



# Westfield Grape and Wine Festival

**FESTIVAL DATES -- SEPTEMBER 18<sup>th</sup> & 19<sup>th</sup>, 2026**

Wineries / Microbreweries are accepted on a first-come basis until all spaces are filled. So, apply early to reserve your placement for the festival.

While there are no application fees for your winery/microbrewery to participate, it is understood that by receipt of your application and receipt of your acceptance that you will participate with us and follow all rules and regulations established by the Grape and Wine Festival. If it becomes necessary for you to cancel after acceptance you will contact us ASAP so that your place can be filled by another business.

NAME OF COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE(S) NOS. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

**Signature & Date of Business Representative:** \_\_\_\_\_

A certificate of insurance naming the Village of Westfield, 23 Elm Street, Westfield, NY 14787 as the additional insurer must be received prior to September 11<sup>th</sup>, 2026. Address for Additional Insured is 23 Elm Street, Westfield, New York 14787

As an exhibitor, I agree to the conditions and requirements of this show. I agree that the Westfield Grape and Wine Committee members, Westfield Development Corporation, and the Village of Westfield will not be held responsible for any theft, loss of property, or personal injury suffered during or as a result of your participation in the Westfield Grape and Wine Festival.

Signature of Company Representative \_\_\_\_\_ Date \_\_\_\_\_

**EMAIL APPLICATION AND CERTIFICATE TO:**

westfieldgrapeandwinefestival@gmail.com

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Date Rcvd: \_\_\_\_\_

Please Review Rules and Regulations

## **Rules and Regulations Established by the Grape and Wine Festival**

**WHEN:** Friday and Saturday – Sept 18-29, 2025 (Rain or Shine!)

**HOURS:** Friday 3:00 PM to 8:00 PM

Saturday 9:00 AM to 5:00 PM

**WHERE:** Moore Park (20 East Main Street, Westfield); and

**SET UP: At Moore Park, in the Wine Tent**

Booth spacing will be marked out. Designated Vendor Loading Zone along Elm Street.

Set up options:

Friday afternoon 1 PM to 3 PM: and/or (no security provided on Friday night)

Saturday between 8:00 AM and 9:00 AM

**TEARDOWN:** Saturday at 5:00 PM

*\*NO EARLY TEARDOWN*

*Vendors are responsible for their own breakdown*

**PROVIDED:** Booth space 10' x 10'

**POWER/UTILITIES:** Electrical services are available, but there is no WIFI

**VENDOR RESPONSIBILITY:**

Vendors are expected to bring any power strips or extension cords needed to accommodate their needs.

Bring your own table, decorations, and tasting glasses

Free wine tastings. Attendee tastings are limited to 8 per attendee ticket. Bottle sales are allowed.

**\*\*The open container law has been lifted in Moore Park for this event. Participants are encouraged to have fun but drink responsibly. \*\*** Westfield Police will be on patrol in the Village for the safety of participants and the public.

**SECURITY:** There will be security provided on-site. However, you are responsible for your personal belongings. The Westfield Grape and Wine Festival accepts no responsibility for lost or stolen property.

**Only Registered Vendors are allowed**

## LICENSES, PERMITS, & INSURANCE REQUIREMENTS FOR Westfield Grape and Wine Festival

### **1. Sales Tax/Use Tax Certificate:**

A New York State Sales and Use Tax Certificate is also required and must be on display at your booth. *You must have a copy to set up.* Exhibitor is responsible for all sales/use tax or other direct charges, or fees levied, assessed, or charged by the US Government, as well as any state, county, city, or other taxing entity. Exhibitor is responsible for paying all sales tax on items sold at the event.

### **2. Certificate of Insurance Requirements:**

We require insurance coverage in the amount of \$1,000,000 general aggregate and/or a combined single limit of not less than \$1,000,000 for each occurrence. The Village of Westfield, 23 Elm St, Westfield, and Westfield Grape and Wine Festival, along with their employees, officers, board members, and volunteers, with respect to the Westfield Grape and Wine Festival, should be named as Additional Insured on the certificate of insurance.

### **3. Workers' Compensation & Disability Insurance:**

You must carry at least the minimum Workers' Compensation Insurance and Disability Insurance required to comply with the law of the State of New York. If you do not have employees, a statement must be signed to this effect. If you do not have employees, you must provide an exemption form.

### **Forms Specific to Vendor Type Include...**

#### **Alcohol and/or Food Vendor**

- **Marketing Permit:**

Alcohol vendors will need to obtain the new NYS Marketing Permit.

*You must have a copy of this permit to set up.* • **Liquor License**

Alcohol vendors must present an off-premises license to sell by the bottle to go for consumption somewhere other than the licensed premises.

- **Health Permit:**

Food Vendor agrees to operate in accordance with the regulations outlined in the New York State Health Code and must be individually permitted by Chautauqua County. The vendor is responsible for obtaining all necessary permits related to their operation.