Tulsa Farmers’ Market (TFM)

Membership Application Form
RETURNING PREPARED FOOD Vendors

INSTRUCTIONS:

1. This application is for returning PREPARED FOOD VENDORS ONLY. If you were not a TFM prepared food vendor last year please do not use this application.

2. It is a vendor’s responsibility to know what permits, licenses, and certificates are required, and all must be current and valid.

3. Carefully read the TFM Rules and Regulations.

4. This application is complete ONLY when accompanied by ALL required documents. Applications that are not complete will not be considered.

5. APPLICATION DEADLINE IS JANUARY 31st. In order to insure your participation in the summer markets your complete application must be postmarked by this date. If your application is incomplete or late you shall be charged a late fee of $50 and may lose your membership.

Business Name____________________________________________________________

Name(s)______________________________________________________________

Phone ___________________________ Cell Phone _____________________________

E-mail ________________________________________________________________

Mailing Address _______________________________________________________

City ___________________________ State __________ Zip_______________________

Business Address (if different) ____________________________________________

City ___________________________ State __________ Zip_______________________

Is your contact information the same as last year?    Yes       No

If no, what information is different? _______________________________________

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

Facebook or other social media links: _______________________________________

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

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?__________________________________________________________

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

Do you accept credit card payments?   Yes          No

Is your vehicle or trailer longer than 18 feet?     Yes          No

If yes, what is the length of your vehicle or trailer? __________________________
Please Note:

- Fill out to the best of your ability. Failure to be specific may preclude you from selling an item not listed below.
- Vendors must prepare 100% of the items they sell at each market.
- Information on this form is subject to verification.

Business Name ____________________________________________________________________________

* If your prepared food products have packaging labels please include them with this application and highlight the ingredients you will be sourcing locally.

* Please include your log from the 2020 season that lists the local products you purchased.

If you don’t have a product label for some of your prepared food items or you plan on offering a new product please use the space below to describe in thorough detail those products. **Be sure to list the ingredients that are grown or produced in Oklahoma and their source.** For example: “fresh salsa using tomatoes, peppers, and onions from Smith Farm”. Please attach a separate sheet if necessary.

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My signature below certifies that I have read and understand the TFM Rules and Regulations, and agree to abide by all the Rules and 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 business with or without notice.

Signature ___________________________ Date ______________________

Attached is my (check all that apply):

____ $100 Membership fee ($50 required with application submission and remainder is due by the end of April)
____ Declaration of Product (required)
____ Sales Tax Permit (required)
____ Health Department License (required)
____ SNAP Contract (if applicable)
____ Vendor Survey (required)
____ Prepared Food Agreement (required)

Please mail this application, all relevant permits/licenses/certificates, and your membership fee to:

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

MARKET USE ONLY: Date Received ________________

Is Application complete:  yes  no

If no, what is missing?
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
     - nuts and honey
     - 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: ___________
Prepared Food Agreement 2021

Date: _____________________

Business Name: ________________________________________________________________

“I understand the Tulsa Farmers’ Market is a platform to promote and celebrate Oklahoma grown foods first and foremost and, therefore, I agree to use Oklahoma sourced ingredients in the products my business produces and sells at the Tulsa Farmers’ Market whenever possible. I understand TFM management reserves the right to visit my kitchen and/or manufacturing site and may require proof of purchase of Oklahoma grown ingredients to protect the integrity of TFM’s rules and regulations.”

Please sign below

Authorized Representative: _________________________________________________________

TFM Representative: ____________________________________________________________
Vendor Survey

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)