



## ***Morgantown Farmers Market Growers Association***

# **2024-2025 Vendor Application**

This application packet is for ***New and Returning Vendors*** who wish to participate in the Morgantown Farmers Market Growers Association markets for May, 2024 through April, 2025.

## **Applications are due March 1, 2024**

Applicants must complete each application section in full, attach copies of all required licensure and insurance documentation, submit fees payable to Morgantown Farmers Market Growers Association (MFMGA), and sign the application. Incomplete applications will not be considered.

### **To submit applications:**

- Mail application, documentation, and fees to:  
**Monongalia County Extension Office  
c/o MFMGA Market Manager  
270 Mylan Park Lane, Suite 250  
Morgantown, WV 26501**
- Email your application to [MFMGAMANAGER@gmail.com](mailto:MFMGAMANAGER@gmail.com) and mail fees to the address above. Supporting documentation may be submitted by email as scanned documents or mailed with fees.  
**OR**
- Deliver your application packet and fees in person to the Market Manager

Please contact the Market Manager if you have any questions or need additional information. New Vendors should discuss their intent to apply to be a vendor and their market plan with the Market Manager prior to submitting the formal application.

The Morgantown Farmers Market Growers Association (MFMGA) supports “**Producer-only**” markets in Morgantown throughout the year (Summer and Winter Markets).

*The MFMGA is a tax-exempt, non-profit 501(c) (3) organization*

# Section 1: Vendor and Business Information

**A****Membership Category**☐ Returning Vendor (\$75)☐ New Vendor (\$100)**B****Primary Vendor Contact information****Name(s)****Mailing Address***Address**City/State**Zip Code***Phone(s)***Daytime**Evening**Cell**Other***Email(s)***Primary**Alternate***Token Payment Checks from MFMGA: What name should payment be made to on your check?**

**NOTE:** We now use direct deposit for token checks. If membership is approved the manager or treasurer may contact you to obtain banking information. We will also be allowing electronic payment of fees. Please include the Email address where you would like to receive these invoices and notifications below.

**C****Vendor Information****Business name****Business/farm address\*****Business phone\*****Business Email\*****Web/social media url(s)****Name(s) of partner(s) or  
alternate contacts**

**D Vendor Farm/Business Characteristics** *(Attach additional paper if needed)*

Number of production locations \_\_\_\_\_

Descriptive name for each location	Check all that apply			Production area (acres)
	Owned	Leased	Other*	
Primary Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loc. 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loc. 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loc.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loc. 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*\*Describe vendor—production location relationship:***Directions to primary farm or business and any other locations used** *(include road names, farm mailbox #, landmarks, etc.; attach additional information if needed (e.g., map))**Note: The verification committee will visit all new applicants and may make unannounced visits to returning vendors at any time*

## E

*Briefly describe your farm/business/other market experience applicable to your participation in the Morgantown Farmers Market Growers Association*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# Section 2: Insurance and Licensure

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## Vendor Liability Insurance

Each vendor must carry insurance for general liability and property damage, as well as product liability coverage for sale of products at a farmer’s market, in an amount not less than one million dollars (\$1,000,000). The policy shall specifically state that the insurance applies to participation in a farmers market. Also, the policy shall name MFMGA as additional insured, and shall maintain all other coverage as required by law.

***A copy of the Certificate of Insurance must be provided with this application.***

**Name of Insured on Policy** \_\_\_\_\_

**Liability Insurance Provider** \_\_\_\_\_

**Policy #** \_\_\_\_\_

**Policy Expiration Date** \_\_\_\_\_

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## Vendor Certifications, Licenses, and Permits

Vendors are responsible for compliance with all required city, county, state, and federal regulations, licenses, permits, and certifications to sell products at the MFMGA markets for each location attended.

***Copies of all Licenses and Permits must be provided with this application.***

Licenses and Permits <small>(Check boxes if applicable to your business)</small>	License or Permit Number	Date of Issue	Expiration Date <small>(if applicable)</small>
<input type="checkbox"/> Business Registration (West Virginia)	_____		
<input type="checkbox"/> City of Morgantown Business License	_____		
<input type="checkbox"/> IRS W-9 Form <i>Collected by Manager or Treasurer if needed</i>	_____		
<input type="checkbox"/> Certified Naturally Grown	_____		
<input type="checkbox"/> Dairy Distributor Permit (WV)	_____		
<input type="checkbox"/> Egg Producer/Packer Certificate (if outside WV)	_____		
<input type="checkbox"/> WVDA Farmers Market permit	_____		
<input type="checkbox"/> Meat and Poultry Distributor License (WV)	_____		
<input type="checkbox"/> Nursery Registration (WV)	_____		
<input type="checkbox"/> USDA Organic Certification	_____		
<input type="checkbox"/> Certificate of Insurance	_____		

**Other Licenses and Permits (not listed above)\***

- ☐
- \_\_\_\_\_
- ☐
- \_\_\_\_\_
- ☐
- \_\_\_\_\_

\* Examples include: Food Manufacturing Permit; Frozen Dessert Permit; WV Seedsman Registration; Registration of Commercial Feeds; WV Registration for Soil Amendments, Compost and Horticultural Growing Media; and Pet Food Registration (WV)

## Section 3: Market Attendance and Space Requirements

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### **H** MFMGA Market Participation

*Check each market that you will attend and complete the associated information section.*

- ☐ **Morgantown Farmers Market—Summer Market**, Fayette and Spruce St, Morgantown weekly from the 1<sup>st</sup> week of May through 1<sup>st</sup> week of November

**Attendance:** ☐ Full-time (essentially all available market dates)

☐ Part-time

Estimated 1<sup>st</sup> Market date \_\_\_\_\_ Estimated Last Market date \_\_\_\_\_

Approximate # of markets attended \_\_\_\_\_

Market Attendance: ☐ Weekly ☐ Every other week ☐ Once a month ☐ Sporadic

Describe why limited to part-time attendance (e.g., product availability):

**Number of spaces:** \_\_\_\_\_ *Each space is ~10' x 15' (i.e., one parking slot)*

**Special needs:** ☐ Electrical Hook-up ☐ Freezer space ☐ Vehicle access *(for more than convenience)*

☐ Other *(Describe)* \_\_\_\_\_

- ☐ **Morgantown Farmers Market—Winter Market**, indoor market location and market dates are to be determined; market frequency will be approximately twice monthly from November through April

**Attendance:** ☐ Full-time (essentially all available market dates)

☐ Part-time

Estimated 1<sup>st</sup> Market date \_\_\_\_\_ Estimated Last Market date \_\_\_\_\_

Approximate # of markets attended \_\_\_\_\_

Market Attendance: ☐ Once a month ☐ Sporadic

Describe why limited to part-time attendance (e.g., product availability):

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**Weather:** Is your attendance at specific winter markets weather and road condition dependent?

☐ Extremely    ☐ Moderately    ☐ Slightly    ☐ Generally not dependent

**Number of spaces:** \_\_\_\_\_ *Each space is  $\leq 10' \times 10'$  (i.e., ~1 large table wide; exact size may vary by location and number of vendors)*

**Special needs:** ☐ Electrical Hook-up    ☐ Freezer space

☐ Other (*Describe*) \_\_\_\_\_

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## Section 4: Product Plan

### I Product Listing for MFMGA Markets

For each product that you plan to sell indicate the market(s) to which you will bring the product. For UNPROCESSED FARM PRODUCTS, list in the comment section any unique issues. For PROCESSED FARM PRODUCTS, complete the supplemental information section for each item to be sold at the market (page 12)

#### UNPROCESSED FARM PRODUCTS

VEGETABLES	MFM Markets	
	Summer	Winter
Artichoke	<input type="checkbox"/>	<input type="checkbox"/>
Arugula	<input type="checkbox"/>	<input type="checkbox"/>
Asparagus	<input type="checkbox"/>	<input type="checkbox"/>
Beets	<input type="checkbox"/>	<input type="checkbox"/>
Broccoli	<input type="checkbox"/>	<input type="checkbox"/>
Brussels sprouts	<input type="checkbox"/>	<input type="checkbox"/>
Burdock	<input type="checkbox"/>	<input type="checkbox"/>
Cabbage	<input type="checkbox"/>	<input type="checkbox"/>
Carrots	<input type="checkbox"/>	<input type="checkbox"/>
Cauliflower	<input type="checkbox"/>	<input type="checkbox"/>
Celery	<input type="checkbox"/>	<input type="checkbox"/>
Chinese greens	<input type="checkbox"/>	<input type="checkbox"/>
Collards	<input type="checkbox"/>	<input type="checkbox"/>
Corn, sweet	<input type="checkbox"/>	<input type="checkbox"/>
Cucumber	<input type="checkbox"/>	<input type="checkbox"/>
Daikon	<input type="checkbox"/>	<input type="checkbox"/>
Dry beans	<input type="checkbox"/>	<input type="checkbox"/>
Edamame soybeans	<input type="checkbox"/>	<input type="checkbox"/>
Eggplant	<input type="checkbox"/>	<input type="checkbox"/>
Garlic	<input type="checkbox"/>	<input type="checkbox"/>
Green beans	<input type="checkbox"/>	<input type="checkbox"/>
Green onions	<input type="checkbox"/>	<input type="checkbox"/>
Kale	<input type="checkbox"/>	<input type="checkbox"/>
Kohlrabi	<input type="checkbox"/>	<input type="checkbox"/>
Leeks	<input type="checkbox"/>	<input type="checkbox"/>
Lettuce	<input type="checkbox"/>	<input type="checkbox"/>
Mushrooms	<input type="checkbox"/>	<input type="checkbox"/>
Mustard greens	<input type="checkbox"/>	<input type="checkbox"/>

VEGETABLES	MFM Markets	
	Summer	Winter
Okra	<input type="checkbox"/>	<input type="checkbox"/>
Onions	<input type="checkbox"/>	<input type="checkbox"/>
Parsnips	<input type="checkbox"/>	<input type="checkbox"/>
Peas	<input type="checkbox"/>	<input type="checkbox"/>
Peppers, hot	<input type="checkbox"/>	<input type="checkbox"/>
Peppers, sweet	<input type="checkbox"/>	<input type="checkbox"/>
Potatoes	<input type="checkbox"/>	<input type="checkbox"/>
Pumpkins	<input type="checkbox"/>	<input type="checkbox"/>
Radishes	<input type="checkbox"/>	<input type="checkbox"/>
Ramps	<input type="checkbox"/>	<input type="checkbox"/>
Rutabagas	<input type="checkbox"/>	<input type="checkbox"/>
Salad Greens	<input type="checkbox"/>	<input type="checkbox"/>
Salad Mix	<input type="checkbox"/>	<input type="checkbox"/>
Shallots	<input type="checkbox"/>	<input type="checkbox"/>
Spinach	<input type="checkbox"/>	<input type="checkbox"/>
Squash, summer	<input type="checkbox"/>	<input type="checkbox"/>
Squash, winter	<input type="checkbox"/>	<input type="checkbox"/>
Sunchokes	<input type="checkbox"/>	<input type="checkbox"/>
Sweet potatoes	<input type="checkbox"/>	<input type="checkbox"/>
Swiss chard	<input type="checkbox"/>	<input type="checkbox"/>
Tomatillos	<input type="checkbox"/>	<input type="checkbox"/>
Tomatoes	<input type="checkbox"/>	<input type="checkbox"/>
Turnips	<input type="checkbox"/>	<input type="checkbox"/>
Zucchini	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

## UNPROCESSED FARM PRODUCTS (continued)

VEGETABLES	MFM Markets	
	Summer	Winter
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>

VEGETABLES	MFM Markets	
	Summer	Winter
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>

Comments on Vegetables:

Fruit	MFM Markets	
	Summer	Winter
Apples	<input type="checkbox"/>	<input type="checkbox"/>
Apricots	<input type="checkbox"/>	<input type="checkbox"/>
Asian pears	<input type="checkbox"/>	<input type="checkbox"/>
Avocados	<input type="checkbox"/>	<input type="checkbox"/>
Blackberries	<input type="checkbox"/>	<input type="checkbox"/>
Blueberries	<input type="checkbox"/>	<input type="checkbox"/>
Boysenberries	<input type="checkbox"/>	<input type="checkbox"/>
Cantaloupes	<input type="checkbox"/>	<input type="checkbox"/>
Cherimoyas	<input type="checkbox"/>	<input type="checkbox"/>
Cherries	<input type="checkbox"/>	<input type="checkbox"/>
Cranberries	<input type="checkbox"/>	<input type="checkbox"/>
Currants	<input type="checkbox"/>	<input type="checkbox"/>
Dates	<input type="checkbox"/>	<input type="checkbox"/>
Figs	<input type="checkbox"/>	<input type="checkbox"/>
Grapes	<input type="checkbox"/>	<input type="checkbox"/>
Loganberries	<input type="checkbox"/>	<input type="checkbox"/>
Marionberries	<input type="checkbox"/>	<input type="checkbox"/>
Melons	<input type="checkbox"/>	<input type="checkbox"/>
Nectarines	<input type="checkbox"/>	<input type="checkbox"/>
Peaches	<input type="checkbox"/>	<input type="checkbox"/>

Fruit	MFM Markets	
	Summer	Winter
Pears	<input type="checkbox"/>	<input type="checkbox"/>
Persimmons	<input type="checkbox"/>	<input type="checkbox"/>
Plums	<input type="checkbox"/>	<input type="checkbox"/>
Prunes	<input type="checkbox"/>	<input type="checkbox"/>
Quince	<input type="checkbox"/>	<input type="checkbox"/>
Rhubarb	<input type="checkbox"/>	<input type="checkbox"/>
Raisins	<input type="checkbox"/>	<input type="checkbox"/>
Raspberries	<input type="checkbox"/>	<input type="checkbox"/>
Strawberries	<input type="checkbox"/>	<input type="checkbox"/>
Watermelons	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>

Comments on Fruits:

## UNPROCESSED FARM PRODUCTS (continued)

Grains	MFM Markets	
	Summer	Winter
Barley	<input type="checkbox"/>	<input type="checkbox"/>
Buckwheat	<input type="checkbox"/>	<input type="checkbox"/>
Corn	<input type="checkbox"/>	<input type="checkbox"/>
Millet	<input type="checkbox"/>	<input type="checkbox"/>
Oats	<input type="checkbox"/>	<input type="checkbox"/>
Popcorn	<input type="checkbox"/>	<input type="checkbox"/>
Rice	<input type="checkbox"/>	<input type="checkbox"/>
Rye	<input type="checkbox"/>	<input type="checkbox"/>
Soybeans	<input type="checkbox"/>	<input type="checkbox"/>
Spelt	<input type="checkbox"/>	<input type="checkbox"/>
Wheat	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Herbs	MFM Markets	
	Summer	Winter
Dried herbs	<input type="checkbox"/>	<input type="checkbox"/>
Fresh herbs	<input type="checkbox"/>	<input type="checkbox"/>
Medicinal herbs	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Flowers	MFM Markets	
	Summer	Winter
Dried flowers	<input type="checkbox"/>	<input type="checkbox"/>
Edible flowers	<input type="checkbox"/>	<input type="checkbox"/>
Fresh flowers	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Nuts/Seeds	MFM Markets	
	Summer	Winter
Almonds	<input type="checkbox"/>	<input type="checkbox"/>
Chestnuts	<input type="checkbox"/>	<input type="checkbox"/>
Flax	<input type="checkbox"/>	<input type="checkbox"/>
Hazelnuts	<input type="checkbox"/>	<input type="checkbox"/>
Macadamias	<input type="checkbox"/>	<input type="checkbox"/>
Peanuts	<input type="checkbox"/>	<input type="checkbox"/>
Pecans	<input type="checkbox"/>	<input type="checkbox"/>
Pistachios	<input type="checkbox"/>	<input type="checkbox"/>
Sesame seeds	<input type="checkbox"/>	<input type="checkbox"/>
Sunflower seeds	<input type="checkbox"/>	<input type="checkbox"/>
Walnuts	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Specialty-unprocessed	MFM Markets	
	Summer	Winter
Bamboo	<input type="checkbox"/>	<input type="checkbox"/>
Christmas trees	<input type="checkbox"/>	<input type="checkbox"/>
Eggs	<input type="checkbox"/>	<input type="checkbox"/>
Firewood	<input type="checkbox"/>	<input type="checkbox"/>
Gourds	<input type="checkbox"/>	<input type="checkbox"/>
Hay/straw	<input type="checkbox"/>	<input type="checkbox"/>
Honey	<input type="checkbox"/>	<input type="checkbox"/>
Plants (bedding, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Unprocessed wool/hair	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Comments on Grains, Herbs, Flowers, Nuts/seeds, or Specialty-unprocessed:

## UNPROCESSED FARM PRODUCTS (continued)

Meats	MFM Markets	
	Summer	Winter
Beef	<input type="checkbox"/>	<input type="checkbox"/>
Bison	<input type="checkbox"/>	<input type="checkbox"/>
Chicken	<input type="checkbox"/>	<input type="checkbox"/>
Duck	<input type="checkbox"/>	<input type="checkbox"/>
Fish	<input type="checkbox"/>	<input type="checkbox"/>
Gamebird	<input type="checkbox"/>	<input type="checkbox"/>
Geese	<input type="checkbox"/>	<input type="checkbox"/>
Goat	<input type="checkbox"/>	<input type="checkbox"/>
Lamb	<input type="checkbox"/>	<input type="checkbox"/>
Pork	<input type="checkbox"/>	<input type="checkbox"/>
Rabbit	<input type="checkbox"/>	<input type="checkbox"/>
Squab	<input type="checkbox"/>	<input type="checkbox"/>

Meats	MFM Markets	
	Summer	Winter
Turkey	<input type="checkbox"/>	<input type="checkbox"/>
Veal	<input type="checkbox"/>	<input type="checkbox"/>
Venison	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Comments on Grains, Herbs, Flowers, Nuts/seeds, or Specialty-unprocessed items:

List any other unprocessed products not categorized above, describe the product, and indicate the markets at which they will be sold; include any requests for items to be sold under MFMGA provisional product sales agreements with supporting details on source etc.:

## COTTAGE INDUSTRY approved products processed at home

### PROCESSED FARM PRODUCT CATEGORIES

For each major processed product category to be sold, check the market(s) at which you plan to sell the product.

SPECIALTY PROCESSED CATEGORIES	MFM Markets	
	Summer	Winter
Baked Goods	<input type="checkbox"/>	<input type="checkbox"/>
Bath/Body Care Items (exc. soaps)	<input type="checkbox"/>	<input type="checkbox"/>
Bee Pollen	<input type="checkbox"/>	<input type="checkbox"/>
Bee Wax	<input type="checkbox"/>	<input type="checkbox"/>
Christmas Wreaths/Swags	<input type="checkbox"/>	<input type="checkbox"/>
Cider	<input type="checkbox"/>	<input type="checkbox"/>
Compost/Manure	<input type="checkbox"/>	<input type="checkbox"/>
Dried Fruits	<input type="checkbox"/>	<input type="checkbox"/>
Dried Vegetables	<input type="checkbox"/>	<input type="checkbox"/>
Fiber/Woolen Items	<input type="checkbox"/>	<input type="checkbox"/>
Flour(s)	<input type="checkbox"/>	<input type="checkbox"/>
Fruit & Pumpkin Butters	<input type="checkbox"/>	<input type="checkbox"/>
Jams/Jellies	<input type="checkbox"/>	<input type="checkbox"/>
Jerky	<input type="checkbox"/>	<input type="checkbox"/>
Leather/Sheepskins	<input type="checkbox"/>	<input type="checkbox"/>
Luffa	<input type="checkbox"/>	<input type="checkbox"/>
Maple Syrup & Derivatives	<input type="checkbox"/>	<input type="checkbox"/>
Molasses	<input type="checkbox"/>	<input type="checkbox"/>
Pasta/Soups	<input type="checkbox"/>	<input type="checkbox"/>
Pet Food	<input type="checkbox"/>	<input type="checkbox"/>

SPECIALTY PROCESSED CATEGORIES	MFM Markets	
	Summer	Winter
Pickles/Relishes	<input type="checkbox"/>	<input type="checkbox"/>
Preserves	<input type="checkbox"/>	<input type="checkbox"/>
Pressed Oils	<input type="checkbox"/>	<input type="checkbox"/>
Salsas	<input type="checkbox"/>	<input type="checkbox"/>
Seeds	<input type="checkbox"/>	<input type="checkbox"/>
Soaps	<input type="checkbox"/>	<input type="checkbox"/>
Sodas	<input type="checkbox"/>	<input type="checkbox"/>
Syrups	<input type="checkbox"/>	<input type="checkbox"/>
<b>Prepared Drinks:</b>	Summer	Winter
Coffee (Hot or iced)		
Tea (Hot or Iced)		
Kombucha (Cup or Bottle)		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		

### PROCESSED DAIRY PRODUCTS (include animal source (cow, goat, etc.) and if frozen)

PROCESSED DAIRY CATEGORIES	MFM Markets		Animal Source(s)	Check if frozen
	Summer	Winter		
Butter	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Buttermilk	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cheese	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Milk	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Yogurt	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

## PROCESSED FARM PRODUCT DESCRIPTIONS, LOCAL INGREDIENTS, & INGREDIENT SOURCES

For each processed product category to be sold, list the specific products, the local ingredients to be used, and the source(s) of all major ingredients, particularly the local ingredients.

Examples:

Processed Food Category	Product description, local ingredients, and ingredient sources
<b>Product category:</b>  Baked Goods	<b>Describe product(s):</b> Various wheat and specialty breads, dinner rolls, cinnamon rolls, fruit quick breads, muffins, scones, pies, coffee cakes, and specialty fruit desserts; black walnut cherry granola  <b>Local and other major ingredients and their sources:</b> Eggs from our chickens; pasteurized milk, & butter from our cows; apples, Asian pears, cherries, peaches, blackberries, raspberries, strawberries, and quince from our orchard/bushes; herbs, vegetables, and rhubarb from our gardens; paw paws & black walnuts harvested from wild groves along Panther Lick Run on our farm; Goat Cheese from Firefly Farms; bloody butcher cornmeal from Evans Knob Farm; wheat flour (when available) from Jackson's Mill, Weston WV; wheat/other specialty flours and spices from King Arthur Flour, Norwich VT; rolled oats from Orr's Farm Martinsburg WV; miscellaneous basic ingredients from grocery store.
<b>Product category:</b>  Maple Syrup	<b>Describe product(s):</b> Maple syrup, maple sugar, & maple cream  <b>Local and other major ingredients and their sources:</b> Maple syrup collected from our farm trees

Processed Food Category	Product description, local ingredients, and ingredient sources
<b>Product category:</b>	<b>Describe product(s):</b>  <b>Local and other major ingredients and their sources:</b>
<b>Product category:</b>	<b>Describe product(s):</b>  <b>Local and other major ingredients and their sources:</b>
<b>Product category:</b>	<b>Describe product(s):</b>  <b>Local and other major ingredients and their sources:</b>

Processed Food Category	Product description, local ingredients, and ingredient sources (continued)
Product category:	Describe product(s):  Local and other major ingredients and their sources:
Product category:	Describe product(s):  Local and other major ingredients and their sources:
Product category:	Describe product(s):  Local and other major ingredients and their sources:
Product category:	Describe product(s):  Local and other major ingredients and their sources:
Product category:	Describe product(s):  Local and other major ingredients and their sources:
Product category:	Describe product(s):  Local and other major ingredients and their sources:
Product category:	Describe product(s):  Local and other major ingredients and their sources:

Add more pages, if needed

List any other processed products not categorized above, describe the product, local ingredients, ingredient sources, processors, and indicate the markets at which they will be sold; include any requests for items to be sold under MFMGA provisional product sales agreements with supporting details on source etc.:

## CO-PACKERS & PROCESSORS FOR FARM PRODUCTS (unprocessed and processed products)

For each product to be sold that is processed by someone other than yourself, identify the co-packer or processor, their location, the specific product(s) they prepare, and what they do to process your products. Include commercial processors owned by you, if separate entities from your farm.

Examples:

Co-packers and Processors Used
<p><b>Processor: Name, City and State or other location identifier</b></p> <p>Mountaineer Meats, Lick Skillet, WV</p> <p><b>Describe each product processed and nature of processing:</b> They butcher our beef and hogs, cut and package; prepare our beef jerky; grind, season, and stuff our link sausage</p>
<p><b>Processor: Name, City and State or other location identifier</b></p> <p>Honey Bee Good, Cool Springs, MD</p> <p><b>Describe each product processed and nature of processing:</b> extract and bottle our raw honey</p>
<p><b>Processor: Name, City and State or other location identifier</b></p> <p>Zinger's Food Processing, Boring, PA</p> <p><b>Describe each product processed and nature of processing:</b> Canning/bottling of our salsa, chili pepper relish, and picante polao pepper pickles</p>

## Co-packers and Processors Used

**PROCESSOR:** Name, City and State or other location identifier

Describe each product processed and nature of processing:

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**PROCESSOR:** Name, City and State or other location identifier

Describe each product processed and nature of processing:

Add more pages, if needed

## J Simplified Vendor Description

*In simple terms, how would you describe what you sell at the market (e.g., "Vegetables"; "Vegetables, Eggs, Lamb, and Miscellaneous Processed Goods"; "Fresh Sweet Corn"; "Raspberries and Baked Goods"; "Artisanal Goat Cheeses", or "Beef, Pork, Chicken, and Eggs"). List the product categories in descending order of significance.*

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**K** **Returning Vendors Only—Product changes for this market year**

*List any products that are “NEW” for the coming market year:*

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*List any major products from last year that you will NOT sell in the coming market year:*

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**L** **Returning Vendors Only—Major production changes**

*List any major changes since last year in your farm or business that significantly influences what you will bring to the market (e.g., added 30’x100’ high tunnel for vegetables; tripled size of asparagus bed; increased from 20 to 100 laying hens; stopped producing strawberries; severe winds and heavy snowfall destroyed apple crop for several years )*

## Section 5: Fees

### **M** Membership, Space, and Escrow Fees

Please complete the form below to determine fees. Upon approval by the Board you will be invoiced for the amount due. You will not be considered a member in good standing or allowed to attend a market until all fees are paid.

FEE CATEGORY		Amount Due
<b>MEMBERSHIP (Annual)</b>		
	New Vendor Membership Fee \$100	
	Returning Vendor Membership Fee \$75	
<b>SPACE FEES*</b>		
	MFM-Summer Market Number of spaces ____ X \$100	
<b>ESCROW DEPOSIT</b>		
	New Vendor Escrow Deposit \$50	
	Returning Vendor Supplement Deposit (only if requested by the Treasurer)	
	<b>TOTAL DUE</b>	

\*MFM-Winter Market space fees are paid monthly during the market season (\$10/market/space)

**AMOUNT DUE**

Checks or money orders should be made payable to the "Morgantown Farmers Market Growers Association" or "MFMGA."

#### **For MFMGA Use Only**

Received by: \_\_\_\_\_

Amount received: \_\_\_\_\_

Date received: \_\_\_\_\_

Check Number: \_\_\_\_\_

Comments: \_\_\_\_\_

## Section 6: Signature Page

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### **N** Certification to comply with MFMGA Market Rules and Guidelines

***I hereby certify that I have read and agree to abide by the Market Rules and Guidelines of the Morgantown Farmers' Market Growers Association, including complying with all "producer-only" requirements.***

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Print Name

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Signature

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Date

### **O** Hold Harmless Agreement

*Insert your business name or for individuals the name of the owner in the space provided at the top of the agreement and complete the date and signature block at the end.*

To the extent permitted by law,

\_\_\_\_\_, ("Vendor"),  
as an authorized vendor participating in the Morgantown Farmers Market Growers Association ("MFMGA") Markets in Monongalia County, West Virginia, shall be individually and severally responsible to MFMGA (the fiscal agent) for any loss, personal injury, deaths, and / or any other damage that may occur as a result of the Vendor's negligence or that of its servants, agents, and employees, and hereby agrees to indemnify and save MFMGA harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by MFMGA by reason of the Vendor's negligence or that of its servants, agents and employees; provided that the Vendor shall not be responsible nor required to indemnify MFMGA for negligence of MFMGA, its servants, agents or employees. Because no insurance is provided to participants in the MFMGA Markets, the Vendor agrees to carry product liability insurance and will be prepared to present it at the market.

**As the authorized Vendor, I have carefully read and reviewed this Hold Harmless Agreement. I understand it fully and I execute it voluntarily.**

**EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

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Print Name

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Signature

# Section 7: Application Review

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## **P** Application Review Steps

*Please review your application, ensure that it is correctly and completely filled out, that copies of all required licenses, permits, and insurance are attached, and that the check for the correct amount of fees is signed and enclosed.*

### **Section 1. Vendor and Business Information**

- A. Membership Category
- B. Primary Vendor Contact Information
- C. Vendor Information (if different from above)
- D. Vendor Farm/Business Characteristics
- E. *New Vendors Only*—Farm/Business and Market Experience

### **Section 2. Insurance, Licensure, and Training**

- F. Vendor Liability Insurance *Is a copy of your certificate of insurance attached?*
- G. Vendor Certifications, Licenses, and Permits *Are copies of all required documents attached?*

### **Section 3. Market Attendance and Space Requirements**

- H. MFMGA Market Participation *Does the number of spaces requested match the number on the fee sheet?*

### **Section 4. Product Plan**

- I. Product Listing for MFMGA Markets *Are the markets at which the products will be sold checked?  
Is the supplemental information for Processed Products complete?  
Have you listed all the co-packers or processors that you use?*
- J. Simplified Vendor Description
- K. *Returning Vendors Only*—Product changes for this market year
- L. *Returning Vendors Only*—Major production changes

### **Section 5. Fees**

- M. Membership, Space, and Escrow Fees

### **Section 6. Signature Page**

- N. Certification to comply with MFMGA Market Rules and Guidelines *Have you signed the certification?*
- O. Hold Harmless Agreement *Have you filled in all the blanks and signed the agreement?*

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#### **For MFMGA Use Only**

Date application received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Comments (is application complete; if not, action taken, other issues):