

# **Addendum A**

## **Procedures and Requirements for Vendors**

**MARKET DATES:** The Market will be in operation every Saturday, 9am to 2pm, beginning the last Saturday in May and ending the last Saturday in September, except for the last Saturday in July (July 28, 2018) when the YWCA holds the Arts and Crafts Festival in the park.

The Westfield Farmers' & Artisans' Market (WFAM) is a registered with the State of New York Department of Agriculture and Markets and it exceeds state requirements for locally produced offerings.

All WFAM Vendors must apply and be accepted prior to setting up and vending. Acceptance will be based on a simple panel review to ensure proper quality, appropriateness of products and/or product diversity. At the discretion of the market manager, a new vendor may be allowed to set up once without approval of the committee. Participating as a vendor again will require committee approval.

The WFAM Board & the Market Manager reserve the right to prohibit anyone from selling at the Market. All products being sold must be listed on the vendor application (items can be added during the season, with approval). All products being offered for sale along with displays and/or exhibits shall be tasteful and suitable for a family environment. Farmers must grow or raise at least 50% of what they sell at the market.

Flea market and garage sale items are not suitable for this venue and will not be permitted. Vendors who do not comply with the requirements may be subject to suspension of vendor privileges.

The WFAM shall not be held liable for any injury, damage or loss from or of personal property.

### **MARKET PARTICIPATION OPTIONS:**

**FULL SEASON VENDOR:** Commit to the full season (18 weeks) of the market and enjoy the full benefits.

#### **1. Full Season Benefits:**

- 12'x12' fixed location of vendors choice along interior of park sidewalk.
- Newspaper and Social Media human interest coverage.

#### **2. Requirements:**

- One-time fee of \$100 for each vendor for the season.
- Consistent weekly participation in the market with no more than two absences. Vendors will notify the Market Manager two days in advance of each expected absence. If absences exceed 2 dates, a \$10 penalty will be charged for each absence.

**WEEKLY VENDOR:** For vendors who want to participate on a week-by-week basis.

- No minimum attendance commitment, but vendors must apply and be approved by the application committee. Applications will be promptly reviewed by the committee.
- A \$10 fee will be collected upon sign-in with the Market Manager prior to set-up.
- Vendor placement will be a 12'x12' space assigned by the market manager.

**NON-PROFIT ORGANIZATION:** Legitimate non-profit organizations are welcome to participate. A special application is available and subject to approval by the application committee. The Market Manager will determine the suitable location for setup.

### **VENDOR GUIDELINES:**

Vendors supply their own table, chairs, stand, signage and/or canopy as needed. Vendors approved for electrified sites must supply their own outdoor extension cord. **Proper signage is required, including the name of your business/farm/non-profit/product. Products must be clearly labeled and with prices marked.** Rules and guidelines regarding signage and labeling is mandated by New York State and we, as a state regulated market, uphold these guidelines. It is also **strongly** suggested that a canopy is used each week to aid in presentation, comfort and weather contingency. The manager will only close the market due to weather when dangerous public conditions occur (i.e. severe thunderstorm/lightning). Home processors of foods must apply for a 20-C exemption from the NYS Department of Agriculture and Markets. All sellers of live plants must apply for a Certificate of Inspection from the NYS Division of Plant Industry. Applications are available online. Copies of certificates must be filed with the market manager.

### **VENDOR WEEKLY RESPONSIBILITIES:**

Be set up and ready to serve customers by 9:00 a.m. All vendors full time and weekly are required to sign-in with Market Manager prior to set-up. Additionally, you **must** remain set-up for the duration of the market until its close at 2 p.m. Vehicles may be unloaded from parking spaces on Main and Portage Streets, but **MUST** be moved promptly to provide convenient parking for Market customers. A large public lot is located on Elm Street.

1. Maintain sanitary conditions of space & remove waste before leaving.
2. Return your area to original condition & exit the Park by 3:00 pm.
3. Please be cooperative and lend a hand if your vendor neighbors need help.
4. Notify the market manager (minimum two days in advance) if you are unable attend.
5. Abide by all pertinent tax, license, permit and liability laws as required by New York State. Meet the health, sanitation and safety requirements of the State of New York and Chautauqua County.

Note: Home kitchens where food merchandise is prepared must be certified by the Chautauqua County Health Department. WFAM can supply detailed information and contacts related to this certification. Processed foods have significant additional requirements. New York State prohibits the sale of most canned goods, dairy products and chocolate at farmers' markets.