



Murray Market

2026 Farmers Market Vendor Agreement

1. Mission

The purpose of Murray Market is to provide a safe, welcoming Farmers Market that supports local agriculture, healthy food access, entrepreneurship, and community engagement. Murray Market is an equal opportunity provider. No person will be favored or discriminated against based on age, race, color, sex (including pregnancy), disability, religion, national origin, or genetic information.

2. Market Information

Murray Market is open every Saturday from May to October. The Southern Oklahoma Urban & Small Farm Hub (“The Hub”) and Murray State College reserves the right to close the market for special events that require the use of the facility or area, or due to inclement weather. The Hub also reserves the right to modify the Murray Market season, and schedules.

Market Schedule:

May 30, 2026 - October 31, 2026 (first and last days)

Hours:

7:30 a.m. - 12:00 p.m.

Vendor setup:

6:30 a.m. - 7:30 a.m.

Location:

Murray Market is located at 106 E Broadway St. Ardmore, OK 73401

3. Murray Market Leadership

Murray Market is owned and operated by Murray State College through the Southern Oklahoma Urban & Small Farm Hub. Day-to-day operations of all events, including the Saturday Farmers Market, are managed by the Urban Ag Hub Coordinator (“Hub Coordinator”). In the event that the Hub Coordinator is not present during an event, a day-of-coordinator will be appointed. All inquiries and issues can be directed to the day-of coordinator, which can include Hub Staff, Murray State College employees, Murray State College student interns, or volunteers.

The role of the day-of coordinator is to help the event run smoothly, and to communicate with vendors and attendees and make decisions that impact the market day. The day-of coordinator cannot terminate any vendor contracts on behalf of the Hub, but violations and other serious issues will be reported to the Hub Coordinator for follow-up action.

4. Booth Fees

Booth fees for the 2026 market season have been waived. For the 2027 market season, vendor fees are to be determined. Once determined, a new vendor contract will be provided.

5. Vendor Eligibility

Priority will be given to vendors who:

- ❖ Grow, raise, or produce their own products
- ❖ Operate within the Chickasaw Nation
- ❖ Provide products that align with the mission of the Southern Oklahoma Urban & Small Farm Hub

All vendors must designate one main category to sell products from: **Agriculturally Produced Goods, Prepared Food (Commercial Kitchen), Prepared Food (Homemade Foods), Artisan Goods, Service, or Educational Booth.**

In compliance with the Oklahoma Farmers Market and Farmers Hub Act, no more than 25% of the market's total sales may be non-food items; therefore, space is limited. Agriculturally Produced Goods and Prepared Food Vendors are given preference over Artisan and Service vendors. To ensure our market is diverse and appealing, vendors with unique or hard-to-find products will have a greater chance of participating.

Once a vendor has been accepted to participate in the market, any new items not disclosed on their application should be discussed with the Hub Coordinator and approved before offering

them for sale. If items are placed for sale without prior approval by the Hub Coordinator, the vendor may be required to remove said items from their booth.

- ❖ **Agriculturally Produced Goods** - The mission of the Southern Oklahoma Urban & Small Farm Hub and Murray Market is to supply the local community with locally grown food. In alignment with this mission, all agriculturally produced goods **must** be grown, raised, and produced in Oklahoma. In addition to the Murray Market Vendor Agreement, all agricultural producers are required to complete and sign the Agriculturally Produced Goods Product Origin Attestation (pg. 12)

Eligible sales items include products such as:

- Fruits and vegetables
- Herbs
- Eggs *
- Meat and poultry *
- Dairy *
- Honey
- Flowers

*Certain food items (indicated with an asterisk *) are regulated by the Oklahoma Department of Agriculture, Food, and Forestry (ODAFF). Vendors selling these items are expected to comply with these regulations, and supply any necessary documentation if applicable. These food safety regulations can be found at <https://ag.ok.gov/divisions/food-safety/>*

Consignment / Reselling Products

Vendors can sell items from another Oklahoma farm on consignment, provided they follow the regulations listed in the Oklahoma Farmers Market and Farmers Hub Act. A license from the Carter County Health Department is required if a grower or farmer sells consumable products which he/she has purchased or consigned from another grower or other source, or any other products that have not been grown by him/her.

Please inform the Hub Coordinator of your intention to sell consigned products before the market day for approval. Vendors selling these items will be expected to produce verification that they have abided by state and county regulations, and accurately represent product origin at the time of sale.

- ❖ **Prepared Foods (Commercial Kitchen)** - All processed items must be processed in Oklahoma when possible. Commercially prepared foods must be made in a certified kitchen. Vendors must follow city, county, state, and federal regulations. Vendors are expected to use as many locally grown or raised ingredients as possible in their products.

All prepared food vendors must display a list of all local ingredients, and their sources used in their products and/or label the source of the local ingredients on the packaging.

- ❖ **Prepared Foods (Homemade Foods)** - Under the Homemade Food Freedom Act, Oklahoma vendors can sell homemade products such as baked goods, jams, jellies, candy, dry mixes, roasted nuts, etc. directly to consumers as long as they do not contain any meat, poultry, seafood, meat by-products, unpasteurized milk, cannabis, marijuana, or alcohol, and are not alcoholic beverages. Items sold in this category must be labeled with the product name, a statement that the product was made in a home kitchen not inspected by the state, the name and address of the producer, and a list of ingredients and allergens. These are considered non-temperature controlled homemade food products. Additional details can be found here: <https://ag.ok.gov/divisions/food-safety/>
 - Vendors selling products that are time or temperature controlled must complete and hold an approved food safety training certification:
 - ServSafe Food Handler Training
 - ServSafe Food Manager Training
 - For more requirements and information, visit: [ServSafe® - Food Handler, Manager and Responsible Alcohol Training - Home](#)
- ❖ **Artisan Goods-** Murray Market seeks artisan vendors who create original, handmade products in Oklahoma. Preference will be given to vendors whose products support agriculture, utilize agricultural products or byproducts, demonstrate a connection to farming, food, gardening, natural resources, or rural traditions, or otherwise align with the mission of the Southern Oklahoma Urban & Small Farm Hub.
 - Examples may include products made with local wood, wool, fibers, tallow, beeswax, herbs, flowers, gourds, or other agricultural materials. Because artisan space is limited, applications may be evaluated using a scoring process that considers product uniqueness, agricultural connection, craftsmanship, vendor reliability, customer interest, and overall market diversity.
 - Murray Market does not permit the resale of commercially manufactured finished goods unless specifically approved by the Hub Coordinator. Acceptance will be based on the overall needs and goals of the market.
 - Vendors are responsible for ensuring their products comply with all applicable local, state, and federal regulations regarding labeling, safety, and consumer protection.
 - The Hub reserves the right to prohibit the sale or display of products containing obscene, discriminatory, hateful, threatening, or otherwise inappropriate content inconsistent with the values of the market.
- ❖ **Service** - A business offering a service that complements or enhances Murray Market may apply for a vendor booth.
 - Services must be provided on-site and the booth should not be used solely for promotional purposes.

- Raw materials should be sourced from Oklahoma whenever possible.
- All services must be approved by the Hub.
- Specific requirements will be determined on a case-by-case basis.
 - Example: Collecting food scraps from the public for composting.
 - Knife Sharpening
- ❖ **Educational Booths** - Educational Booths will be available Saturdays at no charge for community education and outreach on topics such as farming, gardening, landscaping, nutrition, health, food, and cooking. Educational booths cannot be used for for-profit activities. Those interested can reach out to the Hub Coordinator at knichols@mscok.edu. Sales, fundraising, and solicitations are not permitted at the educational booth. Acceptance is at the discretion of the Hub Coordinator.

Not permitted:

- ❖ Multi-level marketing (MLM) products or recruitment
- ❖ The sale of AI-generated products/art
- ❖ Counterfeit or trademark-infringing goods
- ❖ Illegal or regulated products without proper licensing
- ❖ Resale of commercially purchased goods without approval

The market reserves the right to request documentation verifying product origin at any time. Vendors may sell only approved products listed in their application.

Vendor Category Classification:

Each vendor must designate a primary category at the time of application. The primary category must represent at least 75% of the products offered for sale at any given market day, and those products must be present at every market date the vendor is scheduled to attend. Vendors may offer products from a secondary category, provided those items do not exceed 25% of their total offerings and are disclosed to the Hub Coordinator in advance.

Vendor fees are determined by the primary category designation. Vendors whose product mix no longer reflects their designated primary category may be reclassified at the discretion of the Hub Coordinator, which may result in a change in fees.

6. Youth Booths

Murray Market Youth Booths are intended to provide young people with an opportunity to develop entrepreneurship, marketing, communication, agricultural, and leadership skills in a supportive environment. Individuals age 17 and under are eligible to participate in the Youth Booth program at no cost.

- ❖ Youth participants may sell products they have grown, raised, produced, crafted, or created themselves, or they may demonstrate a skill, project, or educational activity. The Hub encourages projects related to agriculture, gardening, food, natural resources, craftsmanship, or community service, but all projects are welcome to apply.
- ❖ A parent, guardian, or responsible adult must be present on market grounds during the event for youth participants aged 14 and under and is responsible for the participant's safety and conduct. Youth participants are expected to interact with customers, answer questions about their products or projects, and participate in booth setup and cleanup to the extent reasonably possible.
- ❖ Youth participants aged 15–17 may participate in the Youth Booth without on-site adult supervision with the consent of a parent, guardian, or other responsible party, when applicable. Participants attending without on-site supervision are expected to conduct themselves in a safe, respectful, and responsible manner at all times. Emergency contact information must be provided to the Hub Coordinator prior to participation.
- ❖ Youth Booths may be shared by multiple participants. Space is limited, and participation is subject to approval by the Hub Coordinator. The Hub reserves the right to limit participation, assign booth space, and remove items or displays that are inconsistent with the mission, values, or rules of Murray Market.

7. Booth Assignment

Booth spaces are assigned solely at the discretion of the Hub Coordinator. Vendors will be notified of their assigned booth space in advance of each market date. Last minute changes will be communicated prior to setup. While every effort will be made to keep booth assignments consistent from week to week, there are no permanent or seniority-based booth assignments at Murray Market. The Hub Coordinator reserves the right to reassign booth spaces at any time and for any reason, including but not limited to market layout adjustments, vendor mix, spacing of vendor categories, addition of new vendors, or operational needs.

Booth spaces are marked on the pavilion floor. Vendors are expected to set up only in their assigned space for that market day. Vendors who have a preference or concern regarding their booth space should communicate that to the Hub Coordinator. Modifications to booth assignments upon request are not guaranteed.

Setup

Vendors are not permitted to begin setting up before 6:30 a.m. Please check in with the Hub coordinator or day-of-coordinator to ensure there have not been any last-minute changes to booth assignments. The market opens promptly at 7:30 a.m. Please know that customers are often waiting and will want to make purchases as soon as the market opens. Please arrive with enough time to be set up on time. Vendors running late on the day of the market must contact the Hub

Coordinator ASAP for approval of late setup. Determination will be made at the discretion of the Hub Coordinator or the day-of-coordinator.

- ❖ Vendors must maintain clean, professional displays, including a tablecloth covering each table.
- ❖ Booth size is an estimated 10 x 10ft square.
 - Booth size can vary slightly depending on the location.
- ❖ The Hub can provide 1 8ft table, 2 chairs, and 1 tablecloth per booth space. The Hub will also provide 1 canopy to vendors outside of the sheltered space. Vendors are able to bring their own chairs. Vendors who would like to bring their own tables, additional tables, or table coverings may do so. All supplies provided by the Hub must remain at the Hub.
- ❖ Displays must remain within assigned booth space.
- ❖ Electricity access is available upon request on a first come, first serve basis. Each booth can use one outlet on a shared pillar, and use an extension cord to plug in multiple appliances.
- ❖ Additional booth supplies may be available, but are not guaranteed. All booth supplies provided by the Hub must be returned at the end of market day in the same condition they were received. Failure to do so will result in the loss of privilege to use Hub booth supplies.

Breakdown:

Vendors can begin to break down their booth at 12:00 pm. **We expect and encourage vendors to stay for the entire duration of the market hours.** Vendors who are sold out can choose to either pack up their booth, or stay to talk with customers and take pre-orders. If you have not sold out but need to leave early, please let the Hub Coordinator know before you begin packing up. Since we share our hours on social media, some customers might show up at the last minute in hopes that the market is still active. All vendors will be expected to clean up trash in their area, and all trash is to be placed in the designated area.

8. Attendance Expectations

We understand that farming and food production come with an inherent level of unpredictability. These attendance guidelines are not intended to penalize vendors for circumstances beyond their control, but rather to ensure that vendors only commit to dates they reasonably expect to attend. Being part of Murray Market is a commitment we take seriously, and we ask that vendors do the same. Vendors should not commit to dates they are unable to attend, and if attendance is variable, a detailed schedule should be provided to the Hub in advance. The following policies are intended to maintain a reliable market for customers while setting equal expectations for all vendors. Each vendor must submit their confirmed schedule by the 10th day of the month prior. For instance, July's schedule is due June 10th.

Cancellation notice (Applies to scheduled dates):

- ❖ If you are not able to attend, please call or email **no later than** the Monday before the market to allow time to find a replacement. Please know that this is the last minute, and it will be difficult to find a replacement.
- ❖ Cancellation after **Monday at 5:00 p.m.** will be considered a “Late Cancellation”
- ❖ Emergencies are expected to be communicated as soon as possible.
- ❖ In the event of severe weather, lightning, or other adverse event, the Hub will communicate if setup / opening will be delayed. For ongoing issues, the Hub Coordinator may communicate the option to cancel without consequence. *Please note that this exception will be at the Hub’s discretion.*

Repeated cancellations will impact a vendor’s eligibility to participate in the market.

- If a vendor has 5 cancellations within one market season, the Hub reserves the right to suspend or terminate the vendor contract.
- If a vendor has 3 “Late Cancellations” within one market season, the Hub reserves the right to suspend or terminate the vendor contract.

No Show Policy:

A vendor no-show without communication may result in cancellation of the vendor contract and forfeiture of the vendor's spot for the remainder of the market season at the discretion of the Hub Coordinator.

Preference will be given to vendors with the most reliable attendance at the discretion of Hub Staff and Murray State College.

9. Samples

Sampling is allowed and approved by the Carter County Health Department and the Oklahoma Department of Agriculture, Food and Forestry provided that the following conditions are met.

For more information, please review the following document:

<https://oklahoma.gov/content/dam/ok/en/health/health2/documents/farmersmarket-guidelines-final.pdf>

- ❖ Food handlers serving samples must have access to a hand wash station.
- ❖ Dispensing of samples must be through the use of clean, sanitized utensils, single-use utensils, or single-use gloves covering clean hands (No bare hand contact with ready to eat foods).
- ❖ Only individual single use portion containers may be used. No community use containers.

- ❖ Proper protection from contamination is required (i.e. sneeze guards, plastic coverings, etc.)
- ❖ Approved samples must be transported to the market in clean, sanitized containers that adequately protect the samples from the elements, changes in temperature (if a Time/Temperature Control for Safety food), and any other sources of contamination.
- ❖ Food must be in good, sound condition, free from spoilage, filth, or other signs of contamination.
- ❖ Absolutely no cooking is permitted unless approved by the Hub Coordinator.

10. Parking

Unless approved by Hub Staff, **no vehicles** will be allowed to park on Murray Market property. Vendors are expected and encouraged to unload product from their vehicles, and then move their vehicles to the designated vendor parking area. Hub Staff will do their best to help you load and unload. Though parking on Broadway is public property and cannot be managed by the Hub or Murray State College, we encourage vendors to keep the parking spaces near the market free for customers to use.

11. Sales Tax

All vendors who are required by the state to pay sales tax (farmers are exempt), must submit a copy of their sales tax permit with their application. Assessing, reporting, and remitting sales tax to the Oklahoma Tax Commission is the sole responsibility of the vendor. Each vendor should call the Oklahoma Tax Commission at 405-521-3279 for clarification on requirements and to obtain an application for a sales tax identification number.

12. SNAP/EBT & other nutrition programs

Vendors participating in SNAP/EBT, or any other community nutrition programs, must follow all program rules, accept approved forms of payment, and comply with reporting requirements. Additional rules will be provided once programs are implemented.

13. Conduct Expectations

Vendors (including all vendor staff, guests, and family members) are expected to conduct themselves in a professional manner. All vendors must treat Hub Staff, student interns, volunteers, other vendors, and customers with respect and without discrimination. Verbal or physical outbursts will not be tolerated. Vendors should treat others the way they would like to be treated. Vendors should not discuss their concerns about the market or other vendors with

customers, or confront other vendors about their products or booth assignment. All concerns should be reported to the Hub Coordinator.

Smoking, vaping, and illegal drugs are not permitted anywhere on Murray Market property. Murray State College has adopted the Tobacco-free Schools Act and maintains a tobacco and smoke-free campus. This prohibition includes all tobacco products, cigarettes, e-cigarettes, vaping devices, and marijuana of any form. Additionally, vendors are expected to be free from the influence of alcohol during market hours and while on Murray Market property.

The Hub aims to provide high-quality service through safe, efficient, and orderly operation of Murray Market. Behavior indicative of a violation may result in contract termination which include the loss of any vendor fees, if applicable. Warnings and terminations will be given at the discretion of Hub Staff and Murray State College.

14. Media Release

By participating in Murray Market, vendors grant the Southern Oklahoma Urban & Small Farm Hub and its partners the right to photograph, record, and publish images or videos of vendors, their products, and their booths for marketing and promotional purposes. This includes use on websites, social media, print materials, and other media produced by the Hub or Murray State College. Vendors also grant the Hub the right to use any written or verbal statements made by vendors for the same promotional purposes. Vendors waive the right to review or approve materials before publication and are not entitled to compensation for the use of their likeness or statements. Vendors with concerns about the use of their image or likeness should contact the Hub Coordinator prior to their first market date.

15. Promotions

Murray Market may periodically offer promotions and special programming to engage the community and support vendor sales. These may include but are not limited to:

- ❖ Vendor Highlights / Featured vendors on Social Media
- ❖ Themed market days or events
- ❖ Market cash / Gift card giveaways

Vendors are encouraged to participate in our promotions as they are designed to help boost vendor sales, but participation is voluntary. Instructions for participating in future events will be provided.

16. Hub Partners

The Southern Oklahoma Urban & Small Farm Hub works in conjunction with Murray State College, Oklahoma Conservation Commission, the Chickasaw Nation, and the Oklahoma Association of Conservation Districts.

17. Release of Liability

Vendor assumes all risks associated with participation in Murray Market and releases, waives, and discharges Murray State College, the Southern Oklahoma Urban & Small Farm Hub, their employees, volunteers, agents, and partners from any and all claims, liabilities, damages, losses, costs, or expenses arising from participation in the market, except to the extent caused by gross negligence or willful misconduct.

For vendors participating through the Youth Booth program, the parent, guardian, or responsible adult signing the Youth Participant Agreement assumes all risks associated with the youth participant's involvement in Murray Market. By signing the Youth Participant Agreement, the parent or guardian releases, waives, and discharges Murray State College, the Southern Oklahoma Urban & Small Farm Hub, their employees, volunteers, agents, and partners from any and all claims, liabilities, damages, losses, or expenses arising from the youth participant's participation in the market, except to the extent caused by gross negligence or willful misconduct.

Indemnification

Vendor agrees to indemnify, defend, and hold harmless Murray State College, the Southern Oklahoma Urban & Small Farm Hub, their officers, employees, volunteers, and agents from any claims, damages, liabilities, costs, or attorney fees arising out of the vendor's products, services, operations, negligence, misconduct, or violation of applicable laws.

Force Majeure

Murray State College and the Hub shall not be liable for cancellation, interruption, or modification of market activities due to weather, natural disaster, public health emergency, utility interruption, government action, or other circumstances beyond their control.

Security

Vendors are solely responsible for safeguarding their products, equipment, money, and personal property. Murray State College and the Hub are not responsible for loss, theft, or damage.

Vendor Agreement

I acknowledge that I have read and agree to comply with the Murray Market Vendor Agreement.

Vendor Name: _____

Business Name: _____

Signature: _____

Date: _____

Agriculturally Produced Goods Product Origin Attestation

Murray Market is pursuing the OK Grown designation through the Oklahoma Department of Agriculture, Food, and Forestry (ODAFF), which requires that **100% of raw products** sold at the market be grown or raised in Oklahoma. In support of this designation, all produce and raw agricultural product vendors must attest that their products are grown or raised on their own operation or sourced in compliance with the consignment policy outlined in this agreement. The Hub will conduct a farm certification at the beginning of each market season as part of maintaining market integrity. Vendors found misrepresenting the origin of their products after certification may have their contract suspended or terminated.

By signing below, I attest that:

- All produce and raw agricultural products I offer for sale at Murray Market are grown or raised on my own operation, located at the address provided in this application.
- Any products not grown or raised on my own operation are sourced in compliance with the consignment policy outlined in the Murray Market Vendor Agreement.
- I understand that the Southern Oklahoma Urban & Small Farm Hub reserves the right to verify product origin, which includes a farm visit and potentially a request for supporting documentation.
- I understand that misrepresentation of product origin may result in suspension or termination of my vendor contract.

Products Grown: _____

Products Purchased: _____

Source: _____

Vendor Signature & Date: _____

Murray Market Youth Booth Participation Agreement

Murray Market Youth Booths are intended to provide young people with an opportunity to develop entrepreneurship, marketing, communication, agricultural, and leadership skills in a supportive environment. This agreement must be completed and signed by a parent, guardian, or responsible adult for each child prior to the youth participant's first market date.

Youth Participant Name: _____

Youth Age: _____ Today's Date: _____

Parent / Responsible Party Consent

I, the undersigned, am the parent, guardian, or responsible adult for the youth participant named above. I have read and understand the Murray Market Vendor Agreement and Youth Booth policies, and I consent to the youth's participation in the Murray Market Youth Booth Program.

I understand that

- Youth Participants aged 14 and under must have a parent, guardian, or responsible adult on market grounds at all times during the event.
- Youth aged 15-17 may participate without on-site adult supervision with my consent, indicated below.
- The Southern Oklahoma Urban & Small Farm Hub and Murray State College are not responsible for the safety or conduct of youth participants. The parent or responsible party assumes all risk associated with the youth's participation in Murray Market.
- Participation is subject to approval and may be limited or discontinued at the discretion of the Hub Coordinator.

Parents, please initial next to your preference for market day supervision.

_____ I will be present on market grounds during all dates the youth participant attends.

_____ I consent to the youth participant attending Murray Market without on-site adult supervision. I understand the youth participant is expected to conduct themselves responsibly at all times, and that emergency contact information must be on file with the Hub Coordinator.

Parent / Responsible Party Name: _____

Parent / Responsible Party Signature: _____

Emergency Contact Phone Number: _____

Southern Oklahoma Urban & Small Farm Hub

Contact Information

Retain for your records

The Hub is located at the Murray State College Campus in Ardmore.
Hub Address: 2901 Mt Washington Rd. Ardmore, OK 73401

Kristine Nichols

Urban Ag Hub Coordinator

Market Manager

Murray State College - Ardmore

- Email: knichols@mscok.edu
- Office Phone: 580-319-0353
- Cell Phone: 602-545-8902
 - Please use cell for market day communications.

Ché Deer

Regenerative Ag & Specialty Crop Specialist

Oklahoma Conservation Commission

- Email: Che.Deer@conservation.ok.gov
- Office Phone: 580-319-0352
- Cell Phone: 572-271-7061

Charles Cohee

Small Scale Farm Planner

Chickasaw Nation

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- Office Phone: 580-319-0351
- (Forwarded to cell)



SOUTHERN OKLAHOMA
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