

# Calumet Farmers Market

## APPLICATION FORM

Submit all forms to [calumetclerk@gmail.com](mailto:calumetclerk@gmail.com)

PO Box 190 Calumet, OK 73014

405.893.2323

### 1. Contact Information (*Please Print CLEARLY*).

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

Contact Person: \_\_\_\_\_

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

*Street, Road, Rural Delivery Route*

\_\_\_\_\_  
*City or Town*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip Code*

Phone: \_\_\_\_\_

*Home*

*Cell*

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

How do you prefer to be contacted? \_\_\_\_\_ Phone \_\_\_\_\_ Email

### 2. Approximate start and end dates, and any dates you will NOT be able to attend market.

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Dates not attending: \_\_\_\_\_

### 3. Products Offered: (*attach additional pages if necessary*)

Produce: \_\_\_\_\_

\_\_\_\_\_

Meats/Eggs/Dairy: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

**4. Growing methods.** If certified organic, please attach a copy of certification.

\_\_\_ Integrated Pest Management    \_\_\_ Certified Organic    \_\_\_ Other (specify)

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**5. Fees and taxes (\$10 Market Permit Fee good for One year)**

How will you pay your market fee? \_\_\_ Cash \_\_\_ Check \_\_\_ Money Order

**6. Other questions:**

Do you accept credit or debit cards? \_\_\_ Yes \_\_\_ No    EBT? \_\_\_ Yes \_\_\_ No

What are your weekly sales expectations? \_\_\_\_\_

**Paperwork you are required to provide us with in order to sell your products:**

- State tax permit.
- Processed foods will require that the Vendor have liability Insurance and certification from the health department. (*examples of processed foods – jams, jellies, breads, cheese, etc.*)
- Homemade crafts such as soaps and lotions would require that the item include something you have grown yourself.

Sign application below. Your signature certifies that the information provided is accurate and that you have read, understand and agree to abide by the Calumet Farmers Market Rules.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# Calumet Farmers Market

## MARKET RULES

calumetclerk@gmail.com  
PO Box 190 Calumet, OK 73014  
405.893.2323

*Please read all market rules carefully and contact the Calumet Farmers Market staff if you have any more questions. 405.893.2323 or calumetclerk@gmail.com*

### Registration:

- Only producers from the Region - defined as Oklahoma - are able to sell at the Calumet Farmers Market.
- Producers must complete and submit to the Calumet Farmers Market an application, product list, and proof of any necessary licenses (including sales tax identification numbers, product manufacturing numbers, Liability Insurance, etc.)

### Products:

- Producer-only Rule: Producers may only sell crops or other food products that they grow or produce themselves, unless exceptions are granted as described below.
- Value-added products may be sold, provided that non-farm producers use ingredients largely obtained from farms in the Region, as defined above.
- Exceptions to the Producer-only Rule may be granted if:
  - The product comes from the region and no other producer grows and sells that product at the same market.
  - The producer requests and is granted an exception at least a week before the proposed item's start date.
  - The producer displays signs clearly indicating who produced the product and where it was produced.
  - The producer understands that he/she must stop selling the excepted product when a direct producer of that product enters the market (not applicable to vendors aggregating and selling on behalf of producers within the Region)

### Attendance:

- Producers selling at the Calumet Farmers Market must give at least 2 week notice if they will be unable to attend a certain date.
- Producers must notify the market manager by phone at least one hour before market opening time if they cannot attend due to circumstances beyond their control.

### Market Hours:

- Sales begin at the established opening time and not before, unless otherwise approved in advance by staff.
- Producers must arrive early enough so they are set up, items are priced, and staff is ready to sell at the opening time and they must stay until the closing time unless previous arrangements have been made or they run out of product.

**Space:**

- The Calumet Farmers Market staff assigns spaces at the market.
- Spaces will be issued as 10' x 10'
- Displays must not limit the view or access of customers to other stands.
- If space at the market is limited, a surcharge may apply if a producer requires an area that is longer than the allotted 10 x 10 space. Arrangements may be made in advance for larger spaces.

**Parking:**

- Producers will be responsible for loading and unloading their products in a timely manner prior to the start of market each day and will park their vehicles in assigned areas by the Calumet Farmers Market staff.

**Equipment:**

- Producers are required to bring their own equipment and supplies, including Tables, tablecloths, tents, bags, chairs, etc.
- Scales used at market must be licensed.

**Signs:**

- Producers must display a sign giving the name of the farm or business.
- Producers must have signs listing the prices of every item offered for sale.
- All signs must be in place before sales begin.

**Public Safety:**

- Producers must exercise caution in parking vehicles and unloading, reloading, and leaving.
- Producers must ensure that no objects belonging to them poses any danger to pedestrians, motorists, vehicles or other property.
- Producers offering food samples must provide certification of compliance with any regulatory requirements demonstrating proper preparation in a certified commercial kitchen as required by law.
- Producers offering food samples must provide the Calumet Farmers Market with proof of liability insurance.

**Site Sanitation & Appearance:**

- Each producer must keep their stand area clean and attractive. Stands must be kept free of produce residuals and other litter.
- Producers must clean their stand and vehicle areas at the end of market.

**Market Management:**

- The Calumet Farmers Market is responsible for the operation, management and administration of its farmer's market. Market employees or their designees are authorized to make operational and administrative decisions including application, interpretation, and enforcement of these rules.

**Organic Certification:**

- Farmers claiming that they offer certified organic products must submit a copy of their organic farm certification to the Calumet Farmers Market staff.
- Organic and non-organic produce must be clearly separated and labeled as such if offered for sale in the same display.

**Sales Reports:**

- All producers must submit reports listing sales for each month by the end of the first full week after the end of the month.
- The Calumet Farmers Market provides sales reports forms either electronically, by mail or at the Town Hall.

**Market Fees:**

- Market Permit Fee is \$10.00, good for one year.
- Vendors requiring the use of refrigerated equipment will be required to pay an additional fee to cover utility expenses.
- Additionally, vendors are not permitted to leave their refrigerated equipment on the premises outside of normal operating market hours.
- Payment must be received once Vendor Application has been approved.
- Payment can be made by check, cash, or money order either by mail or at the Town Hall.

*Violation of these market rules may result in reassignment of market position or loss of permission to sell in the market.*

Calumet Farmers Market – Southwest Corner of Main St. and Hwy 270 (Calumet Rd), Calumet OK  
73014 405.893.2323 [calumetclerk@gmail.com](mailto:calumetclerk@gmail.com)

# Calumet Farmers Market

## GUIDELINES

calumetclerk@gmail.com  
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### Definition of a Farmers Market:

*From OAC title 310, Chapter 257-1-2*

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 Chapter 260 Good Manufacturing Practices regulations must obtain a state food processor's license.

A farmer's market must have written operation 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 guideline 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, OAC 310:257, and/or Good Manufacturing Practice, OAC 310:260. 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 hazardous foods at the farmer's market must abide by all applicable sections of Food Service Establishments, OAC 310:257 of the regulations including acquiring a license from the department.

### General Regulations:

- All meat at a farmer's market must be sold from a licensed mobile.
- Eggs must be properly graded and labeled as per Oklahoma Department of Agriculture, Food, and Forestry (ODAFF) regulations, held at 45° F and cannot be sold if older than 45 days.
- All dairy products must be produced in an Oklahoma Department of Agriculture licensed facility.
- All Time/Temperature Control for Safety foods must be maintained at proper temperature, even if pre-sold.
- No temporary licenses will be issued at farmer's markets.

*A license from the Oklahoma State Department of Health and/or the local municipality will be required in the following cases:*

1. The grower or farmer sells fruits and vegetables which he/she has purchased or consigned from another grower or other source (public market, etc.) or any other products that have not been grown by him/her. Any third-party sales. All products being re-sold require a license from the Oklahoma State Department of Health.
2. Mobile Food Service units must be licensed and regularly inspected. Mobile units must have name and license # posted on unit.
3. Vendors selling prepackaged pasteurized milk produced from their own ODAFF-certified dairy.
4. Selling of packaged or processed foods.

*A license will NOT be required in the following instances. These rules are valid only at farmer's markets registered with ODAFF:*

1. A vendor selling only whole produce he/she has grown.
2. A vendor selling properly-graded eggs produced on their own farm, with a certificate from ODAFF.
3. Made in Oklahoma processed/manufactured food products, provided they meet the following conditions:
  - Prepared in an OSDH licensed facility under their individual processor/manufacturer license.
  - Vendor is selling only their own products (with 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).

### **Sanitation Requirements:**

1. Products must be sold whole, and stored/displayed off the ground.
2. Products must be from a source approved by the Oklahoma State Department of Health.
3. Products must be protected from contamination from outside sources such as pests, stagnant water, mishandling, etc. Products shall not be stored in contact with the ground, floor, or in dirty/contaminated container.
4. Spoiled or decomposing produce is not permitted at the market.
5. Washing/cleaning of produce must be in a manner consistent with the Good Manufacturing Practices (OAC 310:260). Potable water supplies must meet ODEQ and OSDH requirements. Waste water from such washing/cleaning must be disposed of in a manner not to create a nuisance or public health hazard.
6. Cut fruits and vegetables for display must be kept in a manner that does not create a nuisance or public health hazard (i.e., attracting pests).
7. No sampling of any kind is allowed without approval from OSDH, and must meet the following sampling requirements:
  - Samples must be prepared in an OSDH or ODAFF licensed facility.
  - Food handlers serving samples must have access to a hand wash station.
  - Dispensing of samples must be through the use of clean, sanitized utensils, single-use utensils or single-use gloves covering clean hands (No bare hands contact with ready to eat foods).
  - Only individual single use portion containers may be used. No community use containers.
  - Proper protection from contamination is required (i.e. sneeze guards, plastic coverings, etc.)
  - Approved samples must be transported to the market in clean, sanitized containers that adequately protect the samples from the elements, changes in temperature (if a Time/Temperature Control for Safety food), and any other sources of contamination.
  - Food must be in good, sound condition, free from spoilage, filth, or other signs of contamination.

**For More Information** · Contact your local county health department or Consumer Protection within the Oklahoma State Department of Health at (405) 271-5243 or Market Development within the Oklahoma Department of Agriculture at (405) 522-6194.