

Downtown Tulsa Midweek Market Guidelines 2024 Season

2024 Market Season

The Downtown Tulsa Midweek Market (DTMM) is open on the following Wednesdays from April 24th 2024 through October 30, 2024 from 4-7 PM at Chapman Green Park located at 600 S Main Street, Tulsa, OK, 74103:

Spring:

- April 24
- May 1
- May 8
- May 15
- May 22
- May 29
- June 5
- June 12
- June 19
- June 26

Fall:

- September 4
- September 11
- September 18
- September 25
- October 2
- October 9
- October 16
- October 23
- October 30

The Market is managed by Downtown Tulsa Partnership (DTP), and DTP reserves the right to cancel due to inclement weather or other situations that make the market unable or unsafe to operate.

Vendor Categories

Vendors must fall within at least one of the following categories:

- Producer
- Prepared Foods
- Crafts & Goods
- Services

Guidelines for Compliance with Oklahoma Farmers Market and Farmers Hub Act:

- In compliance with the **Oklahoma Farmers Market and Farmers Hub Act**

(OFMFHA), no more than 25% of the total market sales may be craft related; therefore, craft & goods vendor space will be limited. In order to accommodate the greatest diversity of craft makers and local small businesses, vendors will be rotated and scheduled for specific market days. Producer & prepared food vendors are given preference over craft & service vendors.

- The **Oklahoma Department of Agriculture and Forestry (ODAFF)** requires that 100% of the fresh produce sold at the market be grown or raised in Oklahoma.
- Nursery Stock: Nursery stock may not be purchased out of state for immediate resale. All nursery seedlings must be grown by the vendor for a minimum of four weeks prior to sale. No packaging showing name brands may be used to contain plants, i.e., “Bonnie,” “Atwoods,” etc.
- Prepared Foods (Commercial Kitchen) - Prepared foods must be made by the vendor in a certified kitchen. Prepared food vendors must follow the city, county, state laws and federal regulations.
- Prepared Foods (Homemade): As of November 1, 2021, Oklahomans will be able to sell homemade food products in compliance with the Oklahoma Cottage Food Act/Food Freedom Act. Homemade food vendors must follow the state regulations under the act the “Bringing Farm to Market” resource on the market website (www.downtowntulsa.com/market) is a helpful primer on those regulations.
- Vendors selling products that are time or temperature controlled must hold an approved food safety training certification: <https://www.servsafe.com/>

Marketing

By applying and accepting a space at the DTMM, you agree that DTP can use your likeness in photography or videography used to promote the market. We strongly encourage participants to follow suggested marketing and engagement guidance from DTP staff to ensure success advertising your business and products as part of the DTMM.

Application Evaluation

The DTMM focuses on bringing fresh, local, and diverse products to Downtown’s community of residents, employees, and visitors. All applications will be reviewed and selected based on the following:

- A full and completed application

- Ability of the vendor to bring fresh and prepared food to the market
- Diversity of the vendor's product, good, or service; and
- Compatibility of vendor's product, good, or service with an outdoor, market-style event

Applications will open on March 8th, 2024 and will be accepted year-round on a first-come first-served basis. We will accept applications on a rolling basis for the market seasons, and we can place accepted applicants if application is received within 2 weeks of the date intended to vend.

The DTMM is an equal opportunity provider. No person will be favored or discriminated against because of age, race, color, sex (including pregnancy), disability, religion, national origin, or genetic information.

Fees & Scheduling

Once accepted to the market, you will be notified of all confirmed dates you are scheduled for the market season (Spring/Fall), the cost of your booth fees for the season, and information on how to submit payment.

Booth Fees:

- Producers: \$15
 - Farmers, growers, ranchers, and producers of vegetables, fruits, herbs, meats, dairy, grains, nuts, fibers, eggs, honey, plants and flowers.
- Prepared Foods, Craft & Service Vendors: \$20

Conduct

Vendors are expected to conduct themselves in a professional manner and in accordance with the Guidelines of the Downtown Tulsa Midweek Market. All vendors are to treat staff, volunteers, customers, visitors, and their fellow vendors with respect and courtesy.

Licenses and Permits

All vendors are responsible for obtaining all licenses and permits that are required by various government entities, such as the Oklahoma State Department of Health, Tulsa

Health Department, ABLE Commission, and Oklahoma Department of Agriculture, Food, & Forestry, applicable to the product they sell. All participants selling at the market must abide by all applicable federal, state, and local regulations.

As a vendor, you are required to collect sales tax on product sales at the Midweek Market and remit these taxes to the State of Oklahoma. If you have questions about this process, please reach out to the [Oklahoma Tax Commission](#).

Individual Vendors & Electronic SNAP Purchases

The DTMM does not have the ability to provide SNAP purchasing services for vendors of the market currently, but welcomes and prioritizes those vendors able to accept SNAP purchases on their own.

If a vendor will be providing SNAP purchasing: SNAP purchases must not include sales tax. The vendor is exempt from paying sales tax on SNAP sales, so it must not be included in the sales price of SNAP purchases. Change may not be given for SNAP purchases that total an uneven dollar amount. Extra product may be added to the purchase to total an even dollar amount.

Supplies and Equipment - Vendors must provide the following:

- Tables, chairs, and shade canopies (if needed)
- If using a tent, tent weights will be required. Weights must be no less than 20 lbs. per tent leg.
- If electricity is used, vendors are responsible for safe covering of cords. Cords may not stretch across pathways. If cords are on the ground, they must be duct taped or covered.
- Vendors will also be responsible for providing their own bags.

Set Up & Tear Down Information

- Vendors will be allowed to set up after 230 PM on Wednesdays and must be ready to sell by 4 PM. Vendors must stay until close of market at 7 PM, with tear down complete by 8 PM.
- If there is an emergency, call the Market Facilitator and let them know you will be late. It will then be decided whether you will be allowed to set up.

- No vehicles will be allowed in the market area during market hours unless the vendor's booth set up includes their vehicle and/or trailer. Vendors who need a trailer/vehicle behind their booth space will be given a designated booth spot that can accommodate this need.
- Vendors must secure their canopies and other booth materials. Weights must be used on legs. Tents or shade covers may not exceed 10x10 feet unless they have more than one booth space.
- You are required to have a "spotter" while driving into or out of the main market area.

Vendor Displays

Business name must be clearly displayed at your booth(s). Ensure your signage is legible and visible and your prices per item are clear.

Music

Vendors may not play music at their booths. Live music and other performances will be provided at each market.

Pets

Pets are welcome to the DTMM as long as the following are met:

- Always remain on leash.
- No excessive barking, fighting, growling, or any aggressive behavior.
- Pet waste must be immediately removed and placed in the proper receptacles.
- Guests with pets may be asked to leave the DTMM area.

Solicitation and Panhandling

Solicitation and/or loitering is not tolerated. Anyone attempting to sell products on market grounds are prohibited from doing so unless you are an official market vendor.

Panhandling is not tolerated.

Trash

All vendors are responsible for cleaning up their booths. Vendor trash may only be disposed of in designated receptacles.

Smoking

Smoking is not permitted within the park area or in the restroom facilities.

Cancellations

To maintain adequate attendance at our market, it is very important that you contact the Market Facilitator if you must miss a scheduled market day. If you cancel within 24 hours of a market date 2 times in a season, at the discretion of the market organizers, you may be removed from the market season schedule and can reapply for next season. If you miss more than two consecutive market days without notifying the Market Facilitator, you will no longer be scheduled to vend. A vendor may be reinstated, but location is not guaranteed.

Inclement Weather

- The market may be closed if severe weather is forecasted for Downtown Tulsa during market hours. Public safety is a priority when it comes to decisions on closure of the market. If there is an imminent threat forecasted, we will close the market and vendors will not be allowed to set up and try to brave the storm.
- Vendors will be notified via email only. Each vendor will need to ensure they provide their best email for accurate communication.
- Final decision concerning closure of the market due to foreseeable weather issues will be made **no later than 9 AM on Wednesdays** during the market season.
- Decisions on closing the market due to dangerous conditions that arise during the market (like strong winds above 15 MPH) will be communicated to each vendor by the market facilitator immediately upon making the decision to close the market.
- For markets that are cancelled due to weather, DTP will work to reschedule rotating vendors and entertainers to open spots at future markets, but cannot guarantee a rescheduled date.

Fee Reimbursement for Cancellations

If the market is formally cancelled for inclement weather by DTP staff via email, all

vendors will be worked with to either: 1) reschedule to another date and transfer their booth fee if paid beforehand or 2) to coordinate booth fee reimbursement at the end of the market season if paid beforehand.

If a vendor cancels due to illness or unforeseen circumstance within a timely manner (at least 24 hours), vendor will be worked with to either: 1) reschedule to another date and transfer their booth fee is paid beforehand or 2) to coordinate booth fee reimbursement at the end of the market season if paid beforehand. Vendor cancellations will be handled on a case by case basis and timely communication is encouraged.

The Downtown Tulsa Midweek Market works to ensure compliance with Tulsa City/County Health Department (TCCHD) and the Oklahoma Department of Food, Forestry, and Agriculture (ODAFF) regulations on the sales of food products. Vendors are required to comply with all applicable requirements to participate at the Downtown Tulsa Midweek Market.