



# City of Moore Parks and Recreation

## Farmers Market at Central Park Vendor Application

The Station at Central Park 700 S. Broadway Moore, OK 73160  
Office: 793-5090 Fax: 793-5088

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ First and Last Name: \_\_\_\_\_

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

Street City Zip

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_ Email: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone :(\_\_\_\_) \_\_\_\_\_

Cell Phone Service Provider \_\_\_\_\_

**Farmer's Market Thursday 3:30pm – 7:00pm & Saturday 8:00am – Noon**

Facilities	Rates		
Farmer's Market Vendor Space	\$15.00	Daily	<input type="checkbox"/>
Farmer's Market Vendor Space	\$486	Full Season 10% Discount for 36 days	<input type="checkbox"/>
Farmer's Market Vendor Space	\$256.50	*Half Season 5% Discount for 18 days	<input type="checkbox"/>

\*This can be used at your discretion and there will be no refunds, unless the Market is cancelled short of projected closing date.

City of Moore, hereby grants

(hereinafter called the "Renter"), permission to use The Farmers Market at Central Park, subject to the terms and conditions of this agreement contained herein and attached hereto all of which form part of this agreement.

The Farmers Market at Central Park Guidelines:

1. The Market is located at 700 S Broadway – South Parking Lot – Central Park
2. Authority over the market rests with the City of Moore and the Market Manager.
3. The Market Manager will develop a placement of each vendor within the Market. In the event a conflict occurs regarding placement, the situation will be resolved at the discretion of the Market Manager. The Market Manger will place all vendors at his or her discretion.
4. Our goal is to provide garden related products and produce grown, and/or made in Oklahoma, offered for sale at the market. **Out of state produce may be sold however. Requirements for this include: notifying customer of the state of origin of produce via sign. This sign can be one large sign with the specific fruits/vegetables and locations or you can have the locations price displays. Hiding the locations at which you produce is grown will not tolerated! A vendor found violating the policy will be asked to adhere to the rule. If the violation continues, the Market Manager may require the vendor to leave the market and will forfeit his/her space and fee for the remainder of the season.**
5. Vendors must provide own tables, chairs and change. Vendors are encouraged to display prices of product for best communication with customers. Vendors are responsible for cleaning their areas before leaving the market each day. Failure to do so will result in exclusion from the market. If you are needing tables and chairs we will rent them to you for **\$5.00** per table and **\$1.00** per chair; cash only.

6. If a vendor offers a processed product for sale, he/she must file a copy of the Health Department certification with the Market Manager before selling any product. Failure to do so will prohibit the vendor from selling at market.
7. Vendors are responsible for paying the appropriate sales tax to the Oklahoma Tax Commission. The Sales tax rate for the City of Moore is 8.50%.
8. The Cleveland County Health Department has jurisdiction over sales of food products at all Oklahoma Farmers Markets. Vendors must comply with all applicable requirements to be eligible for participation at The Farmers Market at Central Park.
9. Courtesy to others and our customers will prevail above all disagreements.
10. No sharing of space. No subleasing space. The space is for you to sell your products only.
11. In the event of inclement weather, the policy will be rain or shine unless dangerous weather such as tornados or lightning prohibits the operation of the market.
12. Set-up: Vendors are required to set up their assigned space in the market area. Vendors must stay in their assigned space and not to encroach in to other vendors' area. Vendors are asked to set-up at least 30 minutes prior to the opening time.
13. Any complaints or disagreements arising from a consumer or grower should be immediately reported to the Market Manager. The Market Manager and Administration reserves the right to take any action they deem appropriate, including prohibiting the offending party from selling at the market. Any vendor who fails to comply with the guidelines shall have his/her spaces(s) declared vacant at the discretion of the Market Manager or administration, who decision will be final. First Infraction: A verbal and/or written notice of the infraction will be given to the vendor by the market manager. Second: A \$25.00 fine will be assessed to the market vendor. Third: The vendor will be suspended from the market for the remainder of the season or indefinitely at the Market Manger's discretion.
14. Conduct and Dress Code: Conduct will be above reproach while selling produce or products in the market. Vendors are required to speak and act in a courteous and professional matter at all times. Vendors should practice good hygiene and wear clean clothing. Offensive or abusive behavior/language will not be tolerated. Vendors whose speech or conduct does not meet these standards will be subject to immediate dismissal from the market at the market managers' or attendants' discretion.
15. The Planned dates for the market are May 3<sup>rd</sup>, 2018 until September 1<sup>st</sup> 2018. Dates and times of market may be changed at the discretion of the City of Moore.

**In consideration of being accepted and allowed to participate in any way in the Farmers Market at Central Park, related events and activities, the Renter:**

1. Agrees that prior to participating, each will inspect the facilities to be used. If they believe anything to be unsafe, they will immediately advise the Market Manager of such condition(s).
2. Assume all the foregoing risks and accept personal responsibility for damages following any injury, permanent disability or death.
3. Release, waive, discharge and covenant not to sue the City of Moore, Moore Public Works Authority, its affiliated clubs, their respective administrators, directors, agents, and other employees of the organizations, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as "releasee" from any and all liability to each of the undersigned, his or her heirs and next-of-kin for any and all claims, demands, losses, or damages on account of injury, including the death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasee or otherwise the

4. All participants are responsible for payment of any applicable sales tax and shall then remit taxes to the Oklahoma State Tax Commission.

I have read and agree with all the above terms, conditions and guidelines. A signed copy of this agreement must be on file with the City of Moore prior to participation.

Signature: \_\_\_\_\_

1. What product(s) will you be selling:

---

---

---

2. Do you grow or make your own product or are you resale? Grow all myself  Resale some but not all  Resale all   
If resale, you must provide the locations and what products are resale (if you need more room please move to last page)

---

---

Is your operation/Farm located in Oklahoma? Same address from above   
If so, where: Address: \_\_\_\_\_  
If not, where? Address: \_\_\_\_\_ State: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Will you be selling any baked/cooked or manufactured food at any time this season? Yes  No   
If yes, please provide your required Health Department permits and licenses at the time you turn in this application.

I have to turn in this paperwork to the Health Department before you can sale your merchandise  
This application will not be accepted without this paperwork. (Staff Only) Initial if Completed \_\_\_\_\_

4. What dates/days do you plan on being at the market: Only Thursdays  Saturdays  Both   
Starting date: \_\_\_\_\_ Possible last date if known: \_\_\_\_\_

5. Do you require space for a Trailer? Yes  No   
If yes, there are only three spaces available, these spaces are located at the far south end of the Market.

6. We have 17 vendor spaces under the covered pavilion with electricity, do you require electricity Yes  No

7. We have 10' x 10' tent spaces available if there is no space available under the pavilion. (no electricity)

**If you need any help with getting your permits and license**

Helpful Phone Numbers: Oklahoma Department of Health certified kitchen licenses: (405) 271-5243; Oklahoma Department of Agriculture licenses: (405) 521-3864; Cleveland County Health Department: (405) 321-4048 or **Alisha Hounslow (405) 579-2249**  
Oklahoma Tax Commission: (405) 422-4324

**Primary contact:**  
**Teresa Smith**  
**City of Moore**  
**700 S. Broadway**

