



Dogwood Blooms Mercantile Food Hub Consignment

Rules and Regulations

2025 DOGWOOD BLOOMS MERCANTILE 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 DBM Food Hub).

2. HOURS OF OPERATION

Wednesday-Friday 10:00 am-5:30 pm, Saturday 9:00 am- 1:00 pm. Extended hours apply during seasonal events held at Dogwood Blooms. DBM Food Hub will operate from March-October of each year.

3. LOCATION

7234 Dogwood Road, Ardmore, OK 73401, the market is located inside a structure owned by Zachary & Alyssa Allen and leased to Dogwood Blooms, LLC.

4. MEMBERSHIP

DBM collects an annual membership fee of \$50 per vendor. Membership is valid for one calendar year from the date membership is approved and fee is paid. This fee is non-refundable.

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 Dogwood Blooms Mercantile to serve as a farm-direct marketer.

c. All state qualifications of a farmer' 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

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 or to obtain an application for a sales tax

identification number. Every vendor will have different tax requirements that make it difficult, if not impossible, for DBM to differentiate between vendors, therefore we recommend calculating the specific tax into the price point of products so enough money is withheld on products requiring collection and remission of sales tax.

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 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.
- 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 Food Freedom Act 2021.
- h. Alcohol- Alcohol products may not be sold at the Dogwood Blooms Mercantile Food Hub.
- i. No temporary licenses will be issued at the Dogwood Blooms Mercantile Food Hub.

RULES/REGULATIONS

1. APPLICATION

Potential vendors must complete the DBM Food Hub application and submit all applicable licenses/certifications to become an approved vendor. DBM Food Hub reserves the right to deny membership to vendors based on product quality, market appropriateness, and product category need. DBM is an equal opportunity business and seeks to encourage product diversity and prevent oversaturation of products.

2. PRODUCT DROP-OFF

Consignments will be accepted during operational hours, unless otherwise arranged.

3. RESALE

No reselling is permitted. All products must be grown/made by the vendor.

4. QUALITY CONTROL

Vendors are responsible for ensuring all items dropped off for consignment are clean, presentable, and are a quality product.

5. PRODUCT LABELS

Vendors must provide identification of the products and/or ingredients for any item that shall be consigned. The labels must be printed and contain all the following information in a minimum of a 10-point size font: • The name and phone number of the producer, • The physical address where the product was produced, • A description of the homemade food product, • The ingredients of the homemade food product in descending order of proportion, • A statement indicating the presence of any of the nine most common allergens, which are the following: milk, eggs, peanuts, tree nuts, fish, crustacean shellfish, wheat, soy and sesame, • Legible print stating, "This product was produced in a private residence that is exempt from government licensing and inspection." • Price with the 15% consignment fee and any applicable taxes. Effective November 1, 2024, producers may register to label their products with a registration number instead of the required name, address, and phone number. Visit ODAFF's website to register.

6. OWNERSHIP

The DBM Food Hub sells items on consignment only. Products remain property of the vendor until sold to the customer or until DBM contacts the consignor for pick-up of the product or the product expires, spoils, or can no longer be sold.

7. CONSIGNMENT FEE

The DBM Food Hub's consignment fees are 15% of the item's retail price. Vendors are responsible for setting prices.

8. WASTE MANAGEMENT

Vendor is responsible for communicating what to do with unsold perishable products.

9. LOSS PREVENTION

DBM will take appropriate measures to minimize losses due to theft or spoilage.

10. PAYMENT

Vendors will be compensated for any products sold at the hub via weekly payouts. Payouts will be available the following Monday of each week. Vendors can expect to receive an itemized list of sales and payments for items sold on consignment upon receiving their payout. Only authorized employees of the vendor are permitted to pick up payouts. DBM hopes to electronically disburse payments, however, initial payments will likely be checks.



DBM Food Hub Vendor Application 2024

Vendor Contact Name _____

Farm/Business Name _____

Address _____ City _____ State _____ ZIP _____

Cell Phone _____ Business/Home Phone _____

Email _____ Website _____

Preferred method of communication Phone Text message Email

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

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 _____

Booth Space

- My products will require refrigeration
- My products will require freezing

Questions- If you have any questions, please contact the Market Manger, Alyssa Allen or Zac Allen, via e-mail at info@dogwoodblooms.com or phone at 580-490-1687 or Zac at 580-490-1321.

I have read and agree with all the above terms, conditions and guidelines. Agreement, all licenses, and payment of annual member fee are all required to be completed and submitted prior to participation.

Signature: _____ Date: _____