

6 North Gale Street
Westfield, NY 14787
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Vendor Application 2024 SEASON

The 2024 MARKET SEASON opens on Saturday, May 25, 2024 and continues each Saturday through September 28. It is the option of vendors to continue on October 5, 12, 19 and 26. The Market opens at 9:00 am and closes at 2:00 pm.

Name of Farm or Business _____

Tax Identification Number (ALSO, 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 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 25
 JUNE 1 JUNE 8 JUNE 15 JUNE 22 JUNE 29
 JULY 6 JULY 13 JULY 20 * NO JULY 27 - YWCA CRAFT FAIR
 AUGUST 3 AUGUST 10 AUGUST 17 AUGUST 24 AUGUST 31
 SEPT. 7 SEPT. 14 SEPT. 21 SEPT. 28

THESE DATES ARE NO CHARGE
& ATTENDANCE IS VOLUNTARY: OCT. 5 OCT. 12 OCT. 19 OCT. 26

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.

APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN MARCH 1, 2024.

PAYMENT FOR FULL TIME VENDORS DUE MAY 1, 2024

SIGNATURE

DATE

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 27, 2024) when the YWCA holds the Arts and Crafts Festival in the park. However, October 5, 12, 19 and 26 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 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 where 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 subject 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 or spiritual. Farmers **MUST** grow or raise at least 50% of what they sell at the market.

The WFAM or the Village of Westfield shall not be held liable for any injury, damage or loss from or of personal property. It is recommended that you carry insurance to protect yourself and/or business.

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, \$8.33 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 \$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. 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 Coordinator 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 \$8.33 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 coordinator 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 no minimum attendance commitment. You will be assigned to a non-prime booth location when you check in with the market coordinator. 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 Coordinator when you arrive to set up. Vendor placement will be a 12' x 12' space assigned by the market coordinator 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 coordinator 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 filed with the market coordinator 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 coordinator.

All part-time weekly vendors are required to sign-in with the market coordinator 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 INTO 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 coordinator (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. A copy of your certificate must be supplied with your application.

NOTE: 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 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.

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