



**THE MARTINSBURG FARMERS  
MARKET AT THE ROUNDHOUSE**

**2024 Rules and Procedures and Operating  
Guidelines**

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APPLICATION PROCESS AND FEES  
MARTINSBURG FARMERS MARKET AT THE ROUNDHOUSE

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All farmers, growers, producers, and vendors – new and returning – must complete the application. If accepted into the market, all participants must sign and submit Page 15 of this document entitled “Participant Agreement” at the mandatory Vendor Orientation on March 30, 2024 from 10 am until 12 pm, to indicate that you have read the terms and conditions set forth in this document, the 2024 Martinsburg Farmers Market at the Roundhouse Handbook, The Martinsburg Farmers Market at the Roundhouse 2024 Rules and Procedures and Operating Guideline, the WV Farmers Market Vendor Guide – and agree to abide by them.

Farmers, ranchers, growers, and producers that participated in the previous market season will have the opportunity to retain their space provided prior year performance is satisfactory, market guidelines are met, and the required information is submitted on time. To be considered for the 2024 market season all new and returning market participants must submit a completed application and the required documentation by March 1<sup>st</sup>, 2024. If space becomes available during the market season, those on the waitlist who are the best fit, and meet all market criteria, will be notified via email. Applications will remain open throughout market season until market saturation has been met. Applicants will be notified no earlier than March 22, 2024. Notified applicants will receive an invoice appropriate to their application selections. Payment Due Date will be on the invoice. A \$5 Late fee will be applied if not paid by the due date. Prospective vendors can apply to the Martinsburg Farmers Market at the Roundhouse online at <https://www.roundhousewv.com/farmersmarket>. If you have questions about the online application process, please call Kathryn, at 304-616-0120, for assistance. Applications will NOT be reviewed unless complete. An application is not considered complete without the inclusion of **all** applicable permits. Licenses, inspections, and certifications for all products and documentation that supports your product(s) as outlined below:

A fully **complete** application includes the following:

- Completed application signed and dated;
- Complete list of products or menu items.

\*All products must have prior written approval from Market Management before bringing/selling the product(s) at the farmers market.

- Proof of ownership or copy of signed lease agreement(s) for farmer/rancher/grower;
- Map and/or directions to farm, grow site or production facility;
- Liability Insurance information;
- Copies of organic certification documents (if applicable);
- Proof of membership in a farmer, rancher, or fishery cooperative (if applicable);

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- ☐ Copies of all food safety forms, inspection reports and business licenses/permits applicable to the sale of your product(s). **Participants are responsible** for knowing which requirements apply to their product(s); Refer to the 2024 West Virginia Farmers Market Vendor Guide for reference.
- ☐ Copy of signed Participant Agreement (Page 15 of this document) form, if accepted into the Martinsburg Farmers Market at the Roundhouse. **The Participant Agreement will be collected at the mandatory vendor orientation.** The signed form is used to certify that the farmer, grower, or producer has read, understands, and will abide by the Martinsburg Farmers Market at the Roundhouse 2024 Rules and Procedures, the 2024 WV Farmers Market Vendor Guide, and Operating Guidelines in the Martinsburg Farmers Market at the Roundhouse Handbook.

### APPLICATION FEE

The Martinsburg Farmers Market at the Roundhouse does not charge a fee to farmers, ranchers, growers, and producers who participate in the Martinsburg Farmers Market at the Roundhouse that commit to the entire season. Farmers and ranchers that cannot commit to an entire season will be charged 50% of the regular vendor fees per day if they commit to at least half of the market days and will not be allowed to sell wholesale products. See 2024 FEES on page 6 and “Fee Schedule” on page 16.

Farmers and ranchers that are not full-time participants are required to sell **only** produce, meat, plants, dairy, or dairy products that they produce themselves. No Exceptions.

Full time Producers must attend at least 90% of the markets to receive Full time status. A producer that misses more than 3 markets within the 2024 season is subject to being billed the pop-up vendor fee for participation in all future market days attended. Failure to pay this fee will result in expulsion from the market.

\*The Martinsburg Farmers Market at the Roundhouse provides a service to the community and customers rely upon consistency of market products and producers. For a Farmers Market to be sustainable, we must have reliable farmers, vendors, and ranchers present at the market on the agreed upon market days.

### ELIGIBILITY: FOR FARMERS, RANCHERS, GROWERS, & PRODUCERS

#### PARTICIPANT ELIGIBILITY

Participation in the market is for **small** farmers and homesteads, ranchers, growers, and producers who sell what they grow, raise, or produce on their own farm or homestead, and acquire 75% of the ingredients for their products from producers within a 40-mile radius of Martinsburg, WV. To participate in the

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Martinsburg Farmers Market at the Roundhouse, participants **do not** have a brick-and-mortar store front.

A farmer, rancher, and grower must own or lease the land the product is produced on; and **must participate** in the production, sales, and marketing of the farm products. The re-sale of *commercial* agricultural products by farmers, ranchers and growers is not permitted. Agricultural products such as flowers, plants, bedding plants, trees, fruits and vegetables, grain products, honey, eggs, and milk **must** be from a farmer's or grower's own fields, greenhouses, hives, fowl, and/or herd. **Selling goods from a neighboring farm is only allowed if the market participant and the neighboring farm are both members of the same farmer, rancher, or fishery cooperative.**

If you are not a farmer, rancher, or grower, you may sell at the Martinsburg Farmers Market at the Roundhouse as a Producer if a minimum of 75% of the ingredients (by item, not by weight) **in every product sold** are sourced directly from a noncommercial farmer, rancher, or grower in the 40-mile radius of Martinsburg, Letters from these farmers must be included with your application. Producers must provide to the Martinsburg Farmers Market at the Roundhouse Management (hereafter "Market Management") a list of all items and products to be sold including ingredients for each product along with the name(s) of the farm(s) ingredients are sourced from **to meet the Producer requirement**. \*If you are selling in this capacity, you may only sell items that are not being sold by participating farmers, growers, ranchers, and producers that produce their own ingredients. \*See the 2024 Martinsburg Farmers Market at the Roundhouse Handbook for more information on Wholesale Produce.

*Producers* can only qualify under one of the following categories to sell at the Martinsburg Farmers Market at the Roundhouse:

- **Baker and Cottage Foods:** makes freshly baked goods and cottage foods from scratch, using 75% of ingredients from local farmers and producers. (Salt and sugar is excluded) Food must be handled in accordance with the rules and regulations described by the state and local health department in which your farm or production facility is located. Vendors will be required to submit current kitchen inspection reports *if applicable*, licenses and permits as required by the 2024 West Virginia Farmers Market Vendors Handbook.
- **Dairy Product Maker:** makes cheese and other value-added products from milk that is purchased from dairy farms within the 40-mile radius of Martinsburg, WV. A letter from the farm of origin must be submitted with the application. Flavoring agents should be sourced locally if possible. Exotic, out-of-region flavorings may be used.
- **Beverage Maker:** drinks made from scratch using locally sourced ingredients within the 40-mile radius of Martinsburg, WV. Exotic, out-of-region agricultural ingredients used to make a beverage like coffee, lemonade, or tea should be submitted under the Specialty category. **The sale of water is prohibited.**

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- **Fisherman/Waterman:** raises or catches fresh fish and shellfish and uses local processing facilities for seafood products to be sold at market. \*See \*WV Farmers Market Vendors Guide for selling Fish at a Farmers Market.

**\*Priority will always be given to those vendors who grow, raise, and harvest the products that are featured in the items they sell from their own farms. Bakers, Food Concessions, and Cottage Goods vendors that buy from local farmers and provide documentation from the farm of origin will also receive priority. Certified WV Grown members will receive priority in all categories, where applicable. For more information on how to become a WV Grown participant, refer to the 2024 WV Farmers Market Vendor Guide**

- **Food Concessions:** ready-to-eat food prepared partially or entirely at the market. Such foods are preferably made from locally sourced ingredients as much as possible but not required in 2024. Heat and serve products prepared off-site do not fall under this category.

- **Meat Processor:** primarily operates a food processing facility that processes meat raised by regional farmers or ranchers. Sales of fresh meat or poultry products are prohibited. Only frozen meat and frozen poultry products that have been processed in a USDA and WVDA Food Safety Inspection Service (FSIS) licensed and inspected facility and bear the USDA and WVDA seal of inspection if out of state and the WVDA seal if in the state of West Virginia are permitted. \*See the 2024 WV Farmers Market Vendor Guide “interstate commerce” for more information on required permits and labeling requirements.

- **Pasta Maker:** makes pasta and sauces from scratch.

- **Soap Maker:** handcrafts soaps and/or other health-care products from scratch.

- **Specialty:** other agricultural product(s), which are not currently available at the market and/or in the region but are important to the agricultural economy in the Martinsburg area will be considered on a case-by-case basis. Exotic, out-of-region products such as coffee, tea, chocolate, lemonade, Ice Cream, Snow Cones, Cotton Candy, and Popcorn.

- **Value Added Food Producer:** makes jellies and jams, preserves, syrups, salsas, flavored oils, vinegars, pickles, fermented products, and dried products using produce grown by a farmer, rancher, or grower in the 40-mile radius of the Martinsburg Farmers Market at the Roundhouse. Please reference the WV Farmers Market Vendor Guide for required permits, process authority, and labeling guidelines.

**\*Traditional Crafts:** Wool workers, fiber arts, wood workers, glass blowing, pottery, metal workers and blacksmiths, painters, sculptors, fishing lures, etc. Artisans that grow or produce the materials made in their own arts and crafts will receive a 50% discount on vendor fees under the same terms and conditions as outlined on page 3 and 4 of this document under “participant eligibility”.

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**\*Bakers, Prepared Foods, and other cottage food producers that can provide documentation from local farmers, growers, and producers or who are registered as WV Grown producers, will receive priority during the market vendor selection process.**

### 2024 FEES

#### Market Fees

In 2024 – There is no application fee. See below page 16 for “Fee Schedule”.

**Stall fees:** Paid quarterly, half, or Full season. Vendors will receive an invoice.

- Single (10' X 10') space is \$10 / week
- Two spaces (10' X 20') are \$15 / week
- Three spaces (10' X 30') are \$20 / week

(Ex. Single Space - Full Season \$280. Full season with 2 invoices \$140 prior to market and at 14 weeks. Full Season paid Quarterly 1 invoice prior to first market and 3 invoices of \$70 every 7 weeks to total \$280. Full Season paid in advance \$250. All vendors will receive an electronic invoice once accepted to the market. Invoices are to be paid on time. No exceptions.)

### PERMITS AND LICENSES

All farmers, ranchers, growers, and producers selling at the Martinsburg farmers market at the Roundhouse must abide by all applicable federal, state, and local health regulations. *Market participants will be responsible for obtaining and paying for any permits and business licenses required by the state of West Virginia and the City of Martinsburg.* Market participants must comply with the regulations within their respective state including regulations pertaining to the harvesting, food preparation and safety, and labeling of products within their respective states for products that are brought to and sold at the Martinsburg Farmers Market at the Roundhouse. When submitting the application all farmers and businesses must include a copy of all applicable reports, permits and licenses required by the health department of the state or county from which the products originated. All permits and licenses must be kept current for the entire market season.

### VISITS AND INSPECTIONS

All potential and participating farms and business are subject to visits and inspections. Market Management reserve the right to inspect the farm or establishment to confirm crops and products being sold at the Martinsburg Farmers Market at the Roundhouse are in compliance with market guidelines. Market participants must submit a map and directions to their farm or production location along with the application. Any farmer or producer who is found to have violated the market guidelines will receive a warning, temporary suspension, or be permanently removed from the Martinsburg Farmers Market at the Roundhouse. (See “Non-compliance” section for more details)

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### RULES AND PROCEDURES

#### RESELLING

Agricultural products sold such as potted vegetable plants, flowers, plants, bedding plants, trees, fruits and vegetables, grain products, honey, maple syrup, eggs, and milk must come from a farmer's or grower's OWN fields, greenhouses, hives, fowl, and/or herd. Re-sale of another farmer's flowers, plants, bedding plants, trees, fruits and vegetables, grain products, honey, eggs, and milk are PROHIBITED. Selling goods from a neighboring farm is **only** allowed if the market participant and the neighboring farm are both members of the same farmer, rancher, or fishery cooperative. Market Management will approve items being sold on a case-by-case basis to meet market demand. No reselling should affect another farmer or grower. \*See the 2024 Martinsburg Farmers Market Handbook on wholesale items. There are **no exceptions** on potted plants, meat, dairy, honey, or eggs.

Producers participating in the Martinsburg Farmers Market at the Roundhouse under one of the categories listed on Pages 3 and 4 are required to purchase a minimum of 75% percent of their ingredients from a farmer and / or rancher in the products that are featured in the items they sell. Market Management will approve items being sold on a case-by-case basis.

#### SALES DATA

Market participants will be required to submit weekly sales data for Martinsburg Farmers Market at the Roundhouse internal use only. Individual sales data will be kept confidential. This information will only be used to report to the Department of Agriculture Farmers Market Census data collection requirements. This data must be provided to Market Management on Fridays before 11 a.m. Failure to comply may result in a \$10 fine per week, suspension, or termination from the market.

#### FOOD SAFETY

Proper handling of food at the Martinsburg Farmers Market at the Roundhouse is a critical part of ensuring the safety of consumers. Consuming contaminated foods or beverages causes foodborne illness. All food items must always be properly protected against contamination. Therefore:

- **Eggs:** Shell eggs packed for the consumers are to always be stored under refrigeration at a temperature of 45 degrees F° or below while selling at the market. Shell eggs must be intact and free of cracks. **Eggs must be from the farmer's own fowl.** Egg cartons must be properly labeled in accordance with the state regulations where the eggs are produced. **No resale of another farmer's eggs is allowed.**
- **Meat and Poultry Products:** Meat and poultry products sold at the market must be kept frozen at a temperature of 0 degrees F° or below. Calibrated thermometers are to be always kept in freezers/storage containers for meat and poultry products when selling and will be checked for appropriate temperature by Market Management.



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- Participants may not display prepared/ready-to-eat-foods for sale without being properly wrapped, covered, or protected by an appropriately designed sneeze guard. All food items must be kept covered and kept at a proper temperature prior to selling.
- Participants must store all food items at least 6 inches off the floor/ground.
- Participants cannot handle exposed, ready-to-eat foods directly with their bare hands. Utensils such as deli paper, tongs, or disposable gloves may be used to prevent bare hand contact with exposed, ready-to-eat foods. Disposable gloves that handle money should not come in direct contact with ready-to eat-foods. Gloves must be discarded when they become damaged or soiled or when employees are switching tasks.
- Food samples must be presented in a safe and sanitary manner and in accordance with the local health department of the state or county in which the products originated and with the WVDHHR. Participants must provide cups, utensils, or toothpicks for customers to use if providing samples of their products. Participants also must provide trash receptacles for the disposal of any sampling materials.
- Ice used for consumption must be kept in clean containers and dispensed with appropriate scoops/utensils.
- Adequate equipment must be used to maintain foods that require time and temperature control for safety (potentially hazardous foods) at the appropriate temperature to prevent risk of illness.
- Foods that require cold holding refrigeration must be kept at 41 degrees F° or below. Foods that require hot holding heat must be kept at 135 degrees F° or above.
- Market participants will have access to on-site hand washing stations and restrooms.
- All vehicles and other equipment used for transporting and displaying products must always be kept clean.
- Please refer to the WV Farmers Market Vendors Handbook for updated refrigeration and safety requirements.

### MARKET COMMITMENT

Market participants commit to the entire market season unless other scheduling is noted in the application and discussed with Market Management. A minimum attendance of 90 percent of market days noted in the application is required. Product availability and seasonality may limit participants beginning and ending dates; therefore, a schedule will be developed prior to the start of the market season documenting the farmer, grower, or producers' commitment to the market. Participants that repeatedly arrive late or miss market days will be permanently removed at the discretion of Market Management.

Farmers, growers, and producers not able to attend a market day should telephone or email the Market Manager 48 hours in advance so your space can be filled temporarily:

- Kathryn Rowley (304) 616-0120 (cell) or email: martinsburgfarmersmarket@gmail.com (See "Non-compliance" section and the 2024 MFMATR Handbook for more details)

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### **CONDUCT ON MARTINSBURG ROUNDHOUSE PROPERTY**

1. Not misrepresent his or her identity, farm location, or growing practices to the public;
2. Not conduct any activities in a misleading or fraudulent manner;
3. Not discriminate on the basis of race, creed, religion, age, color, disability, sex, or national origin in conducting activities;
4. Not use obscene or profane language;
5. Not distribute any item, nor post or otherwise affix any item, for which prior written approval from market management has not been obtained.
6. Not leave leaflets or other materials unattended on the property;
7. Not engage in activities that would interfere with the preferences afforded blind licensees under the Randolph-Sheppard Act (20 U.S.C. 107); and
8. Not smoke in undesignated areas or litter.
9. Do not affix tape, nails, or tacks, to walls or floors
10. Do not open or close windows, doors, or other Roundhouse buildings not designated as farmers market use without consulting with market management.

Market participants are required to conduct themselves in a manner that contributes to a positive shopping experience for market customers and should avoid unsuitable language, such as crude jokes, and engaging in inappropriate behavior. Market participants should not leave their booths unattended during market hours. Market Management expects market participants to be honest and to conduct themselves in a courteous and friendly manner with other market participants, Martinsburg Farmers Market at the Roundhouse staff, patrons, guests, volunteers, and market customers. (See “Non-compliance” section for more details)

### **ATTIRE**

Vendors must always wear appropriate attire and shoes. Inappropriate attire includes crop tops and clothing with overt commercial, religious, or political messages on them. Market Management may send inappropriately dressed market participants home to change their clothes. Vendors are encouraged to ask Market Management in advance if they have any questions regarding the propriety of their dress so as to avoid being sent home to change their clothes.

### **DISPUTES**

It is the intent of the USDA Farmers Market to offer customers fresh, quality farm products. All complaints and/or concerns, whether from participants or customers, should be reported to Market Management and submitted in writing. Market Management will address all issues appropriately.

### **MEDIA POLICY**

The market property is a historic property and is often visited by tourists taking pictures, media personnel and reporters. Farmers, ranchers, growers, and producers can decline being photographed and, it is at their

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discretion to answer questions or participate in interviews. If a market participant communicates with the public/media, he or she is required to inform Market Management immediately so that appropriate personnel can be informed and prepared to take any necessary follow-up action.

### NON-COMPLIANCE

**Market Management reserves the right to dismiss any Farmer, Rancher, Grower, or Producer and/or remove any product being sold that does not adhere to the rules and procedures as outlined in this document.** Consequences for violating the Martinsburg Farmers Market at the Roundhouse Rules and Procedures and Operating Guidelines will result in the following:

**First offense:** Verbal warning, **Second offense:** Verbal and Written warning, **Third offense:** Termination from market.

**ANY CRIMINAL OR VIOLENT OFFENSE WILL RESULT IN IMMEDIATE TERMINATION AND EXPULSION FROM THE MARKET. NO EXCEPTIONS.**

### REASONS TO DISALLOW PARTICIPATION

Efforts will be made to accommodate those who apply: however, a farmer, rancher, grower or producer may not be allowed to participate in the market due to prior performance, insufficient space; business location; product mix; duplication of product(s); relationship with farmers; sourcing impact; unfulfilled ingredient sourcing requirement; not submitting the required licenses/permits on time; late arrival and/or absence without proper notice; and refusal to adhere to the Martinsburg Farmers Market at the Roundhouse guidelines, The 2024 Martinsburg at the Roundhouse Handbook, and the WV Farmers Market Vendor Guide.

### SCALES

The Department of Consumer and Regulatory Affairs (DCRA) is responsible for inspecting scales at the Martinsburg Farmers Market at the Roundhouse. DCRA's Office of Weights & Measures inspects these devices twice a year to make sure they are properly calibrated and accurate. Martinsburg Farmers Market at the Roundhouse participants must register their device(s) every year with DCRA. Scales must always be clearly visible and readable to customers. If you have any questions regarding your scales, please contact the market manager at [martinsburgfarmersmarket@gmail.com](mailto:martinsburgfarmersmarket@gmail.com).

# THE MARTINSBURG FARMERS MARKET AT THE ROUNDHOUSE

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### OPERATIONS

#### HOURS OF OPERATION

The Martinsburg Farmers Market at the Roundhouse is held every Saturday, from 10:00 a.m. to 2:00 p.m. from April 20th to October 27th. The market is located at 105 East Liberty Street, Martinsburg WV.

**For the safety of our customers**, market participants must arrive at the market no later than 8:30 a.m. and may not drive their vehicle in or out of the market area after 8:45 a.m. or before 2:15 p.m. All market participants must be ready to start selling when the market opens at 10:00 a.m. The market will open at 10:00 a.m. and close at 2:00 p.m. each market day (Event days we may stay open later). Due to space limitations, latecomers may be relocated or denied admission at the sole discretion of Market Management. **Market participants will be allowed 15 minutes after the market closes to complete sales transactions initiated before the 2:00 p.m. closing.** All vehicles must vacate the market site no later than 3:30 p.m.

### SAFETY

\*All participants are subject to random safety spot inspections by the Market Management or Roundhouse Personnel.

Areas that are subject to inspection include the following:

- Propane tanks must be pre-checked for damage and leaks to hoses and tanks; **PROPANE TANKS ARE NOT PERMITTED INDOORS**
- A-B-C fire extinguishers must be provided by the vendor and readily available;
- Electrical extension cords must be rated for outdoor usage and UL (Underwriters Laboratory) certified;
- Cords must be three-prong and securely installed so that no looseness exists between the prongs and the connection point at all times;
- Cords must be out of foot traffic areas to prevent trips and falls;
- All cords must be checked for damage and will be removed from use if found;
- Maintain records of initial safety checks. Follow all manufactures requirements for equipment and appliances.
- Labeling and Permits
- Temperature of meat and egg coolers.

### CLEAN-UP

Market participants are responsible for maintaining their space in a clean and sanitary manner with attention to public safety and respect for the use of this public space by others following the end of the

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market day. Market participants are responsible for cleaning all trash and waste including picking up any debris within and around their allotted space. On-site trash receptacles are provided for customer and participant use.

### ELECTRICAL OUTLETS

All farmers, ranchers, growers, and producers must inform Market Management of their electrical needs and receive **prior approval** before using any existing electrical outlets at the market. Generators are not permitted for use at the farmers market without Market Management approval. If extension cords are used, they must be designed for outdoor use, be three-prong, safely secured at all times, and out of the way of foot traffic. Outdoor extension cords offer protection from moisture, direct sunlight, and abrasion. Devices with two-prong plugs (like appliances) can be used safely with a three-prong extension cord. Devices with three-prong plugs should only be used with three-prong extension cords. The third prong in the extension cord provides a path to the ground wire and greatly reduces the risk of electrical shocks and fires. Market participants are responsible for supplying extension cords for their stall use that have been tested and certified for safety and quality by UL (Underwriters Laboratory). Check with Market Management to ensure that you are using an approved outdoor cord. If an inappropriate cord is being used, then it will be removed from your stall and your market sales may be impacted. Market participants are not to ask Martinsburg Farmers Market at the Roundhouse staff to fix their own equipment if it is not working properly.

### INCLEMENT WEATHER

The Martinsburg Farmers Market at the Roundhouse is indoors. Participation on market days with severe or inclement weather is required. Be sure to notify market personnel of your decision not to participate 48 hours ahead of time. In cases of weather reports predicting inclement weather, such as high winds, severe thunderstorms, tornado warnings, that pose a risk to customer and vendor safety, Market Management reserves the right to cancel the market. If Market Management cancels the market, participants will be notified of the closure in a timely manner by email, social media page, and/or phone.

### MARKET EQUIPMENT/SUPPLIES

Each farm/business will be responsible for bringing tables, tablecloths, chairs, certified scales, signage, price lists, marketing materials, food sampling supplies, and change. Vendors are required to comply with the 2024 WV Farmers Market Vendors Guide food packaging laws.

### SIGNAGE

Market participants must clearly display business license, signs that show the name of their farm/business and location, product types, prices, and enrollment in any Federal nutrition assistance programs. **Prices must always be legible and visible for customers to see.** Prices of items for sale must utilize one or more of the following techniques:

- Individual price stickers on each item;
- Individual price signs for each type of item; or
- A list of prices on a large sign or board.

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**Producers must display a sign that lists the farms from which ingredients are sourced at all times.**

### STALLS AND PARKING

Every effort is made to minimize changes to the market layout, but space adjustments will be made at the discretion of Market Management if deemed necessary. Assigned space sizes are either 10x10 or 10x20 feet. Parking will be provided for one vehicle outside of the market. (\***See the Martinsburg Farmers Market at the Roundhouse Handbook** for more information on incorporating your vehicle into your vendor space and additional fees). Vehicles must be offloaded and removed no later than 8:45 a.m.

### SECURITY

Every effort will be made by Martinsburg Farmers Market at the Roundhouse to make the market a safe environment for farmers, ranchers, growers, producers, and customers. However, it will be the responsibility of the market participants to take every precaution to safeguard all valuables, products, and cash during market hours. Suspicious activity should be reported immediately to Market Management.

### BUSKING

Live entertainment creates a pleasing atmosphere for customers and vendors at the market. Street performers known as buskers – including musicians, actors, jugglers, mimes, acrobats, tumblers, human statues, magicians, puppeteers, and others in the local performance art community – interested in performing at the market should contact Kathryn Rowley at [martinsburgfarmersmarket@gmail.com](mailto:martinsburgfarmersmarket@gmail.com).

Those who apply will be considered on a case-by-case basis. Selections are made at the sole discretion of Market Management based on availability, appropriateness, and skill level. Buskers are not charged a fee to perform and do not receive compensation. Tips may be accepted. Performers may sell CDs, tapes or promotional t-shirts related to the performance if a copy of all licenses/permits applicable to the sale of these product(s) is provided and approved in advance. Buskers must be a positive addition to the market atmosphere and not adversely affect market operations. (See “Conduct on Martinsburg Roundhouse Property” and “Attire” sections for more details).

Buskers are generally scheduled to perform from 11:00 a.m. to 1:00 p.m. when the market is busiest. Performance location is assigned and may be subject to change without notice. Tables or chairs will be supplied if deemed necessary. Parking will be provided for one vehicle outside of the market. There is limited access to electricity so electrical needs must be discussed in advance. (See “Electrical Outlets” section for more details).

### DEMONSTRATIONS:

Anyone wanting to demonstrate their craft or skill related to farming, traditional arts, and crafts, etc. may do so at no charge if there are no fees being collected or products being sold.

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Artists and Farm Businesses that want to use the Martinsburg Farmers Market at the Roundhouse to host a paid workshop, may do so on a 25% commission of fees collected or a fee of \$30 whichever is greater. This should be discussed in advance with the market manager.

If anyone wishes to conduct demonstrations, workshops, or educational activities, contact Kathryn Rowley at [martinsburgfarmersmarket@gmail.com](mailto:martinsburgfarmersmarket@gmail.com) for approval and scheduling.

### **NON-PROFIT ORGANIZATIONS (501(c)(3) ONLY) (documents required)**

Nonprofit organizations that are providing a free service to the community that does not greatly impact the farmers market will not be charged a fee. Please contact the market manager at [martinsburgfarmersmarket@gmail.com](mailto:martinsburgfarmersmarket@gmail.com) to schedule. Market Management must have a minimum of 30 days prior notice of the size and scope of the event.

All nonprofit organizations conducting fundraising activities must fill out an application and pay a \$10 fee per 10 x 10-foot space.

### **SPECIAL EVENTS**

Due to the unique location of the Martinsburg Farmers Market at the Roundhouse, we occasionally host special events in conjunction with other nonprofit organizations, and charities. These typically run during market hours and enhance sales at the market. We go through great efforts to ensure that no vendor that participates in the Martinsburg Farmers Market at the Roundhouse is negatively impacted and given prior notification to the nature of the event so they can tailor their products to accommodate the market.

To increase traffic and awareness to the Martinsburg Farmers Market at the Roundhouse, we regularly hold mini events that include local charities, special days, and local schools, and our SNAP sponsors. All these events have drawn attention in the past and increased awareness of the farmers' market. If you have any interest in participating or organizing a mini-event or workshop, contact Kathryn Rowley at [martinsburgfarmersmarket@gmail.com](mailto:martinsburgfarmersmarket@gmail.com)

### **SNAP / MARKET BUCKS**

Martinsburg Farmers Market at the Roundhouse provides Market Bucks and Fresh Healthy Bucks for SNAP customers. Once accepted into the market, we will discuss how this affects you, as a vendor. It is required that all non-prepared food vendors accept these vouchers. Any questions about these vouchers will be addressed at the mandatory Vendor Orientation on April 6<sup>th</sup> (time TBD).

Market Bucks and Fresh Healthy Bucks are provided by the United Way of the Eastern Panhandle and WVU Health Sciences.

# THE MARTINSBURG FARMERS MARKET AT THE ROUNDHOUSE

## 2024 Rules and Procedures and Operating Guidelines

### PARTICIPANT AGREEMENT

**This page must be signed and returned only if you have been selected as a farmer, rancher, grower, producer, or busker to participate in the 2024 Martinsburg Farmers Market at the Roundhouse.**

All participating farmers, ranchers, growers, producers, and buskers must adhere to the Rule and Procedures and Operating Guidelines as outlined in this document. The Rules and Procedures and Operating Guidelines are used to ensure the integrity of all products sold at the **Martinsburg Farmers Market at the Roundhouse**.

By signing below, I certify that I have **read, understand, and agree to adhere** to all applicable rules and guidelines as outlined and referenced in this document and the 2024 Martinsburg Farmers Market at the Roundhouse Handbook. I further understand that should I fail to comply with these specified rules and guidelines, my participation in the **Martinsburg Farmers Market at the Roundhouse** may be terminated.

Print full name:

Business name:

Business address:

Business address continued:

Cell phone number:

E-mail address:

\_\_\_\_\_ Martinsburg Farmers Market at the Roundhouse Participant  
Signature

**Martinsburg Farmers Market at the Roundhouse** is an equal opportunity provider.

\_\_\_\_\_ Date



# THE MARTINSBURG FARMERS MARKET AT THE ROUNDHOUSE

## 2024 Rules and Procedures and Operating Guidelines

### FEE SCHEDULE (SUBJECT TO CHANGE)

**Pop Up Vendor Fee:** 1 - 10 x 10 space ~ \$15 per market  
2 10 x 10 spaces ~ \$25 per market

**Non ~ Profit Fee:** 1 - 10 x 10 space ~ No charge  
Each additional 10 x 10 space \$10

**Demonstrations, Buskers, and Free Workshops** ~ No charge \*Must be approved by Market Manager

**Demonstrations and Workshops for profit** ~ ~ \$30 or 25% of workshop fees, *whichever is greater. Tables, chairs, advertising, and Electricity included.*

**Table Rental** ~ 1 - 6-foot table ~ \$5 per table per day.

**Vendor Sales Data Reporting Fine** ~ \$10 compounding for every week late.

**Producer Fee** ~ Farmers, Ranchers, Producers that commit to all 28 weeks of market are not charged unless they miss more than 3 market days.

**Part Time or Seasonal Producer Fee** ~ Farmers, Ranchers, Producers that commit to 14 weeks are charged \$5 per market. Any producer that wants to participate more than 14 weeks and less than 28 weeks must pay the regular pop-up vendor fee for anything exceeding 14 weeks and must provide dates in advance.

#### **Craft Vendors and Concessions Fees:**

Single (10' X 10') space is \$10 / week

Two spaces (10' X 20') are \$15 / week

Three spaces (10' X 30') are \$20 / week

\*Vendors **MUST** commit to the entire market season or ½ (14 weeks) of the market season in advance.

Choose from 3 payment options: 1 Payment, \*Discount if paid in full prior to Market opening (Full time vendors only), 2 installments, or 4 installments. Vendors that commit to the entire season on a payment plan and fail to attend the required number of market days will be billed for the outstanding balance.

**Elementary and Middle School Students:** No Fee

**High School Students** ~ \$5 per day if selling. No Fee for school project.

**Special Event Rates During Market Season** ~ *Paid* Farmers Market Vendors ~ No Charge  
All other vendors ~ TBA

\*\*Vendors that are in good standing and commit to the entire farmers market season are eligible to receive special discounts on All 2024 Vendor Events hosted by the Martinsburg Roundhouse.