

CLARKE COUNTY FARMERS' MARKET ASSOCIATION
WINTER MARKET APPLICATION FOR 2008-2009 SEASON

August 11, 2008

Dear grower or producer,

Thank you for your interest in the Second season of the Clarke County Winter Farmers' Market for the 2008-2009 season. Last year's first ever Winter Market in Clarke was a huge success! We are excited about this additional opportunity for farmers, producers, and bakers to have an additional outlet to sell their amazing products but also for the customers to continue purchasing their favorite locally grown/made items. Our goal is to continue to provide the freshest and most wholesome products for our customers as well as help support local agriculture.

The Winter Market will be held one Saturday per month. We will be sending out e-newsletters a few days prior to each market day along with an ad in the local newspaper, reminders on local radio stations like WINC FM, on-line community calendars, monthly ads in the Clarke Times as well as a postcard mailer with dates of the markets to our current database of subscribers to remind them to shop with us when making their holiday plans.

Attached you will find the application. Please read it in its entirety. If you need additional forms, you can download a copy from our website:

www.clarkecountyfarmersmarket.com

Fill it out and mail it back along with payment (checks made out to CCFMA) to:

Sandra Stickovitch
CCFMA
402 Walnut Street
Berryville, VA 22611

All applications are due SEPTEMBER 15, 2008. Executive Council will be meeting by 9/22 for vendor selection!

Acceptance letters will be mailed by SEPTEMBER 25, 2008.

If you have any questions, feel free to contact me: 540-955-5508 or
Sandra@chefeloy.com

Thank you again for your interest, and we hope to see you at our markets!

Sincerely,

Sandra Stickovitch
Clarke County Winter Market Manager

Clarke County Winter Market Application
For the 2008-2009 Season

Business Name: _____
Name: _____
Mailing Address: _____
Business Address (if different) _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____
Website: _____ E-mail: _____
Dates participating (please select) : _____ NOV. 22 _____ DEC. 20
_____ JAN. 17 _____ FEB. 14 _____ MAR. 21 _____ APR. 18
Other markets you participate in:

Availability of Products/Vendors per week

In order to provide the best possible variety, we are asking each vendor to submit their projected participation per week for the 2008-2009 (winter) market Season. Please check which weeks you will have product available to bring to the market and list items. Keep in mind that we expect this schedule will reflect your attendance for the season.

<u>WEEK</u>	<u>PRODUCT AVAILABLE</u>
11/22/08	_____
12/20/08	_____
01/17/09	_____
02/14/09	_____
03/21/09	_____
04/18/09	_____

CLARKE COUNTY FARMERS' MARKET ASSOCIATION

2008 VENDOR APPLICATION AND AGREEMENT

NAME: _____

ADDRESS: _____

PHONE _____

EMAIL: _____

DESCRIPTION OF MERCHANDISE: _____

VEHICLE USED (FOR PARKING PURPOSES): _____

CHECK ONE: **\$60.00 for Season which includes dates: Nov. 22, Dec. 20, Jan. 17, Feb. 14, Mar. 21 & Apr. 18**

OR

 \$12.00 each week

I have read the Rules and Regulations of the Clarke County Farmers' Market. I agree that the Clarke County Farmers' Market Association and its members, the Clarke County Farm Bureau and its members, the Virginia Cooperative Extension and its employees will not be held liable for any injuries or damages incurred at the Clarke County Farmers' Market and agree to hold them harmless against any and all losses, claims or actions, arising from the Clarke County Farmers' Market.

VENDOR SIGNATURE: _____ **DATE:** _____

Checks may be made payable to **CCFMA** and sent to **402 Walnut Street, Berryville VA 22611. APPLICATIONS ARE DUE: SEPTEMBER 15, 2008.**

Acceptance letters will be mailed by SEPTEMBER 25, 2008. The Executive Committee will review the application and you will be notified as soon as possible. If we are unable to accept you as a vendor, your check will be returned.

CLARKE COUNTY FARMERS' MARKET

Criteria for Bakers 2008

All baked goods must strictly adhere to all regulations pertaining to baked goods that are set forth by the Virginia Department of Agriculture and Consumer Services (VDACS). Additionally, all bakers must meet the following guidelines.

- Baked goods permitted for sale include pies, cakes, breads, cookies, jams and jellies.
- "Baked goods" is defined as a product that has been mixed, baked, finished and packaged for sale.
- Bakers must submit each season a kitchen inspection report from VDACS or an appropriate agency in your home state. This report must not contain any violations that pertain to kitchen cleanliness or food processing.
- Bakers are required to follow the food labeling law as outlined by VDACS. All individually wrapped baked goods must have the following on the label. Labels may be typed or handwritten in permanent ink or a combination of both.
 - ▶ Name of the product (i.e. cheese bread, brownies, etc.)
 - ▶ List of all ingredients in sequential order from most used to least.
 - ▶ Your name or name of your business.
 - ▶ Net weight of the item.
- Items that are not individually wrapped (such as cookies, brownies, fudge etc.) must contain the above items on the product label except that a total count of items in the package must be marked (such as 5 cookies, 6 brownies). Net weight of the package is not required.
- If proper labeling, as listed in this agreement is not followed, the market manager may issue warnings or suspensions from the market.
- If free samples are offered to customers, those samples should be kept covered at all times. If samples are to be cut, the baker must wash the utensil in soapy water and rinse in clean water after each slice. The vendor is required to keep soapy water and clean water on hand during the market hours.

Baked goods that contain cheese must meet the minimum moisture content requirements as outlined by VDACS.

CLARKE COUNTY FARMERS' MARKET ASSOCIATION

The goal of the Clarke County Farmers' Market Association (CCFMA) is to increase the availability of Clarke County farm produce to consumers and to supplement farm income.

The objective is to provide a consistent supply and good variety of top-quality fresh local produce directly from growers to consumers throughout the summer.

Rules and Regulations

1. CCFMA Membership is open, by application, to residents of the following counties:
 - VIRGINIA: Clarke, Loudoun, Fauquier, Warren, Frederick.
 - WEST VIRGINIA: Berkeley, Jefferson.
 - Others subject to approval.
2. Membership is defined by serving the preceding full year as a full or part-time member. Only members will be authorized to vote on CCFMA matters. Each vendor business will be allowed one vote. Any person wishing to be a vendor in 2008 must first make application listing the products to be sold. Additions to products listing require prior approval. This application will be reviewed by the Executive Council. Applicants who are rejected may resubmit each year. Acceptance into the Clarke County Winter Farmers' Market for the 2008-2009 season does not constitute immediate acceptance in the Spring/Summer Markets. A separate application process is necessary if interested in participating in the regular season.
3. The Clarke County Winter Farmers' Market (CCFM) will operate at the Town Parking lot in Berryville, Virginia on the following Saturday mornings from 9:00 a.m. to 12:00 noon: November 22, December 20, 2008, January 17, February 14, March 21 & April 18, 2009. Participation on rainy days/snowy days is left to the discretion of individual members. If you will not attend a market day, please contact the Winter Market Manager, Sandra Stickovitch: 540-955-5508 (home) OR 540-771-0225 (cell).
4. Sellers at the CCFM will be members of the CCFMA, their families or designated agents. Children under age 17 may be sellers. A parent MUST be present at the market site with his/her child/children each time they participate.
5. Members of the CCFMA are producers of: fresh fruits, vegetables or closely allied products like fresh and dried herbs, bedding plants, cut

- flowers, dried flowers and wreaths, home baked goods without an egg or cream base, local honey, herb vinegars, sweet cider, fresh and/or frozen meats and poultry, eggs and properly-labeled home-processed preserves, jams, jellies, pickles, relishes and chutneys.
6. All products sold at the market must have been grown or created in the counties specified in paragraph #1 above and AT LEAST HALF of those goods by the seller or their family.
 7. To ensure consumers find the widest selection possible, members may buy such produce or products EXCLUDING baked goods or processed agricultural items to sell from any producer in these counties, including home gardeners.
 8. The local Extension Agent for the county in which a member lives, will verify annually to the manager of the CCFMA compliance with rules #6 and #7 to the best of his knowledge and belief. A Produce Certificate must be submitted, signed by the Extension Agent. If you have already submitted a produce certificate for the 2008 Spring/Summer season, another certificate is not necessary.
 9. A Market Manager will oversee all activities of the CCFMA. He/she will be assisted by an Executive Council of two who will be elected for a two year period by members of the CCFMA. Voting members are those who have been active one season or more. The Market Manager will be an at-large member of the Council. The purpose of the Council is to advise the Market manager on topics such as advertising, applications, vendor positions, and possible dealings with the Town of Berryville or Clarke County. A Council Member will be asked to serve as needed in the absence of the Market Manager.
 10. Members are individually responsible for complying with all applicable Federal, State and Local laws and regulations.
 11. Members will be present at the market site with produce or products for sale on at least half of the Association's market days. Exceptions may be made at the discretion of the Market Manager for producers of specialized produce (like blueberries or unusual lettuce) that have a limited season and/or extend the variety of offerings of the market as a whole.
 12. **DUES: PAYABLE OPENING DAY: \$60.00 for the Winter Season or \$12.00 per market day.**
 13. The Market Manager will collect all fees and will give them to the Treasurer who will be responsible for depositing all monies and paying all bills. The Treasurer is an appointed position.

- 14. Dues and fees will be spent solely on advertising, postage and other such costs associated with the market.**
- 15. The rules may be changed by majority vote of CCFMA members at any time.**
- 16. Vendor, agents, employees and family members are expected to comport themselves in a business like manner while in the market area. CCFMA reserves the right to remove persons violating this rule from the market. Serious or repeated violations can result in expulsion for the year.**

I have read the rules of the Clarke County Farmers' Market Association and agree to abide by them.

Signed _____

I understand that it is recommended that I have liability insurance.

I agree that the Clarke County Farmers' Market Association and its members, the Clarke County Farm Bureau and its members, the Virginia Cooperative Extension and its employees will not be held liable for any injuries or damages incurred at the Clarke County Farmers' Market and agree to hold them harmless against any and all losses, claims or actions, arising from the Clarke County Farmers' Market.