Tulsa Farmers’ Market (TFM)
Membership Application Form
NEW PRODUCER Vendors

INSTRUCTIONS (PLEASE READ FIRST):

1. This application is for NEW PRODUCERS ONLY. If you do not grow/raise fruits, vegetables, herbs, nuts, grains, meat, fiber, eggs, honey, plants, and/or flowers please do not use this application.

2. There is a $25 non-refundable processing fee that must be submitted with your application in order to be considered. Please note that space is limited (typically only 3-5 new vendors are accepted each year). Producer vendors that are organic or grow fruit, mushrooms, or something else unique will be given priority consideration.

3. It is a vendor’s responsibility to know what permits, licenses, and certificates are required, and all must be current and valid. This application is complete ONLY when accompanied by ALL required documents. Only complete applications will be considered.

4. A Committee of the TFM Board of Directors, Market Director & Financial Director reviews all new applications. Acceptance of new vendors into the Market is at the complete discretion of the TFM Board of Directors and management. If your application is accepted, you will be contacted by the Market Director and asked to pay your $100 membership fee. $50 is due upon acceptance and the remainder is due by the end of April.

5. Application Deadline - new vendors can send in an application any time, but it must be received before January 31st of each year for best consideration for the summer markets.

6. All new vendors are subject to a one year trial period to ensure compliance with Market regulations.

7. Waiting list – there is no waiting list, but new vendors are more likely to be accepted who offer products underrepresented at the market.

Business Name ________________________________________________________________

Name(s) ______________________________________________________________________

Phone ___________________________ Cell Phone ________________________________

E-mail _______________________________________________________________________

Mailing Address ________________________________________________________________

City ____________________________ State ___________ Zip _______________

Farm Address (if different) ________________________________________________________
City _______________________________ State ___________ Zip ________________

Directions to the farm
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Website, Facebook or any other social media addresses:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Which is the best way to communicate with you? Email  Text  or  Regular Mail

Do you want your contact info listed on the TFM website? Yes  No

Circle the market(s) you are interested in attending. Please note that you may not be accepted into all markets. You will be notified which markets you may attend by market manager.

Saturday Market    Wednesday Market    Winter Market

Which dates do you plan to sell at the market? ________________________________

Will the owner of the business attend each market? ______________________________

How many people were employed by this business last calendar year? Please include full time, part time, and seasonal workers. ___________________

How many years has this farm/business been in operation? ________________

Is your farm or business family run or a corporation? ________________________

How big is the vehicle or trailer you will be bringing to the market? __________________

Are you certified Organic? _______(if “yes”, please attach Organic Certification)

Are you willing to unload your vehicle and park outside the market?
Please provide a brief description of your farm/operation:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Tulsa Farmers’ Market
Producer Declaration of Product

Please Note:

- Fill out to the best of your ability. Please only check items you expect to have this season.
- Vendors must grow / raise 100% of the unprocessed Oklahoma fruit, vegetable, herb, nut, grain, meat, fiber, dairy, egg, honey, plants, and flowers they sell at each market.
- Information on this form is subject to verification.

Business Name: __________________________________________________________________________

Total acres or square feet in production _______________________________________

Is farming your primary source of income? __________________

VEGETABLES
- Asparagus
- Beets
- Broccoli
- Brussels sprouts
- Cabbage
- Carrots
- Cauliflower
- Corn
- Cow Peas
- Cucumbers
- Eggplant
- Garlic
- Green beans
- Greens (all types)
- Kohlrabi
- Lettuce
- Mushrooms
- Okra
- Onions
- Peas
- Peppers
- Potatoes
- Pumpkins
- Radishes
- Shallots
- Spinach
- Summer Squash
- Sweet Potatoes
- Tomatoes
- Tomatillos
- Turnips
- Winter Squash

ANIMAL PRODUCTS
- Beef
- Bison
- Chicken
- Fish (type______)
- Goat
- Pork
- Rabbit
- Turkey

FRUIT
- Apples
- Blackberries
- Blueberries
- Grapes
- Melons
- Nectarines
- Peaches
- Pears
- Plums
- Raspberries
- Strawberries
- Watermelon

OTHER
- Beans (dried)
- Bedding / potted plants
- Flowers (cut)
- Gourds
- Herbs
- Microgreens
- Peanuts
- Pecans
- Wheat or other grains
- Wheat grass

Please list value-added products or items not listed above:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________


My signature below certifies that I have read and understand the TFM Rules and Regulations, and agree to abide by all the rules & regulations of the TFM. I understand my membership in the TFM can be revoked. I also understand the TFM has the right to inspect my farm or business with or without notice.

Signature _______________________________ Date _________________

Attached is my (check all that apply):

_____ Declaration of Product (required)
_____ Sales Tax Permit (if applicable)
_____ $25 Application Fee (required)
_____ Health Department License (if applicable)
_____ Nurseryman or Dealer's License (if applicable)
_____ Egg Packers and Processors License (if applicable)
_____ Additional relevant licenses or permits
_____ Organic Certification (if applicable)
_____ SNAP Contract
_____ DUO Contract
_____ SFMNP Contract
_____ Vendor Survey

Please mail this application and all relevant licenses/permits/certificates to:

Tulsa Farmers’ Market
P.O. Box 14572
Tulsa, OK 74159

MARKET USE ONLY:

DATE APPLICATION RECEIVED:__________________________
Vendor Contract for Accepting SNAP Tokens

Business Name________________________________________________________

This contract is required by all vendors who wish to accept SNAP tokens. Rules and Regulations for Accepting SNAP (Supplemental Assistance Nutrition Program – formerly Food Stamps) tokens:

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; and
     - dairy products
     - honey and 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; and
     -- household supplies.
   - Vitamins and medicines.
   - Food that will be eaten on the premises.
   - 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. Participating vendors must notify ALL people who may work or volunteer at the vendor’s booth about all of the terms of this contract. A vendor is responsible for the actions of all of their market employees and helpers.

6. Vendor Procedures:
   a. Customers will purchase SNAP Tokens at the Market Manager’s booth.
   b. Customers will spend the tokens with eligible vendors for eligible products.
   c. Vendors return SNAP tokens to the Market Manager in a bag with the vendor’s name and the amount of tokens enclosed on it for reimbursement. Checks will be given to vendor the following week.

7. 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.

Our business would like to participate in the SNAP program and I understand and agree to abide by all rules of this contract.

Vendor Signature: ________________________________ Date: ______________
Senior Farmers’ Market Nutrition Program
Memorandum of Agreement

Tulsa Farmers’ Market
and
the named Farmer (as identified on signature page)

The Oklahoma Department of Human Services Aging Services (DHS AS) and the Tulsa Farmers’ Market have jointly entered into this initiative to facilitate the development of a Senior Farmers’ Market Nutrition Program (SFMNP) in Oklahoma funded through the United States Department of Agriculture, Food and Nutrition Service (FNS). The purpose of the SFMNP is to make fresh fruits and vegetables available to low-income seniors; to increase consumption of specialty crops; and to foster success and development of farmers’ markets in Oklahoma. In turn, the Tulsa Farmers’ market now enters into this agreement with the stated farmer to jointly carry out the SFMNP.

The farmer shall:

1. Provide such information as DHS AS may require for its periodic reports to FNS;
2. Assure that SFMNP EBT cards are redeemed only for eligible foods;
3. Provide eligible foods at or less than the price charged to other customers;
4. Accept SFMNP cards/tokens within the dates of their validity and submit such cards/tokens for payment within the allowable time period established by DHS AS;
5. Accept training on SFMNP procedures and provide training to any employees or representatives who work at the farmers' stand;
6. Be accountable for actions of all the farmers’ representatives in the provision of eligible foods and related activities;
7. Agree to be monitored for compliance with SFMNP requirements, including both overt and covert monitoring;
8. Require a refund paid to DHS AS for any transactions in violation of this agreement;
9. Offer SFMNP participants the same rights and courtesies as other customers;
10. Comply with the nondiscrimination provisions of USDA regulations as provided in §249.7;

The farmer shall not:

11. Seek restitution from SFMNP participants for coupons not paid by DHS AS; nor
12. Issue cash change for purchases that are less than the value of the SFMNP token(s); nor
13. Collect tax on SFMNP token purchases.

Length of Agreement:

1. Agreements may not exceed 1 year.
2. Neither DHS AS, the farmer nor the farmers' market, has an obligation to renew the agreement. DHS AS, the farmer or the farmers' market may terminate the agreement for cause after providing advance written notification.

Training:

State agencies, DHS AS and the Oklahoma Department of Agriculture, Food and Forestry (ODAFF), shall conduct annual training for farmers and farmers' market managers. State agencies must conduct interactive training for all farmers and farmers' market managers who have never previously participated in the SFMNP. After a farmer/ farmers' market manager's first year of SFMNP operation, State agencies have discretion in determining the method used for annual training purposes. At a minimum, annual training shall include instruction emphasizing:

1. Eligible food choices;
2. Proper SFMNP redemption procedures, including deadlines for submission of card/tokens for payment;
3. Equitable treatment of SFMNP participants, including the availability of eligible foods to SFMNP participants that are of the same quality and cost as that sold to other customers;
(4) Civil rights compliance and guidelines; and
(5) Guidelines for storing SFMNP tokens safely

**Monitoring and Review:**

The State agencies (DHS AS and ODAFF) shall be responsible for the monitoring of farmers and farmers' markets. This shall include developing a system for identifying high-risk farmers and farmers' markets, and ensuring on-site monitoring, conducting further investigation, and sanctioning of such farmers and farmers' markets.

At a minimum, the following shall be documented for all on-site monitoring visits to farmers and farmers' markets:

1. Names of both the farmer or farmers' market and the reviewer;
2. Date of review;
3. Nature of problem(s) detected or the observation that the farmer or farmers' market appears to be in compliance with SFMNP requirements;
4. Record of interviews with participants, market managers, and farmers; and
5. Signature of the reviewer.

Reviewers are not required to notify the farmer and farmers' market of the monitoring visit before, during, or immediately after the visit. The State agency shall do so after a reasonable delay when necessary to protect the identity of the reviewer(s) or the integrity of the investigation.

In instances where the farmer and farmers' market will be permitted to continue participating in the SFMNP after being informed of any deficiencies detected by the monitoring visit, the farmer and farmers' market shall provide plans as to how the deficiencies will be corrected.

**Penalties:**

DHS AS may deny payment to the farmer or farmers' market for improperly redeemed SFMNP tokens and may demand refunds for payments already made on improperly redeemed transactions.

DHS AS may demand a refund from any program that fails to provide the full benefit to all SFMNP shareholders as specified in its contract, or that provides ineligible foods as substitutes for eligible foods.

DHS AS may disqualify a farmer or farmers' market for SFMNP violations. The farmer or farmers' market has the right to appeal a denial of an application to participate, a disqualification, or a SFMNP sanction by DHS AS. Expiration of a contract or agreement with a farmer or farmers' market and claims actions under §249.20, are not appealable.

A farmer or farmers' market which commits fraud or engages in other illegal activity is liable to prosecution under applicable Federal, State or local laws.

I have received the required SFMNP training from ODAFF/DHS, and I understand and agree to abide by the above-mentioned terms of the Memorandum of Agreement.

---

Farmer’s Name (print)  Business Name (print)

Farmer’s Signature  Date

Tulsa Farmers’ Market Representative (print)

Tulsa Farmer’s Market Representative’s Signature  Date
SIGNERED CONTRACT MUST BE ON FILE PRIOR TO REIMBURSEMENT

This agreement by and between Tulsa Farmers’ Market and

and (Vendor Business Name) __________________________________________________________

whose address is __________________________________________________________

city___________________

state_______ zip____________ phone ____________________

e-mail ____________________________

is effective during the Double Up Food Bucks program season in 2021 at the Market (above). This
agreement authorizes the Vendor (above) to accept Double Up at the specified market from authorized
SNAP participants in exchange for eligible products in accordance with market and program guidelines.

SECTION I. BY SIGNING THIS AGREEMENT, THE VENDOR AGREES TO:

1. Display a sign, provided by the farmers market, indicating the Vendor accepts Double Up
incentives.
2. Exchange Double Up incentives ONLY for eligible products which include: fresh fruit and
vegetables grown within the state where the Market is located, frozen, canned, or dried fruits
and vegetables without additives (including sugar, sodium, or fat), plants and seeds the produce
food, cut herbs and herb plants, and mushrooms.
3. Prove, upon request, that all product provided in exchange for Double Up incentives was grown
within 75 miles of the state where the Market is located.
5. Provide eligible products at or less than the current price charged to other customers.
6. Not allow the return of product purchased with Double Up in exchange for cash or non-food
items.
7. Be monitored by the farmers market and/or Hunger Free Oklahoma for program compliance.
8. Not provide cash or credit in exchange for Double Up incentive.
10. Accept Double Up incentive from customers during the market’s entire season.
11. Turn in all redeemed tokens to the farmers market for reimbursement in accordance with
market and program guidelines.
SECTION II. THE MARKET AGREES TO:

1. Monitor reports from electronic system to account for incentive credits redeemed electronically and/or collect from the Vendor redeemed Double Up incentive and to account for and pay the Vendor for any incentive received by the market’s closing day.
2. Provide a sign for the Vendor to display indicating the Vendor accepts Double Up incentives.
3. Monitor sales to ensure program guidelines are followed.
4. Submit signed agreement to Hunger Free Oklahoma upon request.

SECTION III. EXCEPTION FOR COUNTIES BORDERING OTHER STATES

In counties bordering other states, the market may allow Double Up incentives to be redeemed for produce grown in the state where the Market is located and/or the state bordering that county.

SECTION IV. SANCTIONS

A Vendor and/or his/her employee(s) who violate the provisions above may be disqualified from the program and not allowed to participate in future programs. The Market will only reimburse a Vendor for Double Up tokens accepted in accordance with market and program guidelines.

SECTION V. CERTIFICATION

The Vendor, through signature below, accepts all terms of this agreement. This agreement becomes valid only upon signature.

Vendor: ________________________________ (Printed Name)

____________________________________ (Signature)

___________________________ (Date)
Thank you for taking the time to complete this survey. This information is very important to monitor progress from year to year and evaluate the success of the market. This data is also vital in securing grants and support from various community partners. Please fill it out as accurately as possible. A completed survey is required for your application to be accepted (partially filled out surveys are not acceptable). Thank you.

1. Which category includes your age?
   18-29  30-44  45-54  55-64  65 or older

2. What gender do you identify with?
   Male   Female   Other (Please specify)

3. What is your race?
   Caucasian    African American    Asian    Native Hawaiian or Pacific Islander
   Native American or Alaskan Native (Which Tribe?)    Other (Please specify)

4. Products offered (if circling more than one, please rank in order of highest sales):
   Produce   Dairy   Eggs   Meat and Poultry
   Cut Flowers   Fiber   Crafts
   Prepared Food   Nursery Plants   Honey   Other (Please Specify)

5. If you are a returning TFM Vendor, have your sales increased or decreased compared to last year?
   Increased   Decreased   Remained the Same

6. Approximately what percentage of your total household income is from sales at the TFM?
   Less than 25%   25 to 50%   50-75%   75 to 100%

7. How many miles do you travel to attend Market?

8. Please list any business or agricultural programs you are involved in that you feel TFM should connect with.

9. What are your suggestions for improving the market? (Optional)

10. What are your favorite things about the market? (Optional)