

Addendum A

Procedures and Requirements for Vendors

WESTFIELD FARMERS' & ARTISANS' MARKET

MARKET DATES: The market will be in operation every Saturday, 9 am - 2 pm, beginning the last Saturday in May and ending the last Saturday in September, except for the last Saturday in July (July 25, 2020) when the YWCA holds the Arts and Crafts Festival in the park.

The Westfield Farmers' & Artisans' Market (WFAM) is 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. All artisan items **MUST** be hand-crafted by you. There is absolutely no reselling of mass produced, factory type items. 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 and be asked to leave.

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.

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 (17 weeks) of the market and enjoy the full benefits.

1. Full Season Vendor Benefits:

12' x 12' fixed location of vendors choice along interior of park sidewalk. (First preference to prior years vendor attendance & by market manager assignment).

Newspaper and Social Media human interest coverage.

2. Requirements:

One-time fee of \$125 for each vendor for the season. Payment due by May 1.

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. Absence of 4 times for the season will result in the loss of your permanent location assignment for the following season.

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

1. No minimum attendance commitment, but vendors must apply and be approved by the application committee. Applications will be promptly reviewed by the committee.

2. A \$15 fee will be collected each market day by the Market Manager.

Vendor placement will be a 12' x 12' space assigned by the market manager each morning prior to set-up.

NON-PROFIT ORGANIZATIONS:

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 each week. The following vendor guidelines **MUST** be followed as well.

VENDOR GUIDELINES:

Vendors **MUST** supply their own table(s), chair(s), stand, signage and/or canopy as needed. Vendors approved for electrified sites must supply their own outdoor extension cord(s). 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 prior to the season.

There is absolutely no smoking within the park by vendors. Vendors are **NOT** permitted to have their pets accompany them while setting up, taking down and while vending.

VENDOR WEEKLY RESPONSIBILITIES/RULES:

You **MUST** be **SET UP** and **READY** to serve customers by 9:00 a.m. All weekly vendors are required to sign-in with the market manager prior to set up to determine your location that day. Additionally, you **MUST** remain set up for the duration of the market until its close at 2 p.m.

Vehicles may unload/pack up from parking spaces on Main Street and South Portage Streets, but **MUST** be moved promptly to provide convenient parking for our market customers. That **INCLUDES** all parking spaces across Main Street as well. A large public lot is located on Elm Street near Eason Hall.

There is **ABSOLUTELY NO DRIVING INTO MOORE PARK**. There are minimal spaces along the church driveway that attaches to the park that we have been graciously allowed to use stickily to unload and pack up. These spaces consist of one car length along the driveway, **DO NOT** drive up to your location.

To handle the increased amount of vendor attendance, please unload your vehicle and place all of your materials at your spot. Once you are unloaded, and before setting up, kindly move your vehicle to the parking area. You can now return to your area and set up. This opens up parking for unloading additional vendors prior to set up. This also works for loading up after the market ends for the day. Kindly pack up your merchandise and/or take down your tent. Once you are ready to load up, drive your vehicle back to the park area to load up and leave.

1. Maintain sanitary conditions of space and remove waste before leaving.
2. Return your area to its original condition and exit the park by 3 a.m.
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 to 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.