



# AGENDA

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BOARD OF TRUSTEES  
OF THE  
BLANCHARD ECONOMIC TRUST AUTHORITY  
BLANCHARD, OKLAHOMA  
SPECIAL MEETING  
**12 NOON, FRIDAY, 16 APRIL 2021**  
OLD CITY HALL  
114 W. BROADWAY  
BLANCHARD, OKLAHOMA 73010

IN COMPLIANCE WITH THE STATUTES OF THE STATE OF OKLAHOMA, THE BOARD OF TRUSTEES OF THE BLANCHARD ECONOMIC TRUST AUTHORITY, BLANCHARD, OKLAHOMA, WILL HOLD A SPECIAL MEETING CALLED BY THE CHAIRMAN ON TUESDAY, APRIL 13, 2021, FOR **FRIDAY, 16 APRIL 2021** AT 12 NOON AT THE OLD CITY HALL LOCATED AT 114 WEST BROADWAY, BLANCHARD, OKLAHOMA. THE AGENDA WILL CONSIST OF DISCUSSION TO TAKE APPROPRIATE ACTION ON THE FOLLOWING ITEMS:

1. Call to order.
2. Roll Call:
3. Discuss and vote on separate motions approving the operations of the Blanchard Farmers Market to include but not limited to:
  - A. Lease Agreement with Trinity Holiness Church to use their property located at 316 E. Veterans Memorial Highway (Lots 1-24, Block 75, Blanchard Original Town);
  - B. Farmers Market Registration with the Oklahoma Department of Agriculture, Food, & Forestry;
  - C. Blanchard Farmers Market Application;
  - D. Blanchard Farmers Market By-Laws and Vendor Guidelines;
  - E. Advertising and Marketing of the Blanchard Farmers Market; and
  - F. Purchase of a minimum of ten (10) 10' x 10' Instant Canopies at a price of \$199.98 per canopy for a total of \$1999.80 from Sam's.
4. Adjourn.

# **MEETING CONVENED**

- Called to Order
- Roll Call
- Quorum Determination

**3 - A**

## LEASE AGREEMENT

This Lease Agreement ("Lease") is dated \_\_\_ April 2021, by and between **Trinity Holiness Church** ("Landowner") and **City of Blanchard, Oklahoma**, ("Tenant"), for the lease of certain parcels of land located at 316 E. Veterans Memorial Highway for the purpose of holding a Farmers Market on Saturdays.

1. The parcels (the "Leased Premises") which are subject to this Lease are described and depicted here as follows:

**Lots 1 – 24, Block 75, Original Townsite, Blanchard, Oklahoma,  
McClain County, State of Oklahoma.**

2. The term of this Lease shall be from **June 1, 2021 to October 1, 2021**, except as terminated earlier according to the provisions below.
3. Permitted Uses: Tenant is permitted all normal activities associated with the above purposes, including but not limited to: *Parking and the selling of grown and/or home-made products.*
4. Prohibited Uses: Tenant shall not, unless by mutual agreement to the contrary, engage in any of the following activities on the Leased Premises: *construct any permanent structure; sell alcoholic beverages and/or any type of medical marijuana products or any tobacco products.*
5. Landowner agrees to pay all taxes and assessments associated with the Leased Premises.
6. Tenant agrees to provide Landowner with evidence of liability insurance coverage.
7. Tenant agrees not to assign or sublease its interest.
8. The terms of this Lease may be amended by mutual consent, when reduced to writing and signed by the parties' authorized representatives.
9. Landowner retains its right to access the Leased Premises for the purposes of inspection with prior notification to Tenant.
10. The Trinity Holiness Church is relieved of any responsibility of anything that occurs at the Farmers Market.
11. Other special terms and conditions in this Lease: [see attached Addendum].

Signed:

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City of Blanchard Representative

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Trinity Holiness Church Representative

**ADDENDUM  
TO  
LEASE AGREEMENT**

**SPECIAL TERMS AND CONDITIONS**

This Addendum to Lease Agreement, dated \_\_\_\_ April 2021, is by and between ***Trinity Holiness Church*** ("Landowner") and ***City of Blanchard, Oklahoma***, ("Tenant").

- A. Tenant will permit no alcoholic beverage vendors to sell on the Leased Premises nor any alcoholic beverages to be consumed on the Leased Premises.
- B. Tenant will permit no medical marijuana vendors to sell on the Leased Premises.
- C. Tenant shall be solely responsible for mowing and other appropriate preparation of the Leased Premises for the intended use.
- D. Tenant shall be responsible for removal of all temporary structures or fixtures, solid waste, cleanup and surface restoration, including repair of ruts or loss of vegetation on Saturday following the Market.
- E. Parking on the Leased Premises shall be limited to cars and pickup trucks, and shall be restricted to designated areas as shown on the attached Exhibit "A".
- F. At its own discretion, Tenant shall provide personnel to monitor, secure, and enforce parking within the Leased Premises to ensure that the parking lot is only used by patrons and employees of the Farmers Market.
- G. Tenant shall not take, or acquiesce in the taking, of any actions that interfere with access to or operations of any Church activities on the Leased Premises as shown on the attached Exhibit "A".
- H. The Tenant agrees to provide the following signs stating:

***Trinity Holiness Church Property  
Sponsoring Blanchard Farmers Market  
and  
Farmers Market Designated Parking Only***

\_\_\_\_\_  
City of Blanchard Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trinity Holiness Church Representative

\_\_\_\_\_  
Date

North Van Buren Avenue

North Harrison Avenue

East Broadway Street



**3 - B**

## Oklahoma Grown Farmers Markets

The Oklahoma Department of Agriculture, Food, and Forestry (ODAFF) has established criteria that Farmers Markets must meet before being recognized as an *Oklahoma Grown Market*. A Market can choose not to participate in this program, however only participating markets will be eligible for assistance or promotional materials that are made available by the ODAFF.

### **Market Structure**

*Oklahoma Grown Markets* will be required to be governed by a market manager or advisory board. Market managers should be someone who is familiar with the market; a person who participates at the market as a vendor, County Extension agent, paid manager or other person who might be involved with the market. An advisory board should include a good representation of growers, customers, and civic leaders in the community.

*Oklahoma Grown Markets* will be required to be recognized by the city or county officials under which the market operates. Markets which are currently members of their cities' Chamber of Commerce or operated under county government can provide verification of membership. New markets or those that are not members of their cities' Chamber of Commerce or operated under county government will need to submit a letter of recognition from their local city or county officials under which the market exists. Examples of recognition letter material will be made available by ODAFF upon request.

In order to be eligible to receive status as "Oklahoma Grown;" the market must be registered with the Oklahoma Department of Agriculture, Food, & Forestry.

### **Sales of Items**

The ODAFF requires that 100% of the fresh produce sold at the market be grown or raised in Oklahoma. Markets that are located in counties directly adjacent to neighboring states will be allowed to have up to 30% of their vendors from the neighboring state. All processed items are required to be processed in Oklahoma and, when possible, to include Oklahoma Grown ingredients.

Individual markets will also have the ability to set the percent of products that can be resold. The market will have to require that products that the vendor did not grow or raise on their farm to be identified.

The ODAFF will require that a maximum of 20% of the markets sales can come from a craft items. It is recommended that these items be agricultural related and be crafted and sold by the producer.

### **Annual Report**

An annual report will need to be submitted to the ODAFF no later than 60 days after the last day of the market or no later than December 31<sup>st</sup> for those markets that are open year round. The report will consist of general information such as total number of vendors for the year, number of vendors for average day, and an estimate of total sales.

For assistance please call Justin Whitmore at (405) 522-6194.

Mail completed applications to:  
Oklahoma Department of Agriculture, Food, & Forestry  
Justin Whitmore  
P.O. Box 528804  
Oklahoma City, OK 73152



# Farmers Market Registration

## **Purpose:**

Registration of a Farmers Market with the Oklahoma Department of Agriculture, Food, & Forestry will entitle vendors at the market who sell non-potentially hazardous farm food products and whole shell eggs to be exempt from licensing requirements of the Oklahoma State Department of Health. To be eligible a market must comply with the definition of a Farmers Market as defined by the Oklahoma State Department of Health and submit their registration application to the Oklahoma Department of Agriculture, Food, & Forestry.

## **Definition:**

"Farmers Market" means a designated area in which farmers, growers or producers from a defined region gather on a regularly scheduled basis to sell at retail non-potentially hazardous farm food products and whole shell eggs to the public. A portion of the raw food ingredients used by the individual vendor to produce a product must have been grown or raised by the vendor. The individual vendors wishing to process food as defined by Title 310, Chapter 260 of the regulations must obtain a state food processor's license. A Farmers' Market must have written operational guidelines and a minimum of six vendors along with a designated market manager or advisory board who will be responsible for distribution of a copy of the guidelines to the vendors. Farmers' Markets must be registered by the Oklahoma Department of Agriculture, Food and Forestry and comply with the *Food Service Establishment Regulations*, Title 310, Chapter 257, and *Good Manufacturing Practice, Title 310, Chapter 260*. This definition does not include individual farmers who grow and sell unprocessed fruit and/or vegetables from the farm, roadside or truck. Any vendors who prepare or sell any potential hazard foods at the Farmers' Markets must abide by all applicable sections of Chapter 257 of the regulations.

## **Registration Duration:**

Market registration will be valid from January 1 thru December 31 of each calendar year and must be renewed on an annual basis. There will be no fee required for registration.

For assistance please call Justin Whitmore at (405) 522-6194.

Mail completed applications to:

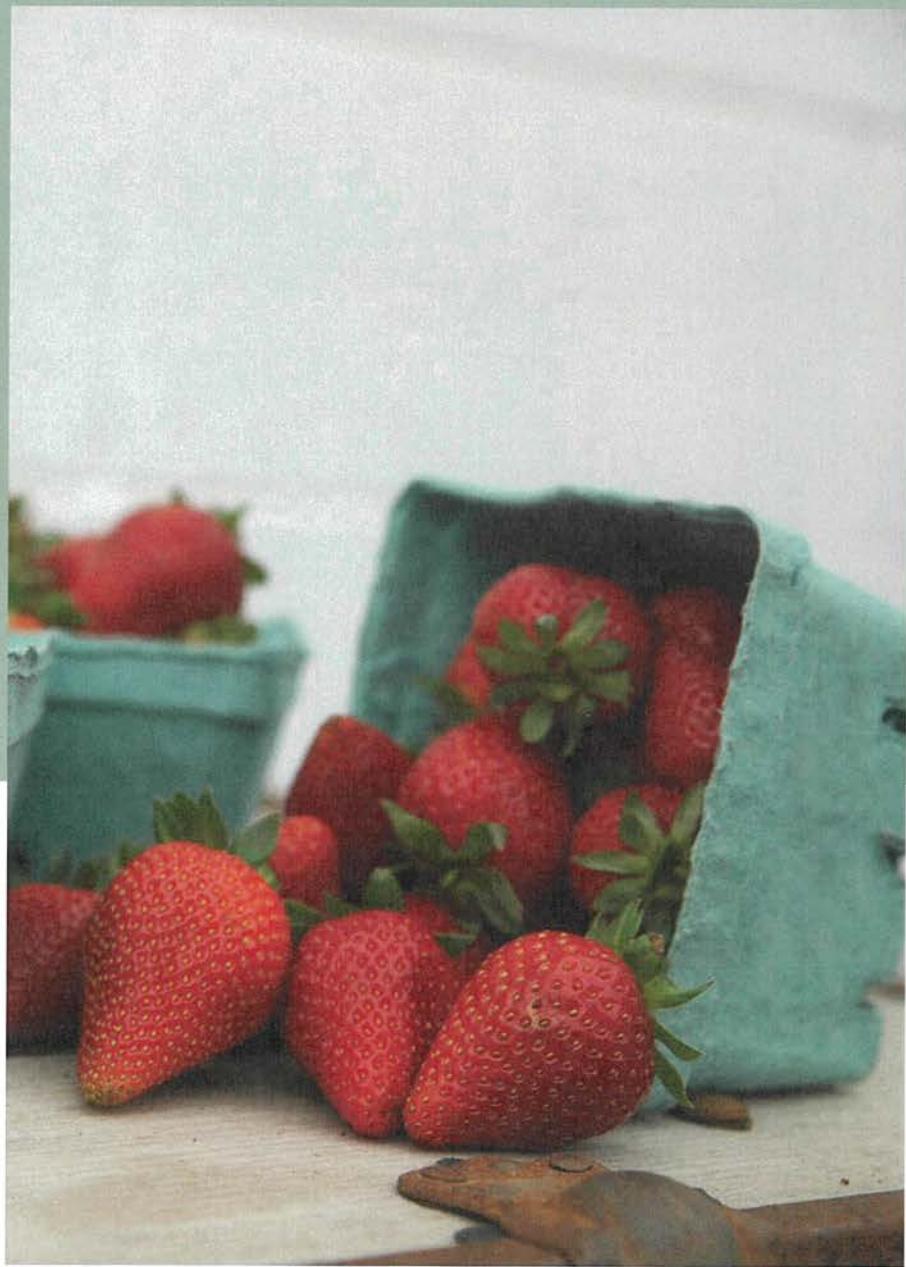
Oklahoma Department of Agriculture, Food, & Forestry

Justin Whitmore

P.O. Box 528804

Oklahoma City, OK 73152

# Farmers Market Guide



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# LETTER FROM THE SECRETARY

Greetings!


Farmers markets in Oklahoma are a vital piece of our agriculture industry. Not only do they place the bountiful, fresh products directly from Oklahoman producers into the hands of consumers, they also serve an important social and economic role in many communities across the state.

Agriculture doesn't stop — neither in bad flooding or recessions or droughts or global pandemics. It feeds a nation hungry for fresh produce, meats, dairy and eggs. It is innovative and it perseveres.

When you have a program that connects rural to urban, farmer to consumer, and fresh ingredients to our diets, there is no doubt that it is a treasure to our Oklahoman communities. There are many steps to consider when opening a farmers market – this guide will be a useful tool to assist you as you begin your journey toward creating these opportunities for your own communities.

As always, #agdoesntstop.

Happy trails,



*Blayne Arthur*

Secretary Blayne Arthur

# What is a Farmers Market?

As defined in Oklahoma statute, a farmers market is a designated area where agricultural producers and value-added processors from a designated region gather on a regularly scheduled basis to sell approved farm food and value-added products from approved sources directly to the purchaser. But, a farmers market is so much more. It is a place for consumers to learn about how their food is grown, a place for community members to gather, a place to meet new people and a place to support small businesses.

A variety of products can be found at farmers markets. Oklahoma statute allows the following items to be sold:

- Raw, uncut produce
- Eggs, some ODAFF rules apply
- Meat, some ODAFF and Health Department rules apply
- Baked goods that qualify under the Home Baker Act of 2017 or follow Health Department Rules
- Processed foods and 'Time/Temperature Control for Safety' food that meet local, state and federal requirements and are made with at least a portion of ingredients grown or raised in Oklahoma or are processed in Oklahoma
- Non-food items, only if those items account for less than twenty-five percent (25%) of the overall sales at the farmers market.
- See Appendix (Bringing Farm to Market) for details on rules and licenses for food products.





## **FARMERS MARKETS AND THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY**

Helping farmers and ranchers be successful is one of the main goals of the Market Development Division at ODAFF. One significant way the division works toward this goal is administering the state's farmers market program and official registry. Coordinators provide technical assistance in an advisory capacity as well as serve as a connection to the state's network of producers and support organizations.

Farmers markets willing to attest that 100% of raw products at the market are grown or raised in Oklahoma qualify for the OK Grown designation in ODAFF promotional materials. For markets located in counties adjacent to a bordering state, the market is allowed 20% of products to be grown or raised in that bordering state.



## **FARMERS HUB**

Created as a solution to help farmers spend more time producing food and less time at the market, the Farmers Hub allows a designated representative to sell products for the producers on consignment. For a full list of rules for a Farmers Hub, please contact ODAFF.

# Registering your Farmers Market with ODAFF

## **Registering with ODAFF provides these benefits:**

- Protection under the Farmers Market Liability Limitation Act, see Appendix.
- Promotion through several ODAFF programs including Oklahoma Agritourism and Loklahoma, see Appendix.
- Direct access to ODAFF coordinators experienced in marketing and networking through Oklahoma agriculture channels.
- ODAFF promotional materials such as stickers, produce bags and grocery bags.

## **Registration is simple and free to any eligible market.**

Request an application from ODAFF coordinators through phone or email. In accordance with SB1785, the following items will be needed to complete the application:

- Location of market
- Contact information of manager or advisory board members
- Letters of intent to sell at the market from a minimum of four independent vendors of raw food products
- Proposed annual calendar of operation
- Defined geographic region of vendors
- Written acknowledgement of the Oklahoma State Department of Health rules, Oklahoma Public Health Code 310:257-1-2.
- A list of benefits accepted as payment, ie. SNAP, WIC, tribal aid programs.
- Promotion plan
- Market guidelines and/or bylaws

Submit application to ODAFF by email to: [micaela.danker@ag.ok.gov](mailto:micaela.danker@ag.ok.gov)  
OR [whitney.wilkinson@ag.ok.gov](mailto:whitney.wilkinson@ag.ok.gov) or by mail to:

Oklahoma Department of Agriculture, Food and Forestry  
2800 N Lincoln Blvd.  
Oklahoma City, OK 73105

\*It is not required by the state for a market to register with ODAFF in order to operate. However, some counties or municipalities may require this. Unregistered markets may be subject to additional event licensing and will not be eligible to receive assistance or promotional materials from ODAFF.

# BENEFITS OF A FARMERS MARKET

**FOR CONSUMERS** - Farmers markets give consumers easy and direct access to locally grown, farm-fresh food and food products, as well as the unique opportunity to hear from the producers that grow their food directly.

**FOR PRODUCERS** - Direct access to consumers provides an important source of income for growers.

**FOR COMMUNITIES** - Supporting small businesses in the community means a healthy local economy. Farmers markets also give citizens a place to gather and socialize.

## OK GROWN

If your Farmers Market sells 100% Oklahoma Grown products, you qualify for the OK Grown designation. For markets that are located in counties adjacent to a bordering state, the farmers market is allowed to have 20% of their products be grown in that bordering state and still be considered OK Grown.





# Tips for a successful Farmers Market

## 1. Determine the structure of the market

- Establish a governing body, committee or board of directors for the market with a clear leader that will:
  - Serve as the main contact for the market.
  - Ensure permits are in place if needed and regulations are followed.
  - Oversee day-to-day operations of the market.
  - Recruit vendors.
- Develop bylaws, rules or guidelines for vendors and customers which will:
  - Define responsibilities of members.
  - Determine vendor fees, if any.
  - Create guidelines for vendors such as set-up and tear-down, attendance, product offering, signage, price setting, etc
- Establish a budget with considerations for:
  - Venue
  - Portable restrooms if needed
  - Utilities
  - Parking
  - Permit Fees
  - Rental of tents, tables, chairs, etc.
  - Staff costs
  - Advertising
- Create a mission statement.
- Establish goals for the market.



## **2. Considerations for the location**

- Is the location easy to find?
- Is there ample space for customers to park?
- Is there room to expand when your vendors grow or increase?
- Does the property accommodate inclement weather?
- Are there public restrooms available or will portable toilets and handwashing stations need to be rented?
- Is long-term use of the property available?
- Does the property owner require liability insurance?

## **3. Timing is everything**

- Consider the customer demographics and possible peak shopping times.
- Coordinate with other community events.
- Do not overlap day and time of markets in close proximity.

## **4. Follow the rules**

- Obtain event permits with the local, city and county government if necessary.
- Ensure all vendors have the required licenses from ODAFF and the Oklahoma State Department of Health regarding sales of products and sampling products during the market.

## **5. Time to network**

- Communicate with other markets in order to offer their vendors another sales outlet.
- Find potential vendors through extension offices, local grocery stores, farm stores and garden centers.
- Reach out to community leaders for support.
- Use press releases and personal invites to encourage media coverage.
- Enlist local businesses to help advertise with signage and flyers.

# Appendix

**Agritourism** is where agriculture and tourism intersect – when farms and ranches invite the public onto their property to experience the produce, wildlife, trails and more that they have to offer. Agritourism is one of the fastest-growing segments of the travel industry. Agritourism destinations offer a huge variety of entertainment, education, relaxation, outdoor adventures, shopping and dining experiences.

**Bringing Farm to Market** - You can find this printed separately amongst your other materials or digitally via the web at:

<http://ag.ok.gov/admin/Farm2MarketRegulations.pdf>

**Bags and stickers available** – Market managers, vendors and growers can purchase produce bags, grocery bags and stickers branded with the OK Grown logo from ODAFF while supplies last. To order, contact Ashley at [ashley.bender@ag.ok.gov](mailto:ashley.bender@ag.ok.gov) or 405-522-5509.

## LOKLAHOMA

Loklahoma is a local food campaign connecting consumers with producers. Producers who sell meat, produce, eggs, dairy and honey can be added to our state-wide list. You can email [micaela.danker@ag.ok.gov](mailto:micaela.danker@ag.ok.gov) to get your information listed on Loklahoma.



## **Farmers Market Liability Limitation Act, 2 O.S. Section 5-18 et seq.**

A summarized version of the act is as follows: Any participant assumes the inherent risk of attending, buying or selling goods at a farmers market registered with the Oklahoma Department of Agriculture, Food and Forestry. If a participant brings an action for damages arising from the operation of a registered farmers market, the registered farmers market operator may plead an affirmative defense of assumption of risk by the participant. Nothing in this act shall prevent or limit the liability of a registered farmers market operator if:

- 1) The registered farmers market operator injures the participant by intentional or willful misconduct; or
- 2) The registered farmers market operator has actual knowledge of a dangerous condition in the land, facilities or equipment used in the registered farmers market activity or the dangerous propensity of a particular animal used in such activity and does not make the dangerous condition known to the participant and the dangerous condition causes the participant to sustain injuries or death.

### **Serving the low-income community**

Supplemental Nutrition Assistance Program (SNAP) – markets are allowed to accept SNAP benefits for eligible purchases but some equipment is required.

- Markets must apply for a FNS Retailer ID number by calling 877-823-4369 or going to <https://www.fns.usda.gov/snap/reauthorization-application-sign>
- Oklahoma gives EBT machines to farmers markets for free. When applying with FNS, skip the EBT machine step and then contact Tom Pennington, 405-522-1262 to receive the machine.
- SNAP benefits may be used on a variety of items such as meat, eggs, dairy products, produce, baked goods and plants that grow food.

### **Senior Farmers Market Nutrition Program (SFMNP)**

- EBT machines also accept SFMNP cards. Senior citizens must apply for these benefits and can use them for items such as fresh produce, herbs and honey.



# Contact List and Resources

**MICAELA DANKER**

Agritourism Coordinator

[micaela.danker@ag.ok.gov](mailto:micaela.danker@ag.ok.gov)

405-522-5560

**WHITNEY WILKINSON**

Agritourism Coordinator

[whitney.wilkinson@ag.ok.gov](mailto:whitney.wilkinson@ag.ok.gov)

405-522-4676

**ASHLEY BENDER**

Certified Procurement Officer

[ashley.bender@ag.ok.gov](mailto:ashley.bender@ag.ok.gov)

405-522-5509

Contact for stickers and bags only.

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**OKLAHOMA AGRITOURISM**

[www.oklahomaagritourism.com](http://www.oklahomaagritourism.com)

**FARMERS MARKET COALITION**

[www.farmersmarketcoalition.org](http://www.farmersmarketcoalition.org)

**ODAFF WEBSITE**

[www.ag.ok.gov](http://www.ag.ok.gov)



**USDA FARMERS MARKET  
2019 Rules and Procedures and  
Operating Guidelines**

**United States Department of Agriculture  
Washington, D.C.**

**THE USDA FARMERS MARKET  
2019 Rules and Procedures and Operating Guidelines**

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# THE USDA FARMERS MARKET

## 2019 Rules and Procedures and Operating Guidelines

### PURPOSE

#### OUR MISSION

The USDA Farmers Market located outside the United States Department of Agriculture (USDA) Headquarters in Washington, DC is the Department's own "living laboratory" for farmers market operations across the country. The mission of the market is to promote local food and build a community where we work and live. The USDA Farmers Market supports the local economy, increases marketing opportunities for farmers and small businesses, provides access to an assortment of local and regional sourced products, and increases access to healthy, affordable fresh food in Ward 2.

The market is held May through October just off the National Mall on the corner of Independence Avenue and 12<sup>th</sup> Street SW, and is well attended by USDA employees, other federal workers, tourists, and local residents. Adjacent to the USDA Farmers Market is an area with seating and for picnicking. The USDA Farmers Market offers free programs to educate eaters of all ages about their food, where it comes from, and how to grow, select, and prepare it for everyday meals. The market serves as a place for community members to gather, share a meal, and learn something new from a farmer, grower, producer, and/or exhibitor.

#### THE SPONSORING AGENCY: AGRICULTURAL MARKETING SERVICE

USDA's Agricultural Marketing Service (AMS) has operated this outdoor market for 24 years. AMS works to improve marketing opportunities for producers across the country through the combination of research, technical assistance, and grants. Each year, AMS helps hundreds of agricultural food businesses, including farmers markets, food hubs, wholesale markets, retailers, State agencies, community planning organizations, and other agri-food focused groups, enhance their local food marketing efforts. AMS connects consumers to producers at over 8,700 farmers markets across the United States through the National Farmers Market Directory available online at [www.usdalocalfooddirectories.com](http://www.usdalocalfooddirectories.com).



# THE USDA FARMERS MARKET

## 2019 Rules and Procedures and Operating Guidelines

### ELIGIBILITY: FOR FARMERS, RANCHERS, GROWERS, & PRODUCERS

#### PARTICIPANT ELIGIBILITY

Participation in the market is for farmers, ranchers and growers who sell what they grow, raise or produce on their farm, and for local producers who make products featuring agricultural foods from the Chesapeake Bay region (including the states of Delaware, Maryland, New York, Pennsylvania, Virginia and West Virginia), and preferably within a 200-mile radius of Washington, D.C.

A farmer, rancher and grower must own or lease the land the product is produced on; and must participate in the production, sales and marketing of the farm products. The re-sale of agricultural products by farmers, ranchers and growers is not permitted. Agricultural products such as flowers, plants, bedding plants, trees, fruits and vegetables, grain products, honey, eggs, and milk must be from a farmer's or grower's own fields, greenhouses, hives, fowl, and/or herd. Selling goods from a neighboring farm is only allowed if the market participant and the neighboring farm are both members of the same farmer, rancher, or fishery cooperative.

If you are not a farmer, rancher or grower, you may sell at the USDA Farmers Market as a Producer as long as a minimum of 75 percent of the ingredients (by item, not by weight) in every product sold are sourced directly from a farmer, rancher or grower in the Chesapeake Bay region. Water, salt, pepper, oil, and sugar are excluded from the 75 percent requirement. Producers must provide to USDA Farmers Market personnel (hereafter "Market Management") a list of all menu items and products to be sold including ingredients for each product along with the name(s) of the farm(s) ingredients are sourced from to meet the Producer requirement. Priority will be given to those vendors who grow, raise or harvest the products that are featured in the items they sell.

Producers can only fall under one of the following categories to sell at the USDA Farmers Market:

- **Baker:** makes freshly baked goods from scratch, using ingredients from the Chesapeake Bay region as much as possible. Baked goods must be handled in accordance with the rules and regulations described by the state and local health department in which your farm or production facility is located. Bakers will be required to submit current kitchen inspection reports, licenses and permits.
- **Dairy Product Maker:** makes cheese and other value-added products from milk that is purchased from dairy farms in the Chesapeake Bay region. Flavoring agents must be sourced locally. Exotic, out-of-region flavorings may be used minimally.
- **Beverage Maker:** drinks made from scratch using locally sourced ingredients from the Chesapeake Bay region. Exotic, out-of-region agricultural ingredients used to make a beverage like coffee or tea should be submitted under the Specialty category. The sale of water is prohibited.
- **Fisherman/Waterman:** raises or catches fresh fish and shellfish and uses local processing facilities for seafood products to be sold at market.

## THE USDA FARMERS MARKET

### 2019 Rules and Procedures and Operating Guidelines

- **Food Concessions:** ready-to-eat food prepared partially or entirely at the market. Such foods must be made from locally sourced ingredients. Exotic, out of region ingredients will be admitted on a case-by-case basis. Heat and serve products prepared off-site are not allowed under this category.
- **Meat Processor:** primarily operates a food processing facility that processes meat raised by regional farmers or ranchers. Sales of fresh meat or poultry products are prohibited. Only frozen meat and frozen poultry products that have been processed in a USDA Food Safety Inspection Service (FSIS) licensed and inspected facility and bear the USDA seal of inspection are permitted.
- **Pasta Maker:** makes pasta and sauces from scratch, using ingredients from the Chesapeake Bay region.
- **Soap Maker:** handcrafts soaps and/or other health-care products from scratch using ingredients from the Chesapeake Bay region.
- **Specialty:** other agricultural product(s), which are not currently available at the market and/or in the Chesapeake Bay region but are important to the agricultural economy in the United States will be considered on a case-by-case basis. Exotic, out-of-region products such as coffee, tea, chocolate, and olive oil fall under this category.
- **Value Added Food Producer:** makes jellies and jams, preserves, syrups, salsas, flavored oils, vinegars, pickles, fermented products, and dried products using produce grown by a farmer, rancher or grower in the Chesapeake Bay region.

Below is a sample of what Producers must provide to Market Management to be considered. This example falls under the Food Concessions category. The seasonal menu item meets the ingredient-sourcing requirement because 87.5 percent of ingredients (seven out of eight) are directly sourced from four farms in the Chesapeake Bay region. Salt is excluded from the requirement.

<p>Summer Menu Item: Ham and Corn Salad</p> <p>Ingredients: heavy cream, vinegar, salt, arugula, spinach, lettuce, tomato, corn, ham</p> <p style="text-align: center;">Ingredient Sources:</p> <ul style="list-style-type: none"> <li>✓ Heavy cream – Tricking Spring, Chambersburg, Pennsylvania</li> <li>✓ Arugula, spinach, lettuce – Little Wild Things City Farm, Washington, DC</li> <li>✓ Tomato, corn – One Straw Farm, White Hall, Maryland</li> <li>✓ Ham – Ayrshire Farm, Upperville, Virginia</li> <li>✓ Vinegar – Restaurant Depot, Alexandria, Virginia</li> <li>✓ Salt – excluded</li> </ul>
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## **THE USDA FARMERS MARKET**

### **2019 Rules and Procedures and Operating Guidelines**

#### VISITS AND INSPECTIONS

All potential and participating farms and business are subject to visits and inspections. Market Management reserve the right to inspect the farm or establishment to confirm crops and products being sold at the USDA Farmers Market are in compliance with market guidelines. Market participants must submit a map and directions to their farm or production location along with the application. Any farmer or producer who is found to have violated the market guidelines will receive a warning, temporary suspension, or be permanently removed from the USDA Farmers Market. (See “Non-compliance” section for more details)

#### PERMITS AND LICENSES

All farmers, ranchers, growers and producers selling at the USDA farmers market must abide by all applicable federal, state, and local health regulations. Market participants will be responsible for obtaining and paying for any permits and licenses required by the District of Columbia. Market participants must comply with the regulations within their respective state including regulations pertaining to the harvesting, food preparation and safety, and labeling of products within their respective states for products that are brought to and sold at the USDA Farmers Market. When submitting the application all farmers and businesses must include a copy of all applicable reports, permits and licenses required by the health department of the state or county from which the products originated. All permits and licenses must be kept current for the entire market season.

#### **Contact Information:**

The District of Columbia Department of Consumer and Regulatory Affairs  
(202) 442- 4400

Maryland Department of Health and Mental Hygiene Rules and Licenses  
(410) 767- 8400

New York State Department of Agriculture & Markets  
(800) 554-4501

Pennsylvania Department of Agriculture  
(717) 787- 4315

Virginia Department of Agriculture and Consumer Services  
(804) 786-3520

West Virginia Department of Health & Human Resources

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(304) 558-2981

**APPLICATION PROCESS AND FEES**

APPLICATION PROCESS

All farmers, growers and producers – new and returning – **must** complete the application. If accepted into the market, all participants must sign and submit Page 17 of this document entitled “Participant Agreement” to indicate that you have read the terms and conditions set forth in this document – the USDA Farmers Market 2019 Rules and Procedures and Operating Guideline – and agree to abide by them.

Farmers, ranchers, growers and producers that participated in the previous market season will have the opportunity to retain their space provided prior year performance is satisfactory, market guidelines are met, and the required information is submitted on time. **To be considered for the 2019 market season all new and returning market participants must submit a completed application and the required documentation by Thursday, March 7, 2019.** In the event that space becomes available during the market season, those on the waitlist who are the best fit, and meet all market criteria, will be contacted.

Prospective vendors can apply to the USDA Farmers Market online at [ManageMyMarket.com](http://ManageMyMarket.com). If you have questions about the online application process, please call (202) 690-1300 for assistance.

Applications will NOT be reviewed unless complete. An application is not considered complete without the inclusion of all applicable permits for all products and documentation that supports 75 percent of ingredients in your product(s) come directly from farmers, ranchers and growers in the Chesapeake Bay region.

A fully complete application includes the following:

- Completed application signed and dated;
- Complete list of products or menu items along with a list of ingredients for each item and sources for ingredients. Name of farm, ranch or grower, address and contact information is required for all ingredients. All products **must** have prior written approval from Market Management before bringing/selling the product(s) at the farmers market;
- Proof of ownership or copy of signed lease agreement(s) for farmer/rancher/grower;
- Map and/or directions to farm, grow site or production facility;
- Liability Insurance information;
- Copies of organic certification documents (if applicable);
- Proof of membership in a farmer, rancher, or fishery cooperative (if applicable);
- Copies of all food safety forms, inspection reports and licenses/permits applicable to the sale of your product(s). Participants are responsible for knowing which requirements apply to their product(s); and

## THE USDA FARMERS MARKET

### 2019 Rules and Procedures and Operating Guidelines

- Copy of signed Participant Agreement (Page 17 of this document) form, **if accepted into the USDA Farmers Market**. The Participant Agreement will be collected at the mandatory vendor orientation. The signed form is used to certify that the farmer, grower or producer has read, understands and will abide by the USDA Farmers Market 2019 Rules and Procedures and Operating Guidelines.

#### APPLICATION FEE

USDA does not charge a fee to farmers, ranchers, growers and producers who participate in the USDA Farmers Market. Participants are required to commit to supporting the USDA gleaning/food recovery initiative in lieu of paying market fees. This commitment requires market participants to donate fresh useable produce and other food products at the end of each market to [DC Central Kitchen](#). For participants unable to donate their own product, we request that you purchase food items from other market participants to donate or give a monetary donation (minimum of 5 dollars) to DC Central Kitchen. **100% participation from USDA Farmers Market farmers, growers and producers is expected. Failure to participant will result in termination from the market.**

### RULES AND PROCEDURES

#### RESELLING

Agricultural products sold such as flowers, plants, bedding plants, trees, fruits and vegetables, grain products, honey, eggs, and milk must come from a farmer's or grower's OWN fields, greenhouses, hives, fowl, and/or herd. Re-sale of another farmer's flowers, plants, bedding plants, trees, fruits and vegetables, grain products, honey, eggs, and milk is PROHIBITED. Selling goods from a neighboring farm is only allowed if the market participant and the neighboring farm are both members of the same farmer, rancher, or fishery cooperative.

Producers participating in the USDA Farmers Market under one of the categories listed on Page 4 and 5 are required to purchase a minimum of 75 percent of their ingredients from a farmer, rancher and/or grower in the Chesapeake Bay region. Priority will be given to those vendors who grow, raise or harvest the products that are featured in the items they sell. Market Management will approve products to be sold on a case-by-case basis.

#### SALES DATA

Market participants will be required to submit weekly sales data for USDA internal use only. Individual sales data will be kept confidential. Market participants are required to provide a total sales figure from

## THE USDA FARMERS MARKET

### 2019 Rules and Procedures and Operating Guidelines

the previous market to Market Management on Fridays before 11 a.m. Failure to comply may result in suspension or termination from the market.

#### FOOD SAFETY

Proper handling of food at the USDA Farmers Market is a critical part of ensuring the safety of consumers. Consuming contaminated foods or beverages causes foodborne illness. All food items must always be properly protected against contamination. Therefore:

- **Eggs:** Shell eggs packed for the consumers are to be stored under refrigeration at a temperature of 45 degrees F° or below at all times while selling at the market. Shell eggs must be intact and free of cracks. Eggs must be from the farmer's own fowl. Egg cartons must be properly labeled in accordance with the state regulations where the eggs are produced. No resale of another farmer's eggs is allowed.
- **Meat and Poultry Products:** Meat and poultry products sold at the market must be kept frozen at a temperature of 0 degrees F° or below. Calibrated thermometers are to be kept in freezers/storage containers for meat and poultry products at all times when selling and will be checked for appropriate temperature by Market Management.
- Participants may not display prepared/ready-to-eat-foods for sale without being properly wrapped, covered or protected by an appropriately designed sneeze guard. All food items must be kept covered and kept at a proper temperature prior to selling.
- Participants must store all food items at least 6 inches off the floor/ground.
- Participants cannot handle exposed, ready-to-eat foods directly with their bare hands. Utensils such as deli paper, tongs, or disposable gloves may be used to prevent bare hand contact with exposed, ready-to-eat foods. Disposable gloves that handle money should not come in direct contact with ready-to eat-foods. Gloves must be discarded when they become damaged or soiled or when employees are switching tasks.
- Food samples must be presented in a safe and sanitary manner and in accordance with the local health department of the state or county in which the products originated. Participants must provide cups, utensils or toothpicks for customers to use if providing samples of their products. Participants also must provide trash receptacles for the disposal of any sampling materials.
- Ice used for consumption must be kept in clean containers and dispensed with appropriate scoops/utensils.
- Adequate equipment must be used to maintain foods that require time and temperature control for safety (potentially hazardous foods) at the appropriate temperature to prevent risk of illness.

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- Foods that require cold holding refrigeration must be kept at 41 degrees F° or below. Foods that require hot holding heat must be kept at 135 degrees F° or above.
  
- Market participants will have access to on-site hand washing stations and restrooms.
  
- All vehicles and other equipment used for transporting and displaying products must be kept clean at all times.

#### MARKET COMMITMENT

Market participants commit to the entire market season unless other scheduling is noted in the application and discussed with Market Management. A minimum attendance of 80 percent of market days noted in the application is required. Product availability and seasonality may limit participants beginning and ending dates; therefore, a schedule will be developed prior to the start of the market season documenting the farmer, grower or producers commitment to the market. Participants that repeatedly arrive late or miss market days will be permanently removed at the discretion of Market Management.

Farmer, growers and producers not able to attend a market day should telephone or email the following staff at least 48 hours in advance so your space can be filled temporarily:

- |                 |                       |                            |
|-----------------|-----------------------|----------------------------|
| ▪ Kayla Johnson | (202) 740-0702 (cell) | kayla.johnson@ams.usda.gov |
| ▪ Lee Cliburn   | (202) 281-6349 (cell) | lee.cliburn@ams.usda.gov   |

If unavailable to reach Ms. Johnson or Ms. Cliburn, please call the Transportation & Marketing Service Division at (202) 690-1300. Not fulfilling your market commitment may result in suspension or termination. (See “Non-compliance” section for more details)

#### CONDUCT ON FEDERAL PROPERTY

While on USDA property, farmers, growers, producers and their staff(s) shall comply with the General Services Administration Federal Property Management Regulations at 41 CFR 102-74, Conduct on Federal Property, as supplemented by Agriculture Property Management Regulations Part 102-74. In addition, a farmer, grower, producer or their staff members must—

- a. Display identification badges while on Federal property if engaging in the solicitation of funds as authorized by 102-74.475. Each badge must indicate the permittee’s name, address, telephone number, and organization;
- b. Not misrepresent his or her identity to the public;
- c. Not conduct any activities in a misleading or fraudulent manner;

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- d. Not discriminate on the basis of race, creed, religion, age, color, disability, sex, or national origin in conducting activities;
- e. Not use obscene or profane language;
- f. Not distribute any item, nor post or otherwise affix any item, for which prior written approval under 102-74.415 has not been obtained;
- g. Not leave leaflets or other materials unattended on the property;
- h. Not engage in activities that would interfere with the preferences afforded blind licensees under the Randolph-Sheppard Act (20 U.S.C. 107); and
- i. Not smoke tobacco products on the property.

Market participants are required to conduct themselves in a manner that contributes to a positive shopping experience for market customers and should avoid unsuitable language, such as crude jokes, and engaging in inappropriate behavior. Market participants should not leave their booths unattended during market hours. Market Management expects market participants to be honest and to conduct themselves in a courteous and friendly manner with other market participants, USDA staff and market customers. (See “Non-compliance” section for more details)

#### WARNING—WEAPONS PROHIBITED

Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by Title 18, United States Code, Section 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

#### ATTIRE

Vendors must wear appropriate attire and shoes at all times. Inappropriate attire includes crop tops and clothing with overt commercial, religious or political messages on them. Market Management may send inappropriately dressed market participants home to change their clothes. Vendors are encouraged to ask Market Management in advance if they have any questions regarding the propriety of their dress so as to avoid being sent home to change their clothes.

#### DISPUTES

It is the intent of the USDA Farmers Market to offer customers fresh, quality farm products. All complaints and/or concerns, whether from participants or customers, should be reported to Market Management and submitted in writing. Market Management will address all issues appropriately.

#### MEDIA POLICY

The market is public property and is often visited by tourists taking pictures, media personnel and



## THE USDA FARMERS MARKET

### 2019 Rules and Procedures and Operating Guidelines

reporters. Farmers, ranchers, growers and producers can decline being photographed and, it is at their discretion to answer questions or participate in interviews. If a market participant communicates with the public/media, he or she is required to inform Market Management immediately so that appropriate personnel can be informed and prepared to take any necessary follow-up action.

#### NON-COMPLIANCE

**Market Management reserves the right to dismiss any Farmer, Rancher, Grower or Producer and/or remove any product being sold that does not adhere to the rules and procedures as outlined in this document.** Consequences for violating the USDA Farmers Market Rules and Procedures and Operating Guidelines will result in the following:

First offense: Verbal warning

Second offense: Written warning

Third offense: Suspension from market

Fourth offense: Termination from market

#### REASONS TO DISALLOW PARTICIPATION

Efforts will be made to accommodate those who apply; however, a farmer, rancher, grower or producer may not be allowed to participate in the market due to prior performance, insufficient space; business location; product mix; duplication of product(s); relationship with farmers; sourcing impact; unfulfilled ingredient sourcing requirement; not submitting the required licenses/permits on time; late arrival and/or absence without proper notice; and refusal to adhere to the USDA Farmers Market guidelines.

#### SCALES

The Department of Consumer and Regulatory Affairs (DCRA) is responsible for inspecting scales at the USDA Farmers Market. DCRA's Office of Weights & Measures inspects these devices twice a year to make sure they are properly calibrated and accurate. USDA Farmers Market participants must register their device(s) every year with DCRA. Scales must be clearly visible and readable to customers at all times. Any problems identified by DCRA must be corrected within the timeframe provided by the District of Columbia or result in a fine. If you have any questions regarding your scales, please contact the Department of Consumer and Regulatory Affairs Weights and Measures at 1110 U Street, SE Washington, D.C. 20020 or call (202) 698-2130.

# THE USDA FARMERS MARKET

## 2019 Rules and Procedures and Operating Guidelines

### OPERATIONS

#### HOURS OF OPERATION

The USDA Farmers Market is held every Friday, from 9:00 a.m. to 2:00 p.m. from May to October. The market is located at the USDA Headquarters Building in the parking lot, located on the corner of 12<sup>th</sup> Street and Independence Avenue, SW, Washington, D.C. 20250.

**For the safety of our customers**, market participants must arrive at the market no later than 8:30 a.m. and may not drive their vehicle in or out of the market parking lot after 8:45 a.m. or before 2:15 p.m. All market participants must be ready to start selling when the market opens at 9:00 a.m. The market will open at 9:00 a.m. and close at 2:00 p.m. each market. Due to space limitations, latecomers may be relocated or denied admission at the sole discretion of Market Management. **Market participants will be allowed 15 minutes after the market closes to complete sales transactions initiated before the 2:00 p.m. closing.** All vehicles must vacate the market site no later than 3:30 p.m.

#### SAFETY

Participants must perform safety and serviceability checks of all equipment and appliances prior to use. All participants are subject to random safety spot inspections by the Office of Operations Safety Staff. Areas that are subject to inspection include the following:

- Propane tanks must be pre-checked for damage and leaks to hoses and tanks;
- A-B-C fire extinguishers must be provided by the vendor and readily available;
- Electrical extension cords must be rated for outdoor usage and UL (Underwriters Laboratory) certified;
- Cords must be three-prong and securely installed so that no looseness exists between the prongs and the connection point at all times;
- Cords must be out of foot traffic areas to prevent trips and falls;
- All cords must be checked for damage and will be removed from use if found;
- In the event of high winds, securely fasten tents to prevent from flying away; and
- Maintain records of initial safety checks. Follow all manufactures requirements for equipment and appliances.

#### BUILDING ACCESS

Farmers, ranchers, growers, producers and their staff(s) will have limited building access. A list of USDA is an equal opportunity provider, lender and employer.  
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### 2019 Rules and Procedures and Operating Guidelines

participant names will be provided to USDA's Protective Operations Division, which will allow access only to the restrooms in the Jamie L. Whitten Building. Participants will be provided with USDA Farmers Market badges to show security officers when entering and exiting the Whitten building. **Anyone who deviates from the designated locations may be escorted out of the building by security and will lose future building access privileges.**

#### CLEAN-UP

Market participants are responsible for maintaining their space in a clean and sanitary manner with attention to public safety and respect for the use of this public space by others following the end of the market day. Market participants are responsible for cleaning all trash and waste including sweeping up any debris within and around their allotted space. On-site trash receptacles are provided for customer and participant use.

#### ELECTRICAL OUTLETS

There is limited access to electricity at the USDA Farmers Market. All farmers, ranchers, growers and producers must inform Market Management of their electrical needs and receive **prior approval** before using any existing electrical outlets at the market. Generators are not permitted for use at the farmers market without Market Management approval. If extension cords are used, they must be designed for outdoor use, be three-prong, safely secured at all times, and out of the way of foot traffic. Outdoor extension cords offer protection from moisture, direct sunlight and abrasion. Devices with two-prong plugs (like appliances) can be used safely with a three-prong extension cord. Devices with three-prong plugs should only be used with three-prong extension cords. The third prong in the extension cord provides a path to the ground wire and greatly reduces the risk of electrical shocks and fires. Market participants are responsible for supplying extension cords for their stall use that have been tested and certified for safety and quality by UL (Underwriters Laboratory). Check with Market Management to ensure that you are using an approved outdoor cord. If an inappropriate cord is being used, then it will be removed from your stall and your market sales may be impacted. Market participants are not to ask USDA on-site electricians to fix their own equipment if it is not working properly.

#### INCLEMENT WEATHER

The USDA Farmers Market is outdoors and open rain or shine. Participation on market days with severe or inclement weather is at the discretion of farmers, ranchers, growers or producers. Be sure to notify market personnel of your decision not to participate 48 hours ahead of time. In cases of weather reports predicting inclement weather, such as high winds, severe thunderstorms, tornado warnings, etc., Market Management reserves the right to cancel the market. If Market Management cancels the market, participants will be notified of the closure in a timely manner by email or phone.

## THE USDA FARMERS MARKET

### 2019 Rules and Procedures and Operating Guidelines

#### MARKET EQUIPMENT/SUPPLIES

Market Management will supply market participants with market canopies and will provide assistance with the setup and breakdown of the canopies each market day. Those who arrive late will be responsible for the setup of their canopy. Each farm/business will be responsible for bringing tables, tablecloths, chairs, certified scales, signage, price lists, marketing materials, food sampling supplies, and change. Vendors are required to comply with the District's food packaging laws. [The Food Service Packaging Requirements](#) effective January 1, 2017, mandates that District businesses and organizations that sell or serve food or beverages in the District must use *recyclable* or *compostable* food service products. The law applies to any food service products designed for single use. These include take-out containers, bowls, plates, trays, cups, cutlery, and other items. The law **does not** apply to materials used to package raw, uncooked, or butchered meat, fish, poultry, or seafood. Foodservice products made of expanded polystyrene, commonly known as foam or *Styrofoam™*, are strictly prohibited.

#### SIGNAGE

Market participants must clearly display signs that show the name of their farm/business and location, product types, prices, and enrollment in any Federal nutrition assistance programs. **Prices must always be legible and visible for customers to see.** Prices of items for sale must utilize one or more of the following techniques:

- Individual price stickers on each item;
- Individual price signs for each type of item; or
- A list of prices on a large sign or board.

**Producers must display a sign that lists the farms from which ingredients are sourced at all times.**

#### STALLS AND PARKING

Every effort is made to minimize changes to the market layout, but space adjustments will be made at the discretion of Market Management if deemed necessary. Assigned space sizes are either 10x10 or 10x20 feet. Parking will be provided for one vehicle outside of the market. **Parking in the USDA Farmers Market is limited to Farmers, Ranchers, Growers and/or Producers that REQUIRE their vehicle to operate and will be determined in discussion with Market Management. Preference will be given to Farmers, Ranchers and Growers.** If a market participant receives an assigned parking space within the USDA Farmers Market, the vehicle must fit within the assigned 16w x 17d foot parking space. All other

## THE USDA FARMERS MARKET

### 2019 Rules and Procedures and Operating Guidelines

vehicles must be offloaded and removed no later than 8:45 a.m. from the market lot. Provided parking passes must be clearly displayed each market day on the dashboard of the farmer or producer's vehicle, while parked in a USDA parking lot. Choosing to offload and/or park alongside the market on 12<sup>th</sup> Street, SW is not recommended, at the vendor's own risk, and is subject to ticketing and fees by the District of Columbia.

#### SECURITY

Every effort will be made by USDA to make the market a safe environment for farmers, ranchers, growers, producers, and customers. However, it will be the responsibility of the market participants to take every precaution to safeguard all valuables and cash during market hours. Suspicious activity should be reported immediately to Market Management and/or onsite Security officers. In cases of emergency at the USDA Farmers Market call (202) 720-0000.

#### BUSKING

Live entertainment creates a pleasing atmosphere for customers and vendors at the market. Street performers known as buskers – including musicians, actors, jugglers, mimes, acrobats, tumblers, human statues, magicians, puppeteers, and others in the local performance art community – interested in performing at the market should contact Lee Cliburn at [lee.cliburn@ams.usda.gov](mailto:lee.cliburn@ams.usda.gov) or (202) 281-6349.

Those who apply will be considered on a case-by-case basis. Selections are made at the sole discretion of Market Management based on availability, appropriateness and skill level. Buskers are not charged a fee to perform and do not receive compensation from USDA. Tips may be accepted. Performers may sell CDs, tapes or promotional t-shirts related to the performance as long as a copy of all licenses/permits applicable to the sale of these product(s) is provided and approved in advance. Buskers must be a positive addition to the market atmosphere and not adversely affect market operations. (See “Conduct on Federal Property” and “Attire” sections for more details)

Buskers are generally scheduled to perform from 11:00 a.m. to 1:00 p.m. when the market is busiest. Performance location is assigned and may be subject to change without notice. Market Management will supply buskers with a market canopy (10x10 or 10x20 feet), tables or chairs if deemed necessary. Parking will be provided for one vehicle outside of the market. There is limited access to electricity so electrical needs must be discussed in advance. (See “Electrical Outlets” section for more details)

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0229. The time required to complete this information collection is estimated to average .101 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice)*

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and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

### PARTICIPANT AGREEMENT

**This page must be signed and returned only if you have been selected as a farmer, rancher, grower, producer, or busker to participate in the 2019 USDA Farmers Market.**

All participating farmers, ranchers, growers, producers and buskers must adhere to the Rule and Procedures and Operating Guidelines as outlined in this document. The Rules and Procedures and Operating Guidelines are used to ensure the integrity of all products sold at the USDA Farmers Market.

By signing below, I certify that I have **read, understand and agree to adhere** to all applicable rules and guidelines as outlined and referenced in this document. I further understand that should I fail to comply with these specified rules and guidelines, my participation in the USDA Farmers Market may be terminated.

Print full name:

Business name:

Business address:

Business address continued:

Cell phone number:

E-mail address:

\_\_\_\_\_  
USDA Farmers Market Participant  
Signature

\_\_\_\_\_  
Date

**THE USDA FARMERS MARKET  
2019 Rules and Procedures and Operating Guidelines**

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# BLANCHARD FARMERS' MARKET APPLICATION

Send to: Barb Hull 19200 countyline rd, Alex,Ok 73002

Name \_\_\_\_\_

Farm Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Directions to farm, start from a main road \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\* \* \* \* \*

If accepted as a member of the Blanchard Farmers' Market, I agree that I will provide copies of all necessary permits and licenses.

I also:

- 1) acknowledge that I have read the Association Guidelines & Agreement set forth by the Blanchard Farmers' Market Association and agree to abide by them,
- 2) agree to a farm visit by other Market board members,
- 3) accept the Oklahoma Grown Market guidelines as part of the Association's Guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Products you intend to offer for sale at the Blanchard Farmers' Market in \_\_\_\_\_:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have a pop-up canopy or market umbrella. (y/n) \_\_\_\_\_

I use the tailgate of my vehicle for sales. (y/n) \_\_\_\_\_

I use a trailer for my sales. (y/n) \_\_\_\_\_

## OFFICE USE ONLY

Approval date \_\_\_\_\_

Amount paid \_\_\_\_\_

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**Blanchard Farmers' Market Association  
Guidelines & Agreement  
2014**

**OBJECTIVES**

To provide a reliable outlet where local farmers, market gardeners, and other producers can sell fresh produce and agricultural products directly to the consumer. To provide a place where the community can purchase fresh, locally grown produce and other agricultural products. To provide a supportive market association for its members.

**MARKET STRUCTURE**

**The Blanchard Farmers' Market will be**

- registered as an Oklahoma Farmers' Market (See Attachment II) and
- registered as an "Oklahoma Grown Market" as administered by the Oklahoma Dept. of Agriculture, Food, and Forestry (See Attachment III)

**The Market will:**

- Be an association with dues paying members
- Have a Moderator, Secretary/Treasurer, and a Market Board composed of three members-at-large. These offices and their job descriptions are Attachment I to these Guidelines.
- Meet twice annually: Spring and Fall (or when the market closes for the year); the first will be for the election of officers. Special meetings may be called as necessary.

**Voting:**

One Vendor membership equals one vote on any Association business. A simple majority is required to pass or veto any proposal.

**Quorum:** For the market year of 2013 and until the 2014 annual meeting, three Vendors will constitute a quorum.

**Vacancies:** The Market Board may fill any officer vacancies that occur between annual meetings.

**Removal of Officers:** The Market Board may meet to remove an officer but a member of the Board may only be removed in an annual or special meeting of the membership. A quorum is required.

**Monies:** The Secretary/Treasurer will maintain the checking account and report annually the financial conditions. Should the Market disband, those monies will be donated to \_Blanchard 4H and the account closed.

## WHO MAY SELL

Growers within the state of Oklahoma may be Association members and sell at the Market. Retailers and wholesalers may not be members or sell produce.

A Vendor must:

- Be a current member of the Association with annual dues paid for the year,
- Annually submit a signed application for membership with copies of all required licenses and certificates attached (nursery growers' licenses, Dept. of Health certificates, or any other license normally required to sell the farm's products),
- Agree to an annual farm visit by the Market Manager,
- Agree to abide by the rules and guidelines voted on by the Association membership.
- Vendors will be responsible for assessing the appropriate sales taxes on products sold and reporting sales to the Oklahoma Tax Commission, as required. **The Blanchard Farmers' Market is not responsible for collection of sales taxes.** Each grower should call the Oklahoma Tax Commission at (405) 521-3279 and ask for an application.
- **Right to Refuse a Membership:** At the discretion of the Market Manager, or the Market Board, an application to sell may be refused for any legal reason.

## WHAT MAY BE SOLD

- Fresh produce and other agricultural related products may be sold at the Market. Produce should be void of decay, have a good external/internal appearance and be clean and free of contamination and pests.
- As specified by the "Oklahoma Grown Market" rules, 100% of the produce sold will be grown in Oklahoma. All processed items must be processed in Oklahoma, and, when possible, include Oklahoma Grown ingredients. Processed items must meet all Oklahoma Health Dept. regulations.
- As specified by the "Oklahoma Grown Market" rules, no more than 20% of the Market's sales may be non-food.
- Second quality fruits and vegetables may be sold in bulk quantity when clearly marked as "seconds".
- Wreaths, braids, gourd crafts, dried flower arrangements, potpourri, and other garden crafts may be sold as long as they are grown and crafted by the Vendor and family. Other crafts produced by the Vendor, which are not necessarily agricultural (woodwork, quilts, landscape art, Oklahoma gift baskets, pottery, kites, birdhouses, etc.) must have Market Manager

approval and relate directly to the Farmers' Market. Only original handcrafted items shall be displayed and offered for sale by the Vendors that produce them.

- Items that are not food but also are not finished craft items, such as dried grasses, dried flowers (not arranged), dried gourds, etc. will be considered food items.

- A Market Vendor must grow at least 80% of the produce being sold at his/her stand. He/she may sell up to 20% that is purchased directly from another Oklahoma grower or farmer. Such purchases can only be made directly from growers and farmers and not from wholesalers, retailers, or other farm stands. Any produce from such a sale must be clearly marked as "Resell from Sow&Reap's farm." If the item being sold requires a license or certificate, the Vendor must have a copy of licenses from the grower. Any infraction of this item will be cause for immediate dismissal from the market.

### **HOW PRODUCE MAY BE SOLD**

- Produce may be sold by weight, volume, or count. If selling by weight, scales are subject to inspection by the Oklahoma Department of Agriculture at (405) 521-3864. Generally, oil-balance, spring scales (stating "Temperature Compensated"), and electronic scales are certifiable for trade. A Grower may have a scale present to give the buyer "an idea" of the weight of the volume of produce being sold. We suggest you sell by the box, basket, bunch, dozen, bushel, pot size, etc. The decision is up to the Grower.

- Each Grower must clearly post prices on the products being sold. All Growers are encouraged to not cause price wars. If there is a huge surplus of a particular item, all growers of that item are encouraged to discuss the price before market opens, keeping in mind that price fixing is an illegal activity. It's possible that an "event" can be created around a surplus and the prices can remain at a high level using good marketing techniques. Vendors are encouraged to let the Advertising/Marketing Committee know if a surplus of an item is anticipated or if special advertising would be of help. It is not recommended that a Vendor try to meet or beat the local grocery prices. You have a quality product, charge a quality price.

- Booth/Vehicle space will be assigned on a first-come-first-served basis.

- There will be no sales made until the opening time. This is for the safety of you and your customers.

- Vendors licensed by the Chickasaw Nation and the WIC program to accept fresh food vouchers should display signs with their vendor number on them.

### **SANITATION, HEALTH, CLEAN-UP**

- All Growers must bring disposable trash bags for clean-up. Each Grower is responsible for maintaining his/her area in a clean, neat manner throughout the day, and cleaning the area before departing at the end of the market day. This means picking up all produce, flower parts, cigarettes, paper, customer's trash, etc.
- There will be no food preparation at the market except for specified promotional events, such as a cooking demonstration.

### **SPACE AND FEES**

- Annual dues to the Association will be \$35, payable by March 15th of each year. Dues will be paid when submitting the application for membership. There is no pro-rating of the annual dues.
- Anyone wishing to sell for one day to try out the market will pay \$10 and must be approved by the Market Manager (or any three growers present). Anyone wishing to sell for a second day is required to join the Association with the appropriate dues, application, and inspection.

### **MARKET TIMES & DATES**

The Market will operate on Saturdays, 8:00a.m. to 12:00p.m. beginning Saturday, May 17 and continue each Saturday until Sept. 27. Although no Vendor may start selling before 8:00 a.m., a Vendor may continue to sell after closing, with the prior approval of the landowner and the Market Manager. During the Blanchard "May Days" celebration, vendors may set up for the entire three day event at no additional charge. Rules about what may be sold will be suspended for that one weekend. The Chamber of Commerce will provide a booth for the market at no cost, but no products may be sold. The booth may be used to hand out brochures, samples, etc. A drawing is allowed as long as no money is exchanged.

## MISELLANEOUS

**Complaints or Disagreements:** Any complaint or disagreement arising from a consumer or grower must be immediately reported to the Market Manager. The Market Manager reserves the right to take any action he/she deems appropriate, including prohibiting the offending party from selling at the market.

- **Conduct and Dress code:** Conduct will be above reproach while selling produce. Clean, comfortable clothing is suggested.
- **Smoking:** Smoking is not allowed. Each Vendor should politely remind customers that smoking is prohibited.
- **Alcohol:** The consumption of alcoholic beverages on the market site is prohibited.
- **Pets:** Animals, other than guide dogs, are not allowed in the selling area. This is a OK Department of Health rule.
- **Insurance:** While general liability insurance will be provided for public risk, Vendors and their products are not covered. Each Vendor is urged to acquire farm liability insurance.

## ENFORCEMENT OF RULES

The Market Manager has the responsibility of enforcing these Guidelines. Any dispute as to the meaning or intent of any language contained in these guidelines will be decided by the Market Board. Appeal of a Manager's decision may be considered by the Market Board. The rules of the Oklahoma Department of Agriculture Farmers' Markets and the Oklahoma Grown programs also apply to this application. Any breach of these, or these Market agreement rules, will be cause for immediate dismissal from the Blanchard Farmers' Market. No dues shall be prorated should dismissal occur.

## REVISION OF THESE GUIDELINES

All rules and guidelines may be revised for clarity or safety at any time by the Market Board and/or at the annual meeting of the membership. Any structural changes to the guidelines may be changed by the membership at the annual meeting.

## ASSOCIATIONS AND NON-PROFIT VENDORS

Associations or Non-Profit Groups may set up information booths within the Market. A maximum of two such groups will be allowed at each market and all such groups must schedule with, and be approved by, the Market Manager. Such groups must agree to abide by the Guidelines as set forth above. No group may set up more than once a year.

*Terms used in this document:*

*Grower = Market Grower, one who derives a portion of income from this or any other farmers' market or roadside stand*

*Backyard Gardener = A Grower, but not regularly engaged in selling their produce.*

*Association = Blanchard Farmers' Market Association*

*Board = Blanchard Farmers' Market Board*

*Vendor = A current member of the Blanchard Farmers' Market Association.*

*City = City of Blanchard*

*Market = Blanchard Farmers' Market*



## ATTACHMENT I.

### Blanchard Farmers' Market Job Descriptions & Committee Descriptions

**Market Manager** - The Market Manager will attend to the duties of the Moderator in the absence or inability of the Moderator to serve. The Market Manager will enforce the collection of dues and adherence to market rules, review vendor applications, distribute a copy of the Blanchard Farmers' Market guidelines to each vendor, perform the initial farm visit required for all vendors, and keep on file appropriate licenses. The Manager is also responsible for filing any annual reports excluding financial reports. This is a one-year position that can be renewed at the discretion of the Association.

Manager for 2009 is Jason Huffaker, Huffaker Farms

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**Assistant Market Manager** - The Assistant Market Manager will assist the Market Manager to accomplish the Market Manager's duties and attend to the Market Manager duties in the case of absence or inability to serve. This is a one-year position that can be renewed at the discretion of the Association.

Assistant Manager for 2009 is Malinda Huffaker, Huffaker Farms

**Secretary** - The Secretary will keep record of all meetings, send out notices, and submit the required annual report whenever requested to do so by the President. This is a one-year position that can be renewed at the discretion of the Association.

**Treasurer** - The Treasurer will keep a record of all dues and other money received from the market operation or grants, keep a record of any monies paid out, and deposit all monies received in a local bank account, sign checks and initiate payments on behalf of the Market, and submit the required annual report. This is a one-year position that can be renewed at the discretion of the Association.

The Secretary & Treasurer positions have merged into one.  
Secretary/Treasurer for 2009 is Dev Vallencourt, High Tides & Green Fields LLC

**Assistant Treasurer** - The Assistant Treasurer will assist the Treasurer to accomplish the Treasurer's duties and to attend to the Treasurer's duties in the case of absence or inability to serve this includes signing checks on behalf of the Market. This is a one-year position that can be renewed at the discretion of the Association.

Assistant Treasurers for 2009 are Jan & Bob Thomas, Thomas' Orchard

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**Market Board** - The Market Board will consist of the Market Manager, and all full-year vendors. The Market Board will meet annually in October or November and on the request of the Moderator and/or Market Manager.

The Market Board will:

- arrange for all meetings,
- oversee all Association activities, including
  - drafting the budget,
  - authorizing the Treasurer to pay bills approved by the Market Advisory Board,
  - appointing committees as needed,
  - requesting support from various municipalities for promoting the successful operation and expansion of the Blanchard Farmers' Market,
  - assisting in resolving conflicts,
  - investigating any suspicion of questionable practices employed by any vendor and enforcing corrective action.

Members of the Market Board are limited to serving three consecutive years before being ineligible for membership for one year.

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**Marketing/Advertising Committee**

Creates and submits news articles for area newspapers, using input from Secretary and Board.

Designs and gets estimates for printing of brochures, ads, handouts, posters, etc. for Market Advisory Board approval.

Coordinates with outside groups for advertising in area or state-wide publications or promotions.

Suggests special market promotions or special events to the Market Advisory Board.

In the future: May design and maintain a website for the Association.

Marketing/Advertising Committee members are appointed by the Market Advisory Board.

Marketing Committee for 2009 is Mikayla Huffaker and Emily Kreger

### Refreshment Committee

The Refreshment Committee is responsible for regular Association meeting refreshments.

### Education Committee

Suggests to the Board and arranges for various speakers at Association meetings. May include city officials, farm insurance experts, Dept. of Health, farm issues attorney, marketing professionals, farm program specialists (plasticulture, Kerr Center, OK Grown, Certified Organic, etc.).

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At a meeting held March 4, 2009, the following were elected:

Market Manager: Jason Huffaker

Assistant Market Manager: Malinda Huffaker

Secretary/Treasurer: Dev Vallencourt

Assistant Treasurer: Jan Thomas & Robert Thomas

Advertising/Marketing: Emily Kreger, Mikayla Huffaker

Chamber of Commerce representative: Crystal Griffis

Representative to the Chamber of Commerce: Dev Vallencourt



OKLAHOMA CITY

# Farmers' Market

## Availability of Oklahoma Grown Produce

*Note: This chart indicates the typical season for items growing in Oklahoma during normal weather conditions.*

Dates are APPROXIMATE												
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Apple												
Asparagus												
Beef												
Beets												
Blackberries												
Blackeye Peas												
Blueberries												
Broccoli												
Cabbage												
Cantaloupe												
Carrots												
Cauliflower												
Cheese												
Cucumbers												
Cut Flowers												
Eggplant												
Eggs												
Fresh Baked Goods												
Fryer Chicken												
Garlic												
Green Beans												
Greens												
Herbs												
Honey												
Lamb												
Lettuce												
Okra												
Onions												
Orchids												
Peaches												
Peanuts												
Pears												
Peas (English, Snap & Snow)												
Pecans												
Peppers												
Bedding Plants												
Potatoes												
Pumpkins												
Radishes												
Rhubarb												
Soaps and lotions												
Spinach												
Squash- Summer												
Squash - Winter												
Strawberries												
Sweet Corn												
Sweet Potatoes												
Tomatoes												
Turnips												
Watermelon												

**3 - E**

**3 - F**



Robert Floyd <citymanager@cityofblanchard.us>

(no subject)

1 message

Robert Floyd <citymanager@cityofblanchard.us>

To: citymanager@cityofblanchard.us

Wed, Apr 14, 2021 at 3:04 PM





**1**  **2**  **3** 

- LIGHTWEIGHT ALUMINUM-STEEL FOLDING FRAME
- 4 SIDEWALLS (3 FULL SIDEWALLS + 1 MIDDLE ZIPPER SIDEWALL)
- COMMERCIAL FABRIC TOP
- SPIKE KIT
- TRAX™ ROLLER BAG

## SETUP IS E-Z AS 1-2-3™



**1**  **2**  **3** 

- LIGHTWEIGHT ALUMINUM-STEEL FOLDING FRAME
- 4 SIDEWALLS (3 FULL SIDEWALLS + 1 MIDDLE ZIPPER SIDEWALL)
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**ADJOURNMENT**