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# Vendor Application 2026 SEASON

The 2026 MARKET SEASON opens on Saturday, May 23, 2026 and continues each Saturday through September 26. It is the option of vendors to continue on October 3, 10, 17, 24 and 31. The Market opens at 9:00 am and closes at 2:00 pm.

Name of Farm or Business \_\_\_\_\_

Tax Identification Number \_\_\_\_\_ INCLUDE A COPY WITH YOUR APPLICATION

Name of Primary Contact \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Names of others who will be working at your booth \_\_\_\_\_

- FULL TIME VENDOR \$150
- PART-TIME VENDOR \$15 PER WEEK

Priority is given to full-time artisan vendors. Full time insures the same weekly prime market location & social media promotion.  
Payment for full time vendors due by May 1, 2026.

### These are the 2026 Market dates:

- MAY 23
- MAY 30
- JUNE 6
- JUNE 13
- JUNE 20
- JUNE 27
- JULY 4
- JULY 11
- JULY 18
- \* NO JULY 25 - YWCA CRAFT FAIR**
- AUGUST 1
- AUGUST 8
- AUGUST 15
- AUGUST 22
- AUGUST 29
- SEPT. 5
- SEPT. 12
- SEPT. 19 & 20
- SEPT. 26

GRAPE & WINE FESTIVAL

THESE DATES ARE NO CHARGE & ATTENDANCE IS VOLUNTARY:  OCT. 3  OCT. 10  OCT. 17  OCT. 24  OCT. 31

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.

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

**APPLICATIONS SHOULD BE SUBMITTED NO LATER THAT MARCH 1, 2026  
PAYMENT FOR FULL TIME VENDORS DUE MAY 1, 2026  
OR YOU ARE NOT CONSIDERED A FULL TIME VENDOR.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Procedures and Requirements for Vendors

## WESTFIELD FARMERS & ARTISANS MARKET

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 keeping our great reputation.

There is a pre-season market vendor meeting held the beginning of May at Eason Hall in the village of Westfield. Attendance is required either in person or via Zoom. You should receive an email in mid-April indicating when the meeting will be held.

**MARKET DATES:** The market will be in operation every Saturday, 9 am - 2 pm, beginning May 23 and ending September 26, except for the last Saturday in July (July 25, 2026) when the YWCA holds their annual Arts and Crafts Festival in Moore Park. However, all Saturdays in October are voluntary and are no charge for our accepted and approved 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 vendors sell, 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 categories. All artisan items **MUST** be hand-crafted by you. Artisans agree to be present to sell their work. Dealers or agents selling on behalf of other artisans will not be allowed. Artisans may not share a tent unless specifically approved prior to market season. There is absolutely no reselling of mass and/or factory produced items or a Co-Op situation. Flea market and garage sale items are **NOT** suitable for this venue and will **NOT** be permitted. However, we also have a Vintage Flea Market in the park next to the museum, please consider selling there. There is no application process for setting up and selling at our Flea Market You may simply show up, pay the \$15 fee and you will be shown to a 12 x 12 location to set up. The same rules apply: No driving into the park or parking within the park. Vendors who do not comply with the requirements may be subjected to suspension of vendor privileges and be asked to leave.

The WFAM Board & The Market Coordinator 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. i.e., nothing political, sexual, spiritual or aggressive.

I hereby assume any and all risk of harm to my person or property that may arise out of my participation in the Westfield Farmers & Artisans Market. I hereby release the Village of Westfield, the Westfield Farmers & Artisans Market and their respective officers, employees and agents from any and all liability of any kind that may arise in connection with my participation in the Westfield Farmers & Artisans Market, or any activities related thereto, including but not limited to potential claims, demands or suits for punitive or consequential damages, attorneys fees and costs, or any legal or equitable relief of any kind whatsoever for any such injuries or damages and the consequences thereof, whether known or unknown, I further agree to indemnify and hold the Village of Westfield, and its respective officers, agents, and employees harmless from and against any and all such claims, losses, damages, suits or causes of action or any other legal or equitable action or proceeding relating to or arising out of my participation in the Westfield Farmers & Artisans Market. It is recommended that you carry insurance to protect yourself and/or business.

# VENDOR RULES

Vendors must supply their own table(s), chair(s), stand, signage and/or canopy/tent as needed. You are NOT allowed to use any market chairs and/or tables. Vendors approved for electrified sites must supply their own outdoor extension cord(s). Absolutely NO generators or music are to be used. Proper signage is required, including the name of your business/farm/non-profit/product. No signage is allowed on the concrete sidewalks. All tents and tables should be set up 2 feet or more off the sidewalks. Products must be clearly labeled and with prices indicated. 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 coordinator will only close the market due to weather when dangerous public condition occur (i.e., severe thunderstorms/lightening/high winds). It is recommended that you stake your tent or use tent weights.

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. Application are available online. Copies of certificates MUST be filed with the market coordinator prior to the season. Home kitchens where food merchandise is prepared MUST be certified by the Chautauqua County Health Department. A copy of this certificate must be supplied with your application. WFAM can supply info and contacts related to this certification. Processed foods have significant additional requirements. New York State prohibits the sale of must canned goods, dairy products, and chocolate at Farmers Markets.

You MUST be set up and be ready to sell by 9 am. You MUST remain set up for the duration of the market until we close at 2 pm even if you sell out of product. There is absolutely no packing up and taking down your booth and its contents before 2 pm.

There is ABSOLUTELY NO DRIVING INTO OR PARKING IN MOORE PARK. The village of Westfield has installed a very expensive and intricate french drainage system throughout the park. This ensures that when we experience heavy rains the park drains extremely well. 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. 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 vending location. Once you are unloaded and BEFORE SETTING UP, kindly move your vehicle to the municipal parking area. You can now return to your vending location and set up. This opens up parking for additional vendors to unload 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, load up and leave promptly. This free's up space for the next vendors vehicle.

Vendors 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 that the Westfield Police are enforcing the 2-hour parking limit within the village shopping area. If you are unloading along Portage Street, please understand that there is absolutely no parking close to the signal on Main Street. You will be ticketed.

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.

NOTE: Tax representatives have visited the market once per season most years. Be sure to have your NYS Sales Tax Certificate posted or on hand. A hard copy of your certificate must be supplied with your application each year.

Maintain sanitary condition of your space and remove waste before leaving. Return your area to its original condition and exit the park by 3:30 pm. Please be cooperative and lend a hand if your vendor neighbors need help.

## MARKET VENDING OPTIONS

### **FULL TIME VENDOR:**

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

### **Benefits:**

Prime location spot assigned to you. This ensures maximum traffic to your booth and the public knows that you will be in the same location 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, a limited number of jewelry/wood/sewing vendors, etc.) We use the WFAM social media with over 1000 followers to promote you. You pay less per week, \$8.33 versus \$15 per week. Year-over-year benefit you get priority in placement/location based on how many years you have been a vendor.

### **Requirements:**

One-time fee of \$150 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. Consistent weekly participation in the market is required with NO MORE than two absences throughout the season. Vendors must notify the market coordinator in advance of each expected absence via text message, phone call or email by 9 pm each Thursday before the expected absence. 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 full time status including permanent location assignment for the current and future seasons. You will then be reassigned as a part time vendor and lose your location. You may apply again for the following season, but will be put on the bottom of the waitlist for your sales category.

**ONLY APPLY FOR FULL-TIME MEMBERSHIP IF YOU CAN ATTEND EVERY SATURDAY.**

If you are not at your location and setting up by 8:00 am, your location may be assigned to a part time vendor for that Saturday. Our goal is to have each location filled each Saturday creating a full park and wide variety of vendors to shop from.

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

You must apply and be approved by the application committee including descriptions and photos of your products and display. Applications are promptly reviewed by the committee. You cannot show up on market day and fill out an application and/or set up that day. There is no minimum attendance commitment. Once approved as a part time vendor, check in with the market coordinator when you arrive. You will be directed to a location, each one different each Saturday. Please have your \$15 fee ready before you set up. You must check in by 8:00 am and will not be permitted to set up after 9:00 am. All vendor rules and requirements must be followed.

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

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SIGNATURE

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DATE