

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 29, 2023) when the YWCA holds the Arts and Crafts Festival in the park. However, October 7, 14, 21 and 28 are voluntary and are no charge for our accepted vendors.

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. This means Agriculture and Foods grown make at least 50% of what is sold, Artisan Craft vendors make 100% of what they sell.

All WFAM Vendors **MUST apply and be accepted prior to setting up and vending.** Acceptance will be based on a panel review to ensure proper quality, appropriateness of products and/or product diversity. Priority is given to full time artisan vendors, quantity of 2 per same product offerings. 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. We also have a Vintage Flea Market in the park next to the museum, please consider selling there. 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 from the market committee). 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 TIME MEMBERSHIP

We created the full-time membership to create a great market and offer significant benefits to those who commit to its strenuous requirements.

1. **Benefits:**

Prime location spot assigned to you. This ensures maximum traffic to your booth and the public knows where you will be each week. You are also a priority vendor in your category meaning part-time vendors cannot sell in your category if we have the allotted spaces filled (i.e., only 2 soap and bath and body, only 5 jewelry, etc.) We use the WFAM social media (with 1000's of followers) to promote you. You pay less per week, \$6.94 versus \$15 per week. Year-over-year benefit you get priority in placement based on how many years you have been a vendor.

2. **Requirements:**

One-time fee of \$125 for each vendor 12' x 12' space for the season. You must apply and be approved by the application committee. If this is your first year applying for full-time, you will need to submit booth layout plan and photos of booth, signage and products. Commitment due by March 1 and payment due by May 1, \$25 late fee monthly, after May 1st. Consistent weekly participation in the market is required with **NO MORE** than two absences throughout the season. Vendors will notify the Market Manager in advance of each expected absence via text message or email by 9 pm Thursday. If absences exceed 2 Saturdays, you will receive a written letter. A \$20 penalty will be charged for each absence beyond 2 Saturdays missed. Absences exceeding 4 times for the season may result in the loss of your membership including permanent location assignment for the current and future seasons.

If this happens, you will be refunded the balance of your weeks at the rate of \$6.94 per week and you may apply again at the bottom of the waitlist in your sales categories as a part-time vendor for the remainder of the season. You may then apply for full-time membership the next season but at the bottom of the waitlist.

If there was an unavoidable emergency, you may provide documentation to the market manager and the WFAM Committee to be considered for an exemption.

ONLY APPLY FOR FULL-TIME MEMBERSHIP if you can attend every Saturday.

You **MUST** arrive and begin set-up no later than 8:00 am or your location will be assigned to another vendor. If you do not arrive by 9 am you will not be permitted to setup. It is disruptive to operating vendors and the customers.

PART-TIME VENDOR: For vendors who can only participate on a week-by-week basis.

1. You must apply and be approved by the application committee including descriptions and photos of your products. Applications will be promptly reviewed within 7 days by the committee. You cannot show up on market day and fill out an application and setup that day. There is not a minimum attendance commitment. You will be assigned to a non-prime booth location when you check in with the market manager. Prime booth locations that expect to be vacant will be assigned on a first come - first served basis each Saturday.
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. You **MUST** check in no later than 8:00 am. You will not be permitted to setup after 9 am.

VENDOR RULES:

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/tent is used each week to aid in presentation, comfort and weather contingency. The market manager will only close the market due to weather when dangerous public conditions occur (i.e. severe thunderstorm/lightening). 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 files with the market manager prior to the season.

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

Westfield Farmers' and Artisans' Market is known as the best and largest market in the region. We have achieved this by being professionals. You, as a vendor, play an important role in us keeping our great reputation. You **MUST** check in no later than 8:00 am and be **SET UP** and **READY** to serve customers by 9:00 am. You will be assigned a location on first come basis by the market manager. All part-time

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 we close at 2 pm. There is no packing up and taking down your booth and its contents before 2 pm. 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. Please be aware the Westfield Police are enforcing the 2-hour parking limit within the village shopping area.

There is **ABSOLUTELY NO DRIVING OR PARKING IN MOORE PARK**. There are minimal spaces along the church driveway that attaches to the park that we have been graciously allowed to use strictly to unload and pack up. These spaces consist of one car length into the park and along the driveway. **DO NOT** drive up to your location. If you load and unload from this area, you are **NOT** permitted to bring your vehicle into the park until 2 pm when the market closes.

To handle the increased amount of vendor attendance, when you arrive to set up in the mornings, 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 municipal 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, retrieve your vehicle and drive it back to the park area to load up and leave.

Be a great WFAM community member and help us all be a great market by:

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

As a vendor of a New York State certified market you must:

1. Abide by all pertinent tax, license, permit and liability laws as required by New York State.
2. Meet the health, sanitation and safety requirements of the State of New York and Chautauqua County. You must have the proper permits required by the NYS and Chautauqua County. You as an individual or business are liable to these government entities.

NOTE: Tax representatives have visited the market once per season most years. Be sure to have your Sales Tax Certificate posted or on hand.

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.

I acknowledge that I have read and agree to follow the **PROCEDURES & REQUIREMENTS FOR VENDORS**.

APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN MARCH 1, 2023.
PAYMENT FOR FULL TIME VENDORS DUE MAY 1, 2023

SIGNATURE

DATE

6 North Gale Street
Westfield, NY 14787
katemayer101@hotmail.com



Vendor Application 2023 SEASON

The 2023 MARKET SEASON opens on Saturday, May 27, 2023 and continues each Saturday through September 30. It is the option of vendors to continue on October 7, 14, 21 and 28. The Market opens at 9:00 am and closes at 2:00 pm.

Name of Farm or Business _____

Tax Identification Number _____

Name of Primary Contact _____

Address _____

Telephone _____ Email _____

Names of others who will be working at your booth _____

☐ FULL TIME VENDOR \$125

☐ PART-TIME WEEKLY VENDOR \$15 PER WEEK

Priority is given to full-time artisan vendors (Qty. of 2 vendors per same product offerings). Full time insures the same weekly prime market location & social media promotion.

Part-time Vendor Applicants please indicate which market days you plan to be present:

☐ MAY 27

☐ JUNE 3

☐ JUNE 10

☐ JUNE 17

☐ JUNE 24

☐ JULY 1

☐ JULY 8

☐ JULY 15

☐ JULY 22

*** NO JULY 29 -YWCA CRAFT FAIR**

☐ AUGUST 5

☐ AUGUST 12

☐ AUGUST 19

☐ AUGUST 26

☐ SEPT. 2

☐ SEPT. 9

☐ SEPT. 16

☐ SEPT. 23

☐ SEPT. 30

THESE DATES ARE NO CHARGE
& ATTENDANCE IS VOLUNTARY:

☐ OCT. 7

☐ OCT. 14

☐ OCT. 21

☐ OCT. 28

Please provide a detailed description of the products you will offer. Agricultural applicants should include harvest dates and indicate if produce is grown in a chemical-free environment. Artisan applicants should describe the materials used in making your products. New and first time applicant vendors MUST include photographs of your products and of your booth set-up.

By signing this application, I acknowledge that I have read and agree to follow the attached PROCEDURES & REQUIREMENTS FOR VENDORS.

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SIGNATURE

DATE