

## **MARKET 34**

### **RULES AND REGULATIONS**

1. Locations and Times
  - a. Market 34 is located at Block 34 Park (218 East 8<sup>th</sup> Ave., Stillwater, OK 74074)
  - b. Market 34 season April through October
  - c. Market hours are 9:00 a.m. – 1:00 p.m., with a set up time of 7:30 - 9:00 a.m. and breakdown time of 1:00 - 2:00 p.m.
  - d. Vendor locations
    - i. Irby Lane (Duncan Street between 8<sup>th</sup> and 9<sup>th</sup> Aves)
      - Electricity Available
      - Vehicle Access
    - ii. Beer Garden/ Mobile Food Vendor
      - Electricity and Water available
      - Vehicle Access

### **MARKET CRITERIA**

1. Vendors shall:
  - a. Bring product diversity.
  - b. Be an Oklahoma producer of goods.
  - c. Only sell prior approved goods.
  - d. Prominently display signage that includes vendor name and location (city and state).
2. All goods must be manufactured in Oklahoma.
  - a. For the sale of food items, vendors must be licensed in accordance with state law and shall obtain the required license or permit from the Oklahoma State Department of Health (OSDH) and the Oklahoma Department of Agriculture, Food, and Forestry.
  - b. If a co-packer is used, vendor must provide a copy of the co-packer's licensing.
3. Home Bakers/Manufacturers:
  - a. 2 O.S. § 5-4.1 et seq. (Homemade Food Freedom Act) has opened the door for more small businesses to be eligible to participate in open markets.
  - b. All Home Bakers/Manufacturers must complete ServSafe Food Handler Training and submit a copy of their certification with the application.
  - c. Home Bakers/Manufacturers are subject to product lineup restrictions based on the needs of the market.
    - i. For example, there will not be 5 cupcake vendors approved.

4. Authority over vendor selection, vendor placement, and other day-to-day market decisions rests with the Block 34 Coordinator.
5. If there is an item in question, City staff reserves the right to inspect, and the item(s) can be pulled from the market. If this becomes a repeated problem with the vendor, the vendor may be suspended from the market.
6. Mobile Food Vendors:
  - a. All vendors must be licensed pursuant to the licensing provisions for Mobile Food Vendors and Itinerant Merchants/Peddlers as provided in the Stillwater City Code and licensed in accordance with state law. The necessary Itinerant Merchant/Peddlers (Mobile Food Service) License application is available from the City Clerk's Office and can be found on the City website. <https://stillwaterok.gov/572/Food-Trucks>
  - b. Liability Insurance is a requirement for all Mobile Food Vendors
    - i. Additional Insured on the Comprehensive General Liability Insurance must include City of Stillwater
      - City of Stillwater, Oklahoma  
P.O. Box 1449  
Stillwater, OK 74076
    - ii. Minimum Requirements
      - Property Loss: \$25,000
      - Comprehensive General Liability: \$1,000,000
      - Bodily Injury: \$125,000
  - c. Discharging, pouring, spilling, leaking, emitting, pumping, or dumping anything to the storm sewer system is not allowed and could lead to citation for the vendor.
7. Vendors are responsible for paying the appropriate sales tax to the Oklahoma Tax Commission. Instructions will be provided to approved vendors. Additional information can be obtained online at <http://oktax.state.ok.us>
8. All salespeople will conduct themselves in a professional manner and in accordance with the rules and regulations of Market 34 and Block 34 Park. All vendors are expected to treat market staff, other vendors, and customers with respect and without discrimination. Among prohibited behaviors are profanity, name calling, harassing, fighting, and arguing.
9. Verbal confrontations at the market or market events are grounds for suspension or removal from the market. If a discrepancy between vendors occurs, this matter should be brought to the Block 34 Coordinator. Vendors must respect and adhere to all responsible requests issued by the Block 34 Coordinator. This includes requests regarding products offered for sale, signage, safety issues, and use of space.

## **VENDOR INFORMATION**

1. Tent spaces are approximately 10 ft. x 10 ft.
2. Mobile Food Vendors have two locations within Market 34.
  - a. South Husband Street (includes electricity and water availability)
  - b. Irby Lane (Duncan Street between 8<sup>th</sup> and 9<sup>th</sup> Aves) (includes electricity and water availability)
3. Vendor application and fees must be completed through City of Stillwater website.
  - a. Vendors can choose any dates to attend.
    - i. Some market dates will also have outside events at the same location.
    - ii. Vendors who wish to add additional market dates after their initial application has been accepted will be charged an additional \$10 per added market date.
    - iii. Vendors who no show for more than two confirmed market dates will have their space will be forfeited. An email notification will be given.
  - b. You will need to create an account or login to an existing account through City of Stillwater webpage to apply, <https://stillwaterok.gov/610/Block-34>.
  - c. Required documents must be uploaded no later than the Friday before the market, for the vendor to participate in Market 34.
    - i. Rules and Regulations Electronic Signature
    - ii. Copies of Permits, Licenses or Food ServSafe, if needed
    - iii. Liability Insurance, if required
4. Any vendors who have not submitted an application and paid the required application fee will not be allowed to participate in Market 34 until the application fee is paid in full.
5. Vendors must provide their own tables, chairs, change (cash), and tents.
  - a. All tents, tables, and chairs must be secured to avoid injury. Tents must be weighed down with 75lb of weights per leg of tent.
  - b. No stakes are allowed in Block 34 Park. Use sandbags and/or weights to hold down tents, tables, chairs.
6. Inground (stakes) signage is not allowed on Block 34 Park including, but not limited to, the lawn area or any other landscaped part of the Park. Signage cannot be attached to trees or other landscaped areas.
7. Block 34 Coordinator will assign all vendor locations. Preferred locations will be taken into consideration.
8. All vendors are required to check in on the day of the market to verify the location of their space. Vendors should be in their spots no later than 9:00am on market days.

9. Parking is located around Block 34 Park. All trucks and/or trailers cannot exceed one parking space at Block 34 Park. Please contact Block 34 Coordinator to discuss alternative arrangements.
10. Vendors are responsible for cleaning their areas before leaving Market 34. This includes picking up produce, manufactured goods, etc. Trash bins will be located throughout Block 34 Park.
  - a. Boxes must be broken down before being placed into the bins.
  - b. Failure to follow the trash rules will result in an additional fee. Repeat offenders will be suspended from the Market.
11. Vendor employees and representatives are the responsibility of the vendor and will ensure all employees/representatives understand and abide by the rules and regulations of Market 34 and Block 34 Park.

## **IMPORTANT INFORMATION**

1. Acceptance into Market 34 is not guaranteed. Please do not assume you have been accepted to participate in the current year until you have received written notice from Block 34 Coordinator.
2. Any cancellations made by vendors must be in writing either by mail to Block 34 c/o Community Center, 315 East 8<sup>th</sup> Ave., Stillwater, OK 74074 or email to [Block34@stillwaterok.gov](mailto:Block34@stillwaterok.gov).  
No refunds will be issued for the application fee.
3. Restrooms are located at the Simmons Bank Pavillion.
4. Inclement Weather
  - a. In the event of inclement weather, the City of Stillwater may, at its sole discretion, cancel any event. However, the event organizer is responsible for closely monitoring the weather conditions throughout the event and ensuring the safety of all attendees and the attendees have adequate notice to safely exit the area.
5. The use of Tobacco Products or Vapor Products are prohibited in Block 34 Park.
6. For questions or concerns contact Block 34 Coordinator at (405) 533-8453 or email [Block34@stillwaterok.gov](mailto:Block34@stillwaterok.gov).