

**South Morgantown Community Farmers Market**  
 A producer-only market – part of Buy Fresh Buy Local West Virginia  
**2011 Season Vendor Application (Part 1)**

Your name \_\_\_\_\_ Business Name \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 All Phone Numbers (home, cell, business) \_\_\_\_\_  
 Email \_\_\_\_\_ Website - \_\_\_\_\_

Directions to farm, growing location, or business:  
 \_\_\_\_\_  
 \_\_\_\_\_

What products or service will you bring to market to sell?  
 April: \_\_\_\_\_ sept \_\_\_\_\_  
 May: \_\_\_\_\_  
 June: \_\_\_\_\_ oct \_\_\_\_\_  
 July: \_\_\_\_\_  
 August: \_\_\_\_\_

**By signing this application vendor agrees to the following:**

- Vendor is responsible for all set up and cleanup.
- Vendor understands that we are part of the Buy Local Buy Fresh West Virginia network and agrees to meet the growing/producing criteria.
- Vendor is responsible for compliance with ALL applicable city, county, state and federal regulations.
- Vendor grants permission to use any form of media taken of products or self for advertising promoting the Market.
- Vendor will assume responsibility and hold harmless the South Morgantown Community Farmers Market, Community United Methodist Church its employees and volunteers, from any and all causes of action which may arise from the operation of this Farmers Market.
- Vendor agrees to abide by all rules and regulations set by the Market Committee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Application Received \_\_\_\_\_ Fees Paid \_\_\_\_\_ Reviewed & Inspected \_\_\_\_\_  
 Approved \_\_\_\_\_ Signatures \_\_\_\_\_

Return application and any applicable fees to: **South Morgantown Community Farmers Market**  
 2011 Fees: \$20 Registration **1966 Grafton Road, Morgantown, WV 26508**  
 \$30 Vendor Fee with application or  
 \$5 per week paid on Market day

**South Morgantown Community Farmers Market**  
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**2011 Rules and Regulations**

**Market Qualifications:**

Check the answers that make you eligible:

- Yes, I personally grow: \_\_\_\_\_
- Yes, I use a kitchen to prepare from scratch: \_\_\_\_\_
- Yes, I raise the livestock that has been processed and is being sold: \_\_\_\_\_
- Yes, I sell a value-added product which I have handcrafted from scratch. I have produced the product in my personally-owned facility or a facility within the Buy Local Buy Fresh geographic region
- Yes, I provide a personal service: \_\_\_\_\_
- Yes, I am representing a local Not for Profit Organization and sell: \_\_\_\_\_
- Yes I am an artisan or craft person and I handcraft all the goods that I sell: \_\_\_\_\_

**Market Rules:**

1. The Market opens Thursday, April 14, 2011. Market is open to the public **Thursdays** from **3:00 p.m. to 6:30 p.m.**
2. Market set-up is 2:15 p.m. to 2:45 p.m. Clean up must be completed by 7:00 p.m.
3. Vendors must stay at the Market the designated hours unless they are sold completely out. If they are sold out they must post a **"Sold Out"** sign at their assigned space and make sure that the area is clean of debris and that any borrowed tables or chairs are put away.
4. Vendors must **park in assigned areas only**.
5. Vendors must pay the **Registration Fee** with their application. Vendors may pay a season **Vendor Fee** with their application or pay their Vendor Fee on a weekly basis before set up.
6. All food sold must be produced within the local food shed which is described: **as within the state of WV or within 100 miles of the Market.**
7. All vendors must **register**, obtain proper **permits** and be aware of and adhere to the practices the Monongalia area health department, as well as all county, state and federal **regulations** concerning the sale of the product that they are selling. **Copies** of all permits, certifications and licenses should be submitted with application.
8. All vendors must review the **"FARMERS MARKET VENDORS GUIDE"** and follow the guidelines stated concerning the sale of their product. This guide is produced by the WVDHHR and WVDA. The guide is available online at <http://ehs.wvu.edu/r/download/48045>.
9. Vendors may use **signage** only in their assigned space.
10. Vendor behavior must enhance the overall **quality and reputation** of the Market.
11. Vendors must present any **grievance** in writing to the Market Manager for Committee review.
12. The Market Committee has **final say on all products sold**.
13. Vendors must accept **Market tokens** as payment for goods or services.
14. Vendors must **report total sales weekly** so that the Market has the information necessary to apply for any federal, charitable or state grants that arise.

# South Morgantown Community Farmers Market

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Our mission

To offer Fresh affordable products of agricultural integrity; and to provide a place for local farmers, planters, and producers to sell these products directly to the local community

Attention all Vendors:

South Morgantown Community Farmers market is a member of the West Virginia Farmer's Market Association and a Member of Buy Local Buy Fresh West Virginia. Both of these organizations have guidelines which a member market is to follow. These guidelines specify that a geographic area must be set for the market. Our geographical description is as follows: **Any food or product grown or produced in West Virginia or within 100 miles of the market.**

The guidelines also state that **all vendors** are the **producers** of the **goods they sell**. However, an **exemption** is being made to vendors who are able to obtain goods from neighboring farms (**no wholesalers**) for **products that are not available at the Market**. The vendor may **broker** other producers' goods as long as they are **not for resale**. The goods **brokered** must have signage **as to where the goods originate** and the **money** that the vendor collects must go **directly to the producer**.

To insure that we are following our original mission statement and the guidelines of Buy Local Buy Fresh West Virginia, the South Morgantown Community Farmers market will be instating an **inspection policy for all vendors**. This inspection is to verify that what is being sold is grown or produced by you in a **safe and healthy manner**.

Please be sure to provide **directions** to your farm or place of business, and a **telephone number** so that an inspection time can be set. Please also have **farm maps** or geographical locations of where crops are planted and what varieties are being grown available during inspection. If goods are grown or produced in a place other than your farm or kitchen please provide the above information as well for that location.