



Winter Blues Farmers Market

February 25, 2023 – 1:00 pm – 5:00 pm

Charleston Coliseum & Event Center

Charleston, WV

VENDOR APPLICATION: www.agriculture.wv.gov

The **West Virginia Department of Agriculture (WVDA)** in cooperation with the **WVU Extension Small Farm Center** is excited to once again bring the Winter Blues Farmers Market to the Charleston Coliseum & Event Center.

Applications are now being accepted for the 14th Winter Blues Farmers Market. This premier event offers the opportunity to showcase the bounty of West Virginia. WVDA is proud of this event and wants to economically demonstrate that small farms 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 subject to approval by WVDA/WVU SFC.

MARKET GUIDELINES

- Winter Blues Farmers Market is a producer-only market. We do not allow resale of non-West Virginia artisan products, wine, beer, ready to eat meals, fireworks, etc. All market participants must have the application and booth fee submitted no later than Friday, February 10, 2022. 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' unskirted table, 2 chairs, and a small trash can. You can bring your own additional tables, signage, coolers, extension cords, etc. (if you require electric, note it on your application). We recommend a company-branded tablecloth or plain black one for uniformity.
- We expect vendors to stay and participate for the entire market unless you are sold out. **You will need to plan accordingly to expect 3,000 – 4,000 shoppers.**
- All vendors are required to know and comply with the rules and laws pertaining to their products being sold. All vendors (as applicable) must follow the West Virginia Hemp Product Guide, apiary laws, meat laws, egg laws and Farmers Market Vendor Guide. If you need the WVDA forms for these products, please contact bsouthern@wvda.us. **Please note:** all eggs must arrive at the Market in a cooler. Egg temperatures must be 40 degrees and below. Egg temperatures may be tested on site. All vendors sampling products need to have their Food Handlers Card.

- We expect all vendors to keep their area 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).
 - WVDA reserves the right to reject any application or revoke a vendor's participation, for any reason, at WVDA's sole discretion.
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1. **GENERAL INFORMATION**

The Winter Blues Farmers Market will be held at the Charleston Coliseum & Event Center at 200 Civic Center Drive in Charleston, WV. The Market will be located in the North & South Halls. Loading dock is located off of the Lee Street side of the Event Center.

3. **SET UP**

Set up time will begin at 9 a.m. Please 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 Lee Street.

4. **REGISTRATION:**

Booth space is one 10' x 10' with one 8' unskirted table, two chairs, and a small trashcan for \$75. If multiple booths are requested, you will need to mark this on your application and submit the appropriate fee. We will try to accommodate all such requests. Each additional space will be \$75, additional tables are \$10 each. The booths will be separated with poles, will not be carpeted, and will have no back (only a curtain). Tables will be unskirted. We recommend either a company-branded tablecloth or a plain black one for uniformity. Booths will be assigned by WVDA. You must provide your own currency change for your sales. There are two ATMs in the facility. Wifi will be available.

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.

NOTE: WV Farmers Market Vendor Guide at:

[Farmers Market : West Virginia Department of Agriculture \(wv.gov\)](http://www.wv.gov/agriculture/farmers-market)

7. **EBT/SNAP/CREDIT CARDS**

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

TO REGISTER:

VENDOR APPLICATION: www.agriculture.wv.gov