



11TH Annual Winter Blues Farmers Market
February 16, 2019 – 1:00 pm-5:00 pm
Charleston Coliseum & Convention Center, Charleston, WV

The West Virginia Department of Agriculture in cooperation with the WVU Extension Small Farm Center is excited to bring the Winter Blue Farmers Market to the Charleston Coliseum. Applications are now being accepted for the **11th 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**.

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 Farmers 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 Friday, February 8, 2019. You can complete the application at www.agriculture.wv.gov
- We expect all vendors to be on time and follow the assigned time/door schedule.
- Your booth space will come with one 8' skirted table, you can bring your own additional tables, 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 their products being sold. Additionally, farmers/producers must follow all federal/state/county rules and regulations regarding these products, and have required documentation for products on site during Market hours. The WV Department of Agriculture (WVDA) Egg Law and Meat Law must also be followed. If you need the WVDA forms for these products, please contact ctolley@wvda.us. **Please note:** all eggs must arrive at the Market in a cooler. Egg temperatures must be 40 degrees and below. Eggs may be tested on site to make sure they are at correct temperatures. All vendors sampling products need to have their Food Handlers Card.
- 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 Coliseum in Charleston, WV.

2 LOCATION

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

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 right lane

Turn Right on to Civic Center Drive

Turn Right on Quarrier Street

The 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

Turn Left on to Civic Center Drive

Turn Left on Quarrier Street

The Parking Building entrance is on the immediate right

4. SET UP

Set up time will begin at 9:00 am. 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 12:30 pm. Unloading will be at the North Hall Loading Dock off of Virginia Street.

5. REGISTRATION:

Booth space is 10' x 10' with one 8' table for \$75. If multiple booths are requested, you will need to mark this on your application and submit the appropriate fee. You will also need to mark on your application if you want the multiple booths side-by-side, or front-back (which would be an end booth). We will try to accommodate all such requests. Each additional space will be \$75, additional tables are \$25 each. The booths will be separated with poles, will not be carpeted, and will have no back (only a curtain). Tables will be skirted. Booths will be assigned on a first come – first served basis. 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. EBT/SNAP/CREDIT CARDS

EBT/SNAP/Credit Cards will be each vendor's preference to accept.