



27 January 2010

Berkeley Springs Farmers Market Committee
C/O WVU Morgan County Extension Office
129 Fairfax Street
Berkeley Springs, WV 25411

To Interested Farmers Market Producers:

Enclosed is an application for the 2010 Berkeley Springs Farmers Market. The Sunday market and the Thursday market will continue as in the past. You may apply for either or both markets. As noted later in this letter, an additional option for selling in the market is being explored.

The Sunday market will run for 27 weeks from 25 April through 31 October, except for Apple Butter weekend, Sunday 10 October. The hours of the Sunday market will continue to be from 10:00 AM to 2:00 PM. The Thursday market will run for 16 weeks from 24 June through 7 October. The hours of the market will be the same as last year, from 2:00 to 5:00 PM. The markets will continue to be on Fairfax Street in the same locations as last year.

Please complete the application and return it to the address listed above. If you are a returning vendor, please return your application by 12 February 2010. Applications from new vendors will be received at any time during the season, but if you are interested in the 2010 season, please submit applications as soon as possible. We apologize for the delay in sending out applications this year and hope that this does not cause complications for new producers who wish to be accepted into the Market.

Vendors may sell in the Sunday market with either a season contract or through a co-op arrangement with the market. Season contracts will have priority for spaces; however it is anticipated that both types of sales arrangements can be accommodated. At this date, vendors may sell in the Thursday market with only a season contract, however please indicate if you would be interested in a co-op arrangement this year on Thursday in the event we succeed in hiring a Market Master for Thursdays as well as Sundays. Please note that all producers who wish to sell at the market must complete the application listing the items they wish to sell regardless of type of selling arrangement. Please note that we are exploring the additional option of offering space to any farmers collaborative that may be organized and apply to sell. A "farmers collaborative" is defined as an organization of producers who wish to join together in managing their sales through a common booth at the Farmers Market. Please indicate on the application if you wish to be considered for such a collaborative.

For returning vendors, you will note on the application that we are changing the manner in which space fees will be calculated and as a result some fees may increase. Fees will be determined by a combination of front footage, space characteristics, location and drive-in accessibility. Returning vendors will have first rights on spaces and sizes that they currently have. If you wish to increase or decrease the amount of space you have had, please indicate on the application, however no space will be wider than 20 feet. Returning vendors also have the choice of relocating to spaces that might become available in the order in which they entered the market in previous years. If you wish to have the same location as last year, please indicate. If you wish to relocate and new spaces become available, we will contact you. For new

application is received and work with you to accommodate your request as much as possible. The Committee reserves the right to locate vendors for the benefit of the market and other vendors with similar items for sale. The number of drive in spaces for Sunday may continue be limited due to the continuing construction of the Court House and the continued restriction like last year of a portion of the adjacent gravel parking lot.

Please read the enclosed rules and regulations and if you are interested in selling through a co-op arrangement or a farmers' collaborative, please indicate so on your application. Please indicate the dates which you would like to sell as best you can.

The Rules and Regulations allow vendors to sell food which can be consumed at the market or as take-away, even if these foods are not locally produced. Priority will be given to foods which are locally produced. Approval will be on a case by case basis by the Committee, so please indicate if you have such interest and what you would request to sell.

Included with the Market application is a copy of the most recent Farmers Market Vendor Guide published by the West Virginia Department of Health and Human Resources, **a form for registering with the Morgan County Health Department if you wish to sell any food or beverage**, and a copy of the current fee schedule. A representative of the Health Department will contact you to determine any permit you must obtain and to provide you additional aid in providing healthy local food safety to the buying public. Please call Colleen Folk at 304-258-1518 if you have questions.

We hope to make the Market an increasingly available source of fresh foods and unique home products from local producers. Vendors make the market successful and the Committee welcomes your participation and any suggestions to improve the market. All existing and potential vendors are encouraged to attend market committee meetings. **The next meeting is tentatively scheduled for 22 February at 7:00 P.M.**

The Berkeley Springs Farmers Market has grown in size, quality and diversity each year, and with the same enthusiasm and cooperation as in the past, we are likely to provide an even better market for the public this year. If you have any questions as a potential vendor at the market or have general questions on the operation of the market, you may also contact me at 304-258-3815 or 410-371-0442 (cell) or contact the Morgan County Extension Office at 304-258-8400.

Additionally, please note that we are preparing for two workshops this year for local producers. The first is scheduled for Saturday, 20 March and will focus on season extension methods. The second will focus on marketing opportunities at a later date. Also, the Committee is exploring a Farmers Market booth at Uniquely West Virginia in Berkeley Springs on Saturday, 24 April (the day before the Sunday market opens for the year). If you are interested in selling your food products at this event, please contact us.

Larry Lower, Chair,
Berkeley Springs Farmers Market Committee

www.berkeleyspringsfarmersmarket.com

BERKELEY SPRINGS FARMERS MARKET VENDOR CONTRACT
WVU/MORGAN COUNTY EXTENSION, 129 FAIRFAX ST., BERKELEY SPRINGS, WV 25411

Please print or type the following information using black ink. If it is illegible or unable to be photocopied, it will be returned to you

Vendor Name _____

Name of Business _____

Address _____

Business Address (if different) _____

Home Phone _____ Work Phone _____

Fax _____ Email _____

How long have you been in business? _____

Are you a _____ grower/producer (fruits, vegetables, flowers, plants, etc.)
_____ grower producing prepared product which has been raised on your
farm, i.e. jams, baked goods, dairy, honey, meat, eggs
_____ business (bakery, etc. processed product not grown by you)
_____ organization
_____ home gardener

What type of products do you expect to bring to market? _____

How many acres are in production? _____

_____ certified organic _____ sustainable _____ conventional

Please provide one paragraph presenting information you would like the public to see about your business for the Market web site. If you have a web page, please provide the web address if you would like to have it linked to the Market website.

The Board of Directors will review the contract and return a copy to the farmer/vendor. You will also be informed of any item that is not approved for sale.

Contract: _____ accepted
 _____ accepted as revised
 _____ rejected

Board of Directors
Berkeley Springs Farmers Market

Date

Market Board Signature

Certification by County Extension Agent

I certify that the grower has the capacity to produce the items indicated on this contract considering the total number of markets they attend.

Signature of Extension Agent

Phone Number

I will sell, grow and/or prepare: (All products you intend to sell must be listed.)

Fruits

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Vegetables

_____	_____
_____	_____
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_____	_____

Flowers

perennial _____

annual _____

cut flower _____

Plants

flower _____

vegetable _____

herb _____

Baked Goods

Dairy

milk _____

cheese _____

other _____

Honey _____

Meat _____

Eggs _____

Business (bakery, etc. processed product not grown by you)

Other (please specify)

WAIVER OF BERKELEY SPRINGS FARMERS MARKET, LIABILITY

Agreement made this _____ day of _____ 20__,

between _____
(name of farm or grower)

and the Berkeley Springs Farmers Market.

I, _____, shall
(print name)

indemnify and agree to hold harmless Berkeley Springs Farmers Market from and against any and all liability, damage, expense, cause of action, suits, claims, penalties, or judgments arising from injury to person(s) sustained by anyone as a result of consuming food acquired from me and/or resulting in any way from the operation of my stall/stand and /or vehicle.

I shall, at my own cost and expense, defend any and all suits against myself or the Berkeley Springs Farmers Market resulting through my participation as a vendor. My failure in defending against any and all suits can result in Berkeley Springs Farmers Market defending such suits at vendor's expense.

Signed: _____

Address: _____

Phone: _____

Dated: _____

VENDOR PROFILE

Help us so we can help you sell your products. Please provide information which we can use in newspaper articles and press releases so we can generate interest in the market and your product.

Describe yourself, your business, your product.

Are you growing any exotic or special varieties? Unusual flowers? Herbs?

Is your produce grown organically?

Stories about your farm, it's history, amusing anecdotes.

What's special about your farm or your products?

Photos?

Vendor Reminders!!

Please remember the guidelines in the Rules and Regulations. Following is a partial list:

- Vendors must grow or prepare their products unless otherwise certified.

SUNDAY MARKET:

- Pull into assigned spaces no earlier than 8:30 a.m. and no later than 9:30 a.m. Sales may start no earlier than 10:00 a.m.
- Items shall not be sold after 2:00 p.m.
- Vendors may not vacate before the end of the Market Day at 2:00 p.m., and shall be out by 2:30 p.m.

THURSDAY MARKET:

- Pull into assigned spaces no earlier than 1:-- p.m. Sales may start following set up.
- Notify the Market Master at least 24 hours before Market opens if unable to setup.
- Vendors business name must be prominently displayed.
- Keep stands as attractive as possible, and market space free from refuse.
- Conduct sales in a business-like manner, and no distress pricing.
- All produce vendors must have certified scales at the Market.
- All fruits, vegetables, and flowers must be locally grown and picked within 48 hours.
- Keep display of goods within the confines of their assigned space.
- At the conclusion of the market hours remove all remaining items.
- Amplified music is not permitted during Market hours.
- No pets are allowed at the Market.

Thank you for helping to make the Farmer's Market work smoothly, and be a pleasant place for everyone!