

# **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 June 6 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. Fees are waived in 2020 and attendance is not mandatory, however you must let Kate Mayer know the days you will attend to ensure space is reserved for you. If you reserve a date but then need to cancel, you need to let Kate know,

**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 Health and Hygiene Rules and the following vendor guidelines MUST be followed.

## **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 stickly 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.

# Health and Hygiene Rules for 2020

The committee has studied the NYS requirements, recommendations and guidance. We have also toured other markets that have already opened. It is our intention to keep WFAM in compliance with the county health department and NYS required items. We are looking to keep this simple and easy for everyone while keeping vendors and the public safe. Thank you for your cooperation.

In order to vend at Westfield Farmers' & Artisans' Market in 2020 **EACH VENDOR AGREES** to the following:

- Wear a cloth mask per NYS guidelines.
- You are required to wash your hands and use hand sanitizer regularly.
  - It is recommended to use disposable gloves, but not required.
- Create a six-foot separation between you the vendor and the customers, this is accomplished by placing two folding tables side by side. The table nearest vendor holds the product and the table closest to the customers are empty, so they are easy to clean.
  - Regularly clean your tables and other surfaces with cleaner that kills the virus. This can be alcohol-based cleaners (60+%), ammonia-based cleaner such as regular Formula 409 Multi-surface Cleaner (any scent), Fantastik All Purpose Cleaner (any scents), Clorox brand spray cleaners, and Lysol brand cleaners. For a full list from NYS contact Kate Mayer.
  - Display health and safety signs provided by WFAM.
- Set up your tent in the predetermined location in the park, center your tent to the space marker on the sidewalk. This will have your tent at least 10-12 feet away from a neighboring vendor. This allows for social distancing by the public.
- Be hygienic handling payments.
  - Contactless credit-card (such as Square) terminals are ideal since the customer can insert their card and not touch the reader if you turn off the signature required function.
  - It is recommended to avoid touching cash and if you do, then you should wash your hands before touching product. Consider pricing items in even dollar amounts to minimize coins. Consider having a cash jar similar to a farm stand where the customer places their payment there. This seems to be common practice at other markets.

These rules are subject to change based on NYS regulations and Chautauqua County Health Department guidance. You will be notified in writing/email if this occurs.