

# QFM Food Hub Rules and Regulations 2022

## QFM FOOD HUB DETAILS

1. **FARMERS HUB DEFINITION** The State of Oklahoma defines a farmers hub as, “a designated area where farm food and value-added products from approved sources are sold on *consignment* basis for farm food producers.” Unlike a farmers market, the producer/processor does not have to be present and products may be sold by a farm-direct marketer (I.e., the QFM Food Hub).
2. **HOURS OF OPERATION** Monday-Friday 8:00am-4:00pm
3. **LOCATION** 326 Main St., Quapaw, OK 74363

## LEGAL

### 1. LAWS

- a. The Oklahoma State Department of Health and Oklahoma Department of Agriculture, Food and Forestry (ODAFF) have jurisdiction over sales of manufactured food at all Oklahoma farmers hubs.
  - b. The Oklahoma Farmers Market and Farmers Hub Act took effect 11/1/2020, allowing the Quapaw Farmers Hub to serve as a farm-direct marketer.
  - c. All state qualifications of a farmers market must be met; however, the producer/processor does not have to be present. As such, vendors must comply with all applicable city, county, state, and federal laws and regulations.
2. **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 (OTC) is the sole responsibility of the vendor. Each vendor should call the OTC at 405-521-3279 or visit <http://oktax.state.ok.us> for clarification on requirements and to obtain an application for a sales tax identification number.
3. **LICENSE/CERTIFICATIONS** If you sell any of the following items, you must include a copy of the license/certification corresponding with the item, with the application.
- a. **Eggs-** Egg Packers License is required for all egg sales. Eggs must be raised on your farm, *must* be refrigerated to 45 F or below at all times, and cannot be sold if older than 45 days.
  - b. **Dairy-** All dairy products must be produced in an ODAFF licensed facility. Raw, unpasteurized dairy products are not allowed to be sold.
  - c. **Meat-** Meat/Mobile Unit License is required to sell meat at a farmers market.
  - d. **Organic-** Organic Certification is required if you use the word “Organic” in your marketing. More details in Vendor/Market Space section below.

- e. **Pecans, Peanuts, Other Nuts, and Grains-** Whole grains may be customer ground and nuts may be customer cracked after sale. If cracked or ground prior to sale, this processing should take place in a licensed and/or inspected facility.
- f. **Honey-** Oklahoma beekeepers with annual production less than 500 gallons are not required additional licensing or inspection, as long as all honey is produced and sold by them or their family.
- g. **Baked Goods-** All baked goods must follow the Home Bakery Act of 2013.
- h. **Alcohol-** Alcohol products may be sold at the Quapaw Farmers Market only.
- i. No temporary licenses will be issued at the QFM Food Hub.

## **RULES/REGULATIONS**

1. **APPLICATION** Potential vendors must complete the QFM Food Hub application and submit all applicable license/certifications to become an approved vendor.
2. **PRODUCT DROP-OFF** Consignments will be accepted weekly on Monday and Tuesday from 8:00am-3:00pm. Non-perishable products may be left at the hub after close of business on farmers market days. Please call the Market/Hub Manager prior to drop-off.
3. **RESALE** No reselling is permitted. All products must be grown/made by the vendor.
4. **QUALITY CONTROL** Vendor will be responsible for ensuring that all items dropped off for consignment are clean, presentable, and are a quality product.
5. **PRODUCT LABELS** Vendor must provide identification of the products and/or ingredients for any item that shall be consigned including:
  - a. Business/farm name
  - b. Name of products
  - c. Address where the product was grown and/or processed
  - d. Price with the 25% figured in
6. **OWNERSHIP** The QFM Food Hub sells items on consignment only. Products remain property of the vendor until sold to customer.
7. **CONSIGNMENT FEE** The QFM Food Hub's consignment fees are 25% of the item's retail price. Vendor is responsible for setting prices.
8. **WASTE MANAGEMENT** Vendor is responsible for communicating what to do with unsold perishable products.
9. **PAYMENT-** Vendors will be compensated for any products sold at the hub via check on a monthly basis. Checks will be available for pick up on the 5<sup>th</sup> of every month. If the 5<sup>th</sup> falls on a weekend or a federal holiday, checks will be available the following business day. Vendors can expect to receive an itemized list of sales and payments for items sold on consignment upon receiving their check. Only authorized employees are permitted to pick up vendor checks. Contact Alexis Dixon to add or remove names.

## QFM Food Hub Vendor Application 2022

Vendor Contact Name \_\_\_\_\_

Farm/Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Cell Phone \_\_\_\_\_ Business/Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**Is this a Native-owned business?**

- Yes
- No

**Preferred method of communication**

- Phone
- Text message
- E-mail

**List all produce/products you plan to sell for the season**

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**Permits and Licenses-** Must include a copy of all relevant permits/licenses with the application.

- Sales Tax Permit
- Food Processor License
- Egg Packers License
- Meat/Mobile Unit License
- Organic Certification
- Other applicable license or certification \_\_\_\_\_

**Questions-** If you have any questions, please contact the Market Manger, Alexis Dixon, via e-mail at [farmersmarket@quapawnation.com](mailto:farmersmarket@quapawnation.com) or phone at 918-238-3168.

**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 QFM Food Hub prior to participation.**

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

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