



## Muskogee Farmers' Market (MFM) Membership Application Form

### VENDOR INFO (Please read first):

1. Muskogee Farmers Market is a “PRODUCER ONLY” market, which means you must grow, produce, or process the products that you would like to sell. While limited reselling is allowed to offer a broader range of farm products to our customers, it is limited to 20% of what a vendor may bring on any given market days. No multi-level marketing or mass-produced and branded items are allowed. Please email us to ask before applying if you’re not sure if your product is eligible.
2. Please note that space is limited. Vendors selling fruits and vegetables, meat, eggs, and other farm products will be given priority consideration, especially those that are organic or grow fruit, mushrooms, or something else unique.
3. It is a vendor’s responsibility to know what permits, licenses, and certificates are required, and all must be current and valid. This application is complete ONLY when accompanied by ALL required documents.
4. A Committee of the MFM Board of Directors reviews all new applications. Acceptance of new vendors into the Market is at the complete discretion of the MFM Board of Directors and management. If your application is accepted, you will be contacted by the Market Manager and asked to pay your \$50 membership fee.
5. Application Deadline – new vendors can send in an application any time, but it should be received before March 15 of each year for best consideration. Vendors applying during the market season may not receive consideration that year if spaces are limited. At a minimum, they should expect to wait at least two weeks before being able to sell.
6. All new vendors are subject to a one-year trial period to ensure compliance with market regulations.
7. Waiting list – there is no waiting list, but new vendors are more likely to be accepted when applying before the season begins, and vendors who offer products underrepresented at the market.
8. Please note: Typically, non-profit groups are not permitted to become vendors. Please contact the market manager for more information.
9. You are responsible for your own tables, chairs, etc. Your booth must show the name of your business.
10. Market Fees:
  - a. Annual Dues \$50 (due at the pre-season meeting or before your first sale day)
  - b. Stall Fees (paid at the end of each market day)
    - i. Saturday:
      1. Single Space: \$20 or 10% of total sales (10% option available only if sales are counted and reported exactly)
      2. Double Space: \$30 (limited number available, allotted by seniority)
    - ii. Wednesday:
      1. Single/Double: \$15 or 10% of total sales

# 2024 MEMBERSHIP APPLICATION



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

Owner/Rep Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Text? Y / N E-mail: \_\_\_\_\_

Directions to farm or business: \_\_\_\_\_

Social Media: \_\_\_\_\_

**Producer's Declaration:** Please list total acres or square feet in production:

Greenhouse: \_\_\_\_\_ Tunnel: \_\_\_\_\_ Field: \_\_\_\_\_

## CROPS / ITEMS IN CURRENT PLANS FOR THIS SEASON:

VEGETABLES		FRUIT	OTHER	ANIMAL PRODUCTS
___ Asparagus	___ Mushrooms	___ Apples	___ Beans (dried)	___ Beef
___ Beets	___ Okra	___ Blackberries	___ Bedding plants	___ Bison
___ Broccoli	___ Onions	___ Blueberries	___ Potted Plants	___ Chicken
___ Brussels sprouts	___ Peas	___ Grapes	___ Flowers (cut)	___ Cow Cheese
___ Cabbage	___ Peppers	___ Melons	___ Gourds	___ Cow Milk
___ Carrots	___ Potatoes	___ Nectarines	___ Herbs	___ Eggs
___ Cauliflower	___ Pumpkins	___ Peaches	___ Microgreens	___ Fiber
___ Corn	___ Radishes	___ Pears	___ Peanuts	___ Fish (type)
___ Cow Peas	___ Shallots	___ Plums	___ Pecans	___ Goat
___ Cucumbers	___ Spinach	___ Raspberries	___ Wheat grass	___ Goat Cheese
___ Eggplant	___ Summer Squash	___ Strawberries	___ Wheat	___ Goat Milk
___ Garlic	___ Sweet Potatoes	___ Watermelon	___ Other Grains	___ Honey
___ Green beans	___ Tomatillos	___	___	___ Pork
___ Greens (all types)	___ Tomatoes	___	___	___ Rabbit
___ Kohlrabi	___ Turnips	___	___	___ Turkey
___ Lettuce	___ Winter Squash	___	___	___

**Non-ag producers:** Please briefly describe what you would like to sell at the farmers market, if it is not a farm product:

**All vendors:** Who grows/produces/raises/makes the products you intend to sell at farmers market?

**\*\*NOTE – Reselling is limited to 20% of items that are brought to any market day, unless prior approval has been made by the board of directors. Resold items must be grown in Oklahoma, clearly marked with a blue price tag, with the grower’s name and location on the tag.**

**Permits and licenses: It is each vendor’s responsibility to know what permits and licenses they are required to obtain to sell their products. Some of these permits are required to be posted at the point of sale. Please keep a copy of all necessary licenses and permits available in case concerns arise at market.**

- **Sales Tax Permit:** Required if reselling any product, or selling anything other than produce grown on your own farm.
- **Food Processor License:** Required to sell jams/jellies and processed food
- **Egg Packers License:** Required for all egg sales; eggs must be raised on your farm. \*\*\*Eggs must be refrigerated to 41deg F or below at all times.
- **Nursery License:** Required to sell live plants
- **Meat/Mobile Unit License:** Required to sell meat out of a mobile location
- **Organic Certification:** Required if you use the word “Organic” in your marketing

**Vendor Agreement:**

I agree to abide by all Market rules, including the requirements that all produce, plants, meats and other crop or animal products I sell will be “OKLAHOMA GROWN”, and I will produce at least 80% of the products I sell on any particular market day. I understand my membership in the association shall/can be revoked immediately if I intentionally misrepresent my products, either to customers or to market managers. I also understand the association has the right to inspect my farm or business in the case of a dispute.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Email your completed application or any questions to: muskogeefarmersmarket@gmail.com
Alternatively, you can mail your application to: Muskogee Farmers’ Market, P.O. Box 516, Muskogee, OK 74402

### **ACH Authorization:**

For the market to pay you for SNAP benefits and debit/credit card transactions, please fill in the financial information below or attach a voided check. This form must be on file with the market before you first sale day, or you must not accept any tokens as payment.

(If you are a retuning vendor, a voided check is not needed, simply circle "Yes" to reauthorize the account we have on file.)

**\*\*Please provide this information BEFORE selling if you plan to accept tokens. Otherwise do not accept tokens of any kind as payment.**

Yes / No By circling "Yes" I authorize the Muskogee Farmers Market use the financial account currently on file.

I authorize Muskogee Farmers Market to initiate credit entries to my account indicated below and the Financial Institution named below to credit the same such account. I also authorize Muskogee Farmers Market to electronically debit my account to correct erroneous credits that are received. I acknowledge that the origination of Direct Deposit via ACH transactions to my account must comply with U.S. law.

This authorization is to remain in full force and effect until Company has received written notification from me (or any authorized account signer on the accounts listed) of its termination in such time and manner as to afford the Company and Financial Institution a reasonable opportunity to act on the request.

Individual Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

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

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_ Type of Acct: Checking Savings