

# **TAHLEQUAH FARMERS' MARKET YOUTH BOOTH GUIDELINES**

## **I. OBJECTIVES**

The objectives of the Tahlequah Farmer's Market YOUTH BOOTH include the following:

- A. To encourage, support, and promote youth farmers farming practices and entrepreneurial efforts of local youth seeking to sell their produce directly to consumers.
- B. To increase access to fresh, locally produced, nourishing, and safe produce for all people.

## **II. WHO MAY SELL**

- A. A Tahlequah Farmers' Market YOUTH BOOTH Application; and photos of the operation and produce are required for youth to sell at the market. Youth vendors must have parent or guardian permission and adult supervision at their booth.
- B. All youth applications will be approved or rejected by Tahlequah Farmers' Market Board of Directors.
- C. Youth vendors must reside in Cherokee County or in the adjoining 6 counties (Adair, Sequoyah, Delaware, Mayes, Wagoner, and Muskogee).
- D. All produce offered for sale must be produced by local youth in Cherokee County or one of the adjoining counties (Adair, Sequoyah, Delaware, Mayes, Wagoner, and Muskogee).
- E. Youth vendors must abide by all city, county, state and federal guidelines and regulations.
- F. Youth vendors must abide by all market guidelines.
- G. Youth vendors are required to have all necessary and applicable permits and licenses.
- H. Upon a vendor's application the Tahlequah Farmers' Market Board of Directors reserves the right to inspect a vendor's farm/ranch/garden to verify production and acreage. Inspections may also take place from time to time to verify production of new items added to the vendor's list of items being sold.

## **III. WHAT MAY BE SOLD AND LICENCE REQUIREMENTS**

- A. Only Oklahoma grown fresh produce and other agricultural products may be sold. Produce should be mature but not overripe; void of decay; have good appearance and quality; be clean and free of contamination. Growers must raise 100% of the items they bring to Market on any one day. Vendors may sell produce without a license from the Oklahoma State Department of Health (OSDH) if 100% of the produce has been grown by the seller, and the produce is whole and unprocessed.
- B. All produce is to be sold whole.
- C. Cash Only Transactions. Youth Vendors will not be able to accept SNAP and SENIOR benefits, or debit/credit cards.
- D. Exchanges and/or refunds are up to the vendor.

E. Vendors are responsible for maintaining their area in a clean, neat manner throughout the day with attention to public safety. They are responsible for cleaning all trash and waste in their space at the end of the day.

#### **IV. SPACES AND FEES**

A. Youth vendors are required to file an application and pay the basic fee of 5% of your sales each week, NO GREATER THAN \$20. One table with tablecloth and two chairs will be provided for displaying merchandise for sale.

B. Market spaces should be attended at all times. The vendor assumes responsibility for any losses of his or her products or money from the market site.

C. Youth vendors should notify the market manager in advance if they are not going to be in attendance at the market on a given day. Vendors are encouraged to give notification as early as possible, but no later than the start of market.

D. Youth vendors should try to be in place 30 minutes prior to the market "open times". There will not be any sales made until the time designated as "opening time."

E. Youth Vendors will be allowed to occupy and sell produce at the youth booth by reservation. Please email or call to reserve the youth booth.

#### **V. TAXES**

The vendor is responsible for reporting the appropriate city, county and state sales taxes on all products sold at the market. This is required by the Oklahoma Tax Commission. The Tahlequah Farmers' Market Association is not responsible for collection of sales taxes. Each vendor must call contact the Oklahoma Tax Commission, in the Tahlequah area call 918-682-5594 for more information.

#### **VI. CONDUCT AND DRESS CODE**

Youth vendors are expected to wear a name tag, present themselves in a professional clean manner and appearance, and in accordance with these guidelines. All vendors are expected to treat the market manager, other vendors, and customers with respect and without discrimination.

#### **VI I. ENFORCEMENT OF RULES**

The Board of Directors has the responsibility of enforcing these Guidelines. Any Grower or Vendor who fails to comply with these guidelines shall be asked to leave at the discretion of the Market Manager or member of the Board of Directors

Instructions: It is the vendor's responsibility to know what permits, licenses, and certificates are required. This application is complete only when accompanied by ALL required documents. Only complete applications will be considered. All new applications are reviewed by the TFM Board of Directors. Acceptance of new vendors into the market is at the discretion of the TFM Board of Directors.

Name(s) \_\_\_\_\_ AGE: \_\_\_\_\_

Business Name: \_\_\_\_\_

Parent or Guardians Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number/s: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Farm Address if different: \_\_\_\_\_

Directions to the farm: \_\_\_\_\_

\_\_\_\_\_

Total acres or square feet in production: \_\_\_\_\_

What is the best way to communicate with you? Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_ Regular Mail \_\_\_\_\_

Please provide a description of your farm/garden: (This information may be used on the TFM Website and/or any advertising and/or promotional events)

\_\_\_\_\_

\_\_\_\_\_

Attached is my: (please check all that apply) Declaration of Product \_\_\_\_\_

Photos of my operation and produce \_\_\_\_\_

My signature below certifies that I have read and understand the Tahlequah Farmers' Market Guidelines and agree to abide but those guidelines as well as all city, county, state, and federal laws. I understand that my Tahlequah Farmers Market Youth Booth Application can be revoked for cause. I also understand that the Tahlequah Farmers' Market has the right to inspect my farm or business. I agree to abide with all Tahlequah emergency covid rules.

Youth Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Tahlequah Farmers' Market Youth Booth Declaration of Product**

-Complete this form with all items you expect to produce and sell at the market. Any items that are not declared must receive special permission from the TFM Board of Directors prior to sale.

-Vendors must grow all produce declared on this page.

-Information on this form is subject to verification.

Asparagus \_\_\_ Beets \_\_\_ Broccoli \_\_\_ Brussel Sprouts \_\_\_ Cabbage \_\_\_ Carrots \_\_\_ Cauliflower \_\_\_

Corn \_\_\_ Cucumbers \_\_\_ Eggplant \_\_\_ Garlic \_\_\_ Green Beans \_\_\_ Greens (all types) \_\_\_ Herbs \_\_\_

Kohlrabi \_\_\_ Lettuce \_\_\_ Micro Greens \_\_\_ Mushrooms \_\_\_ Okra \_\_\_ Onions \_\_\_ Peppers \_\_\_ Peas \_\_\_

Potatoes \_\_\_ Radishes \_\_\_ Shallots \_\_\_ Spinach \_\_\_ Summer Squash \_\_\_ Sweet Potatoes \_\_\_

Tomatoes \_\_\_ Turnips \_\_\_ Winter Squash \_\_\_

Apples \_\_\_ Blackberries \_\_\_ Blueberries \_\_\_ Cantaloupe \_\_\_ Gourds \_\_\_ Grapes \_\_\_ Nectarines \_\_\_

Peaches \_\_\_ Pears \_\_\_ Plums \_\_\_ Pumpkins \_\_\_ Raspberries \_\_\_ Strawberries \_\_\_ Watermelon \_\_\_

Please list products not listed above:

Please email your completed application to: [TahlequahFarmersMarket@gmail.com](mailto:TahlequahFarmersMarket@gmail.com)

Or send by mail to: Tahlequah Farmers' Market PO Box 1513 Tahlequah, OK 74465

Tahlequah Farmers' Market Use Only Date Application Received \_\_\_\_\_