



8TH Annual Winter Blues Farmers Market
February 25, 2016 - 4:00 pm - 7:30 pm
Charleston Civic Center Charleston, WV



The West Virginia Department of Agriculture in cooperation with the WVU Extension Small Farm Center is excited to announce that applications are now being accepted for the **8th Annual Winter Blues Farmers Market!** This premier event gives all of us the opportunity to showcase the bounty of West Virginia. The WV Department of Agriculture is proud of this event and wants to economically demonstrate that **small farmers mean big business.**

The theme of the market this year - **“It’s all about THE FOOD”**. We will be offering a limited number of spaces to local small business, nonprofit groups, craft artisans and local chefs. The chefs will be preparing and selling local foods to eat at the market.

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 basis.

MARKET GUIDELINES

- Winter Blues Farmer Market is a producer only market.
- We do not allow resale of non West Virginia artisan products.
- All market participants must have the application and booth fee submitted no later than Tuesday, February 16, 2016.
- We expect all vendors to be on time and follow the assigned time/door schedule.
- Your booth space will come with one 6’ table, you must bring your own additional tables, skirting, signage, coolers, extension cords, etc. (if you require electric note it on your application).
- 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. The WV Department of Agriculture Egg Law and Meat Law must be followed. If you need forms, please email ctolley@wvda.us and they will be forwarded to you. Please note: all eggs must arrive at the market in a cooler. Egg temperatures must be 40 degrees and below. They may be testing the actual eggs to make sure they are at correct temperatures.
- We expect all vendors to keep their areas free of debris, respect the space assignments and not infringe on anyone else’s display. All displays must be kept within your allotted space and not in the aisle. 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 at the end of the market (anonymously on form provided).

- The West Virginia Department of Agriculture reserves the right to reject any application.

1. GENERAL INFORMATION

The Winter Blues Farmers Market will be held at the Charleston Civic Center in Charleston, WV. The market will be located in the North Hall. The entrance that you will use to unload is located on the Lee Street side of the facility. You can go through the bottom of the parking garage and around the building to get to the Lee Street Side after following the directions below OR you can follow the attached map for directions directly to the Lee Street entrance.

The North Hall has 2 docks and a ramp. If you have a refrigerator/freezer make sure to mark on the application that you need electric. If you plan on attending the entire conference and have a refrigerator/freezer, a place will be provided to keep it after the farmers market (please mark on the application if you need storage space). Please be aware that the space provided will not be a locked area.

2 LOCATION

Charleston Civic Center, 200 Civic Center Drive, Charleston, WV 25301; 304-345-1500. The Market will be located in the North Hall.

3. DIRECTIONS

- For a Google map, visit: <http://goo.gl/rVzcrk>.
- Driving directions:

From I-64 or I-77 take the Washington Street and Civic Center Drive exit (Exit 58C)

Continue straight on Pennsylvania Avenue

Turn Left on to Virginia Street

Merge to the far left lane immediately

Turn Left on to Civic Center Drive

Turn Left on Quarrier Street

The Civic Center Parking Building entrance is on the immediate right

From the West

Take the Virginia Street exit (Exit 58B) on I-64

Stay to the right as you exit, this will put you on Virginia Street

Merge to the far left lane immediately

Turn Left on to Civic Center Drive

Turn Left on Quarrier Street

The Civic Center Parking Building entrance is on the immediate right

4. SET UP

Set up times will start at the end of lunch or 12:30 PM and check in will be at the loading dock. 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. Once you unload you are required to move your vehicle and then return to set up your booth. Set up must be completed by 3:30 pm.

5. REGISTRATION:

Booth space is 10' x 10' with one 6' table for \$25. If you require more than one booth, please mark your application accordingly. Each additional space will be \$25. The booths will be separated with poles, will not be carpeted, and will have no back.

Booths will be assigned on a first come - first served basis.

If multiple booths are requested, you will need to mark this on your application and submit the appropriate fee. You will need to mark on your application if you want the multiple booths side-by-side, or front-back (which would be an end booth)

You must provide your own change for your sales. There are two ATM machines in the facility.

6. SIGNAGE/PACKAGING

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 rules as to packaging and dating.

NOTE (See full WVDHHR Farmers Market Vendor Guide at:

<http://www.wvdhhr.org/phs/food/farmers%20market%20vendors%20guide%20final%20with%20cover.pdf>

7. SCALES

If you have scales that need to be inspected by the Weights and Measures Division, you will need to call 304.722.0602 and give them the make and model of your scales, and whether they are new or if they have been inspected before. They can arrange for an Inspector to come to the Civil Center on the afternoon of February 25, 2016. Make sure to let them know that it must be done before 3:30 pm.

8. EBT/SNAP/CREDIT CARDS

EBT/SNAP/Credit Cards will be each vendor's preference to accept. Wi-Fi is available.



BOOTH APPLICATION

Name _____

Address _____

Contact info: ALL Phone numbers _____

Email _____

Name of Farm/Business _____

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

_____ \$25 - 10 x 10 Booth Space with one 6' table (make check payable to: WVDA)

_____ \$25 each Additional Space

\$_____ Amount Enclosed

Do you need Electricity: ____ Yes ____ No

Do you need freezer storage space after market: ____ Yes ____ No

NOTE: _____

Signature _____ Date _____

Mail payment and registration form to: WV Department of Agriculture, Attn: Connie Tolley, 1900 Kanawha Blvd East, Charleston, WV 25305. Make check payable to WVDA.

If you have any questions feel free to call Connie Tolley at 304.558.2210