

Eastside Fresh Market - 2023
2500 NE 63rd Street, OKC, OK 73111
NE Regional Health & Wellness Campus

The Eastside Fresh Market will serve as a food access hub for Northeast Oklahoma City and create new market opportunities for NE OKC farmers and other Oklahoma City area food producers.

Market Hours

The market will run every Tuesday from April 18 to October 24, 2022. Hours of operation will be 4 pm to 7 pm. Vendors will be allowed to start setting up at 3 pm and must be ready for business by 4 pm and can not begin tear down until 7 pm. Vendors are expected to have cleaned up their area and left the premises by 7:30 pm, unless prior arrangements have been made with the Market Manager.

Fees and Payments

Booth Fees

- Vendors' payment options for the season.
 - 1) Vendors may choose to pay for the entire year (28 weeks) up front, **\$185**, which is \$7.50 per week for a 25% discount. Non-refundable. These vendors will be considered "Annual Subscribers".
 - 2) Vendors may pay \$10 per week.
- Shared Booth. Two vendors may share a space and split the fee. Permission must be obtained from Market Manager and the Market Manager maintains full discretion over the establishment of shared booths. Each vendor sharing the space shall be present or each have a trained employee or representative present familiar with the products being offered at each market.
- Vendors not collecting money for goods or services provided during the event, must provide a booth fee prior to arriving onsite. Booth fees vary based on if the business is a not-for-profit or for-profit group. Booth fees are also specific to each event. Coordinate with Market Manager on specifics and payment options.

Spaces and Assignments

No vehicles or trailers are allowed unless authorized by the Market Manager. Vendors are supplied with a 10' X 10' space and must supply their tent, tables, and chairs.

The Market Manager reserves ultimate authority for assigning reserved spaces.

- Spaces will be assigned by the Market Manager with priority given to annual subscribers.
- All vendors must specify in advance which weeks they are reserving a space.
- Vendors must advise the Market Manager when they will not be attending a market. If a vendor fails to email, text, or call the Market Manager prior to 4 pm on the day before the market, **which is 24-hour in advance**, of their absence on more than ONE occasion, they will be required to pay the booth fee for the day and may be subject to losing their reserved spot (exceptions may be granted by Market Manager due to unforeseen emergencies or vehicle trouble).

Vendor Rules and Regulations: Day-Of Event

- Vendors are required to follow the instruction of the Market Manager during set up and tear down.

- All vendors must be completely set up 15 minutes prior to the event start and remain set-up and in place until the event end time.
- Depending on the event, you may be allowed to drive on site or close proximity until your assigned booth. If given permission, you must follow these steps for the safety of guests:
 1. Contact the Market Manager when arriving onsite & *must wait* to drive onsite until escorted by the Market Manager.
 2. Once escorted onsite, you must unload all your merchandise and then drive the vehicle offsite. You are NOT ALLOWED to remain parked onsite for more than 20 minutes. Please be considerate to all other vendors and make sure you do not interfere with someone else's set up.

All Vendors must read and agree to the following rules and requirements

The following rules and regulations may be modified at any time. The Market Manger will notify vendors of any changes. For any additional questions, complaints or disagreements please contact: ladonna.hines@okstate.edu.

Vendor Categories

Vendors must fall into at least one of three categories: producer, prepared food, or craft.

A. Producer Vendor

1. Producer is defined as a farmer/rancher/gardener that grows/raises 100% of the fruit, vegetable, herb, nut, grain, meat, fiber, dairy, egg, honey, plants, seeds, and flowers on their own Oklahoma farm, church, or community garden.
2. Value-added products. Value-added products must be made following all city, county, and state regulations. Food products can be made by the producer in a certified kitchen or by another company with a certified kitchen. Non-food items (i.e., fiber) can be made by a processing company.
3. Meat, poultry, and fish. All meat, poultry and fish must be raised by the vendor offering the product. No meat, poultry, dairy, or egg products from confined animal feeding operations may be sold. The minimum number of days the vendor/producer must own the animal immediately prior to processing is as follows: Beef and Bison - 180 days; Pork, Sheep and Goat - 60 days; Poultry - 56 days; Fish - 60 days Processing of meat, poultry and fish can be done by a meat processing company.
4. Nursery stock. Nursery stock may not be purchased from out-of- state for immediate resale. All nursery seedlings must be grown out by the vendor for a minimum of four weeks before being sold at market. Bare roots and bulbs purchased by the vendor can be sold when established and grown in a container for at least four weeks before being sold at market. If bare roots or un-potted bulbs are sold, they must be grown by the vendor for one season before being sold at a market. Oklahoma Department of Agriculture, Food, and Forestry (ODAFF) nursery licenses required.

B. Prepared Food Vendor

1. Prepared Food Vendor is defined as a licensed prepared food handler who prepares 100% of prepared food items they sell at each market.
2. Licenses. All Prepared Food Vendors must be in compliance with city, county, and Oklahoma State laws and regulations.
3. Local Ingredients. Ingredients that can be sourced locally, if available at the time of preparation, must be obtained from an Oklahoma Producer if commercially available. To adhere to Oklahoma Grown, all Prepared Food Vendors are expected to use as much locally grown/raised ingredients as possible in their products.

- Vendors must keep a verifiable up-to-date log of local products used and have it available for review by the Market Manager.
- All prepared food vendors must list the local foods used in their product and label the source of the local ingredients on the packaging. To fully inform consumers, all lists and labels must accurately represent the types and volume of local ingredients used in each product. If a locally sourced ingredients are included on a vendor's list, that ingredient must be used exclusively in all products sold at the market.

C. Craft Vendor

1. Craft Vendor is defined as a craftsperson who manufactures 100% of the finished craft items (such as body care products, pottery, candles, baskets, garden related crafts, etc.) they sell at each market. All craft items should be made in Oklahoma, unless presented to and approved by the Market Manager.
2. Ingredients. Preference is given to crafts that contain ingredients that are produced, raised, and/or harvested by the vendor. Next preference is given to crafters using OK Grown ingredients.

General Vendor Rules and Requirements

- **Laws.** All vendors are responsible for abiding by all applicable city, county, state, and federal laws, and regulations.
- **Sales Tax Permit.** All vendors who are required by the state to pay sales tax, must submit a copy of their sales tax permit with their application. Assessing, reporting, and remitting sales tax to the Oklahoma Tax Commission is the sole responsibility of the vendor. Each vendor should call the Oklahoma Tax Commission at 405.521.3279 for clarification on requirements and to obtain an application for a sales tax identification number.
- **Legal Entity.** All vendors' products can only be produced and must be sold under ONE legal business entity (i.e., sole proprietorship, partnership, etc.).
- **Product liability Insurance.** All vendors are responsible for carrying their own product liability insurance.
- **Sampling.** Cut samples are only allowed as per ODAFF and OK Health Department regulations and guidelines. Each vendor is responsible for educating themselves on compliance of sampling rules.
- **Attendance.** Vendors must disclose dates they are currently planning to be absent upon submission of application.
- **Flyers and Signs.** Only flyers and signs related to farming, gardening, and food can be distributed and displayed at the market. No political flyers or signs can be handed out or displayed. All flyers must be approved by the Market Manager prior to distribution.
- **Trash.** All vendors must utilize provided trash, recycling, and compost receptacles. Each vendor is responsible for maintaining their area in a clean, neat manner and for cleaning their area before departing at the end of the market day.
- **Growing Practices.** Growing practices must be clearly stated on a visible sign displayed with produce being sold. For example, "conventionally, naturally or organically grown".
- **Prices.** Each vendor must clearly post prices on each type of product being sold. Prices should be visible and must be priced prior to the opening of the market. It is expected that vendors will not overprice or undercut other vendor's prices. The Market Manager will resolve any disputes over prices.

