2015 Winter Blues North Farmers Market
March 21, 2015 - 4:00 pm - 8:00 pm
Ruby Community Center, Mylan Park

The WVU Extension Service West Virginia Small Farm Center (WVUSFC) and Morgantown Farmers’ Market Growers Association (MFMGA) are excited to announce that applications are now being accepted for the 2015 Winter Blues North Farmers Market! This premier event gives all of us the opportunity to showcase the bounty of West Virginia. We are proud of this event and want to economically demonstrate that small farmers mean big business.

PLEASE NOTE THAT WE WANT THE MARKET TO OFFER A DIVERSE ARRAY OF PRODUCTS. IT MAY BE NECESSARY TO LIMIT THE NUMBER OF VENDORS SELLING ONE PARTICULAR TYPE OF PRODUCT. ALL VENDOR APPLICATIONS ARE ON A FIRST COME FIRST SERVED BASIS.

Market Guidelines

- Winter Blues North Farmers Market is a producer only market.
- We do not allow resale of purchased products.
- All market participants must have the application, all fees, and REQUIRED PAPERWORK submitted no later than Monday, March 9, 2015.
- We expect all vendors to be on time and follow the assigned time schedule.
- All vendors will accept market tokens as payment.
- Tables will be provided by the Ruby Community Center. You must provide your own signage, coolers, tablecloths, extension cords, etc. (if you require electric note it on your application)
- All vendors will park their vehicles in the assigned vendor parking area in order to maximize space for the farmers market customers.
- We expect vendors to stay and participate for the entire market, unless you are sold out.
- All farmers/producers are required to know what rules and laws pertain to the products that you sell. All producers/farmers must follow all Federal/State/county rules and regulations concerning the products that you sell and have all required documentation for your products with you during the market.
- We expect all vendors to keep their areas free of debris, respect the space assignments and not infringe on anyone else’s display. All vendors must clean their areas at the end of the market removing any trash or empty boxes.
- All vendors must submit their total gross sales slips at the end of the market and turn in their market tokens to the clerk at the end of the market. Checks will be mailed to you within 10 days.
- WVUSFC reserves the right to reject any application.
1. **General Information**  
This year the Winter Blues North Farmers Market is being held at the Ruby Community Center at Mylan Park. The entrance to unload is at the end of the building facing Anker Fields.

2. **Location:**  
Ruby Community Center in located at Mylan Park, 500 Mylan Park Lane, Morgantown, WV 26501.

3. **Directions:**  
From North or South I-79  
- Take Exit #155 Star City  
- South bound will turn right at the end of the ramp  
- Exiting North bound ramp keep to your left and you will turn left at the end of the ramp  
- You will be on Chaplin Hill and pass a BFS and Colombo Law Offices  
- As you top the hill go past first entrance on your right at the Elementary School and enter at the next entrance at the bus garage.

4. **Set up**  
Set up times will start at 10 AM and will occur in 15 minute intervals. You will be assigned an unloading time and a door number to unload at. We are suggesting that you bring your own hand dolly or cart so that you can unload your vehicle and move your goods to your assigned space. You are allotted 15 minutes for unloading, if this will not be enough time or if you need bay doors, hydraulic lift or fork lift for unloading please note it on the application. Once you unload you are required to move your vehicle and then return to setup your display. Please note on the application how much time you will need for setup so that you can be allotted enough time to be set to open at 4 pm. Anyone selling PHF items (cheese, eggs, meat) or doing any sampling will require a Monongalia County Health Dept. permit. You will also be assigned one of the earlier set up times so that you can be ready for your health department inspection by noon.

5. **REGISTRATION REQUIREMENTS – Monongalia County Health Department**  
The Monongalia County Health Department will require The Farmer’s Market Food Vendor Permit and SF16 Registration Form for Sale of Home Canned and Prepared Foods to be completed. The Monongalia County Health Department will require a current Monongalia County Health Permit if you are selling any PHF (eggs, meat, or cheese) or you are planning to do sampling or tastings. IF YOU DO NOT HAVE A CURRENT MONONGALIA COUNTY HEALTH PERMIT, SEND A CHECK FOR $50 MADE PAYABLE TO MCHD WITH PERMIT FORM (INCLUDED IN PACKET) TO: 453 VAN VOORHIS ROAD MORGANTOWN, WV 26505.

Please note that all eggs must arrive at the market in a cooler. Egg temperatures must be 40 degrees and below. MCHD will be testing the actual eggs to make sure they are at correct temperature.

**Please note on the day of market, YOU MUST have in your possession all documentation needed for the products that you sell.**

6. **Registration fee payment**  
**We are requesting that all fees be paid with your application in advance by 3-9-15.** However, we know that sometimes this is not possible. If you need to make arrangements for fees to be paid upon arrival at the market, contact Lisa Lagana at 304-293-2715 or lisa.lagana@mail.wvu.edu to make those arrangements.
7. **Signage/tablecloths/packaging**

All tables will be set up by the event center. Vendors are to bring their own tablecloths. All signage must be free standing. Be prepared to bring easels or materials to attach signs to your tables. We are not allowed to post any signage onto walls. Please follow all WV Farmers Market Association rules as to packaging and dating. **NOTE See full WVDHHR Farmers Market Vendor Guide at:**


8. **EBT/SNAP/Credit Cards:**

Again this year the Winter Blues North Farmers Market will be accepting SNAP and Credit Cards and processing them through an EBT system to provide market tokens. Vendors may use their own credit card machines if they have them.

**WHAT YOU NEED TO KNOW:**

All vendors must accept **BOTH SNAP AND CREDIT CARD MARKET TOKENS.** There will be two denominations of the vouchers, $1 and $5. Tokens are to be accepted the same as cash unless it is a SNAP orange token and can only be redeemed for food products at your stand. Additionally, you cannot give change for a SNAP token. You can give change on cash tokens because they are paid for with a credit card. Redeem your tokens at the clerk’s table at the end of the market. ALL TOKENS MUST BE TURNED IN AT THE END OF THE MARKET TO GET CREDIT FOR THEM. You must note on your application the name you want used as payee on the check. Checks will be mailed in 10 days.

**Important:** There can be no cash exchanges for SNAP orange tokens. This is very important because it is fraud and will hurt EBT access at this market and all the other markets in West Virginia.

**Reporting Sales**

Total gross sales (anonymously on form provided) will again be collected from each vendor at the end of the market. The WVUSFC is proud of this event and wants to economically demonstrate that small farmers mean big business. We hope you take this message home with you to your own farmers markets and encourage them to follow suit in the upcoming season by collecting and recording such data from week to week. Keep in mind it is essential to collect sales data in order to qualify for various types of funding.
2015 Winter Blues North Market Application

All vendors will be required to complete and submit a market application and all forms requested by Monongalia County Health Department. A checklist of what to include is at the end of the market Application. ALL PAPERWORK MUST BE RECEIVED BACK NO LATER THAN Monday, March 9, 2015 so that it can be processed by the health department.

Vendor information:
Have you sold at the Winter Blues market before?     ____YES  ____NO
Name_____________________________________________________________________________________

Address____________________________________________________________________________________

State and Zip Code__________________________________________________________________________

Contact info: All Phone Numbers____________________________________________________________________

Email_______________________________________________________________________________________

Name of Farm/Business___________________________________________________________________________

Name you want on your check___________________________________________________________________

What products do you anticipate bringing to the market? List primary product first. Use back of sheet for more room.
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Please list the name of any permits that you currently have pertaining to your product
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Provide the name of your liability insurance carrier and policy number.
Fee Structure: (Indicate choices below)

  ____  10’ x 20’ Space $25.00          ____ Do you need electric?
  ____  20’ x 20’ Space $30.00

If additional space is needed please contact Lisa Lagana at the number below

TOTAL Amount Enclosed:

(Space Fee) $________ make check payable to: MORGANTOWN FARMERS’ MARKET GROWERS ASSOCIATION (MFMGA)

I have read and understand the market guidelines and general information

Signature__________________________________________________________Date__________________

Mail payment and ALL completed forms to: Winter Blues, Attn: Lisa Lagana, 2100 Agricultural Sciences Building, PO Box 6108, Morgantown, WV 26505.

If you have any question, feel free to call Lisa Lagana (304) 293-2715

PLEASE NOTE:
--IF YOU ARE ALREADY REGISTERED WITH MONONGALIA COUNTY HEALTH DEPARTMENT JUST SEND COPIES OF EXSISTING DOCUMENTS
--IF YOU NEED TO REGISTER WITH THE STATE OF WV ALLOW 10 DAYS TO GET YOUR REGISTRATION--There is no cost to register Ag based business. -- Go To WV Secretary of State website at: www.business4wv.com or e-mail business@wvsos.com if you have questions relating to online registration process.

CHECKLIST:

_______ Winter Blues Application
_______ Check to Morgantown Farmers’ Market Growers Association (MFMGA)
_______ Current copy of Monongalia County Health Permit
_______ The Farmer’s Market Food Vendor Permit
_______ SF16 Registration Form for Sale of Home Canned and Prepared Foods
_______ WV Business Registration License
_______ Copy of Liability Insurance
_______ Completed W-9 Form (included in packet)