

# Farmers Market Registration Application

The Oklahoma Department of Agriculture, Food, and Forestry has established criteria that Farmers Markets must meet before being recognized as an *Oklahoma Grown Market* or a *Registered Farmers 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 ODAFF.

## Oklahoma Grown 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.

## Oklahoma Grown Sale of Items

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

## Registered Farmers Market Structure

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.

## Annual Report

An annual report will need to be submitted to ODAFF no later than 30 days after the last day of the market or no later than November 1<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 Ashley Bender at 405.522.4330.

Mail completed applications to:

Oklahoma Department of Agriculture, Food, & Forestry Attn: Ashley Bender  
P.O. Box 528804  
Oklahoma City, OK 73152

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Name of Market \_\_\_\_\_ Location \_\_\_\_\_

City \_\_\_\_\_ Months of Operation \_\_\_\_\_

Days of the Week Open \_\_\_\_\_ Hours of Operation \_\_\_\_\_

Contact Person \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Market Website \_\_\_\_\_

**Oklahoma Grown: YES \_\_\_\_\_ NO \_\_\_\_\_**

## Please attach the following information:

1. Market manager contact information and/or Advisory Board members
2. Copy of markets guidelines and/or by-laws
3. Chamber of Commerce membership or recognition of existence from the City or County (**OK Grown only**)
4. List of minimum of six vendors participating in market

\_\_\_\_\_ % of vendors products that are required to be grown in the state.

\_\_\_\_\_ % of products that the producer has to grow themselves.

\_\_\_\_\_ % that can be resold from another Oklahoma farmer.

\_\_\_\_\_ % of market sales that can be from crafts/non food items.

\_\_\_\_\_ How many vendors does your market have?

\_\_\_\_\_ How many of the markets vendors primarily sell produce?

## Loss of Status:

- Farmers Markets may lose their *Oklahoma Grown or Registered* status if they are not registered with the Oklahoma Department of Agriculture, Food, & Forestry.
- Failure to comply with the guidelines of the *Oklahoma Grown or Registered Farmers Market* structure.
- Markets that do not submit a complete annual report.

I hereby agree that the information provided in this application is accurate to the best of my knowledge. (\_\_\_\_\_) agrees to comply with the requirements necessary to  
Market Name

Maintain its membership as a designated *Oklahoma Grown Farmers Market or Registered Farmers Market* with the Oklahoma Department of Agriculture, Food, & Forestry. I also understand that failure to comply with all of these provisions may result in the market losing its *Oklahoma Grown or Registered Farmers Market* designation.

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