supporters. The Board's responsibilities include, but are not limited to setting market policy, market finances, legal matters, farm/operation inspections, reviewing applications, accepting new vendors, and hiring contract workers. Board meetings are at least six times a year, starting in January, start times can be noon to 12:30 pm until 2:30 pm at St. Paul's Methodist Church, Tulsa. Vendors are

welcome to attend meetings but cannot participate in board discussions unless called upon to do so (when discussing private and sensitive matters, meetings are closed to non-board members). At the beginning of every board meeting there is time for vendors to address the board. Vendors requesting time to address the board must contact the Market Director to schedule prior to the board meeting. Vendors wishing to join the board can request an application from the Board president. CONTACT info@tulsafarmersmarket.org with Board Application in the subject line.

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