VENDORS DESIRED

12th Annual Apple Butter Festival 2026

Sat. October 10, 2026

9:00 AM to 3:00 PM

At West Portland Baptist Church,

7081 East Route 20,

Westfield NY

Once again WPBC will feature our annual Apple Butter Festival with old fashioned cooked and prepared Apple Butter. We are looking for vendors who desire to sell items, produce, or food. The only vendor charge will be a Non-Refundable "Table Fee" for your vendor booth location.

All the profits made from Table Fees, Apple Butter Donations, etc… will be given to the Brocton/ Portland Food Pantry (Nina's Kitchen) to carry out their work of providing food to those in need.

If Interested or Have Questions Contact Luppa Henry at 716-640-7849 or the West Portland Baptist Church Office at 716-326-3417.

Vendor Agreement For West Portland Baptist Church Apple Butter Festival

1. Cost- See the cost and location page. The only cost for the vendor payable to the Brocton/Portland Food Pantry will be the non-refundable fee to reserve the space.

2. Wi-Fi- The church has set up wi-fi internet connection, and the password will be made available to all the vendors.

3. Location- Indoor Vendor locations will include table, chairs, and electrical outlets. The number of indoor spaces is limited to building size and the inside locations will be booked on first come basis of this completed application and paid registration fee. **Indoor Vendor Space Is A LIMIT of 2 TABLE SPACES for any individual vendor.** The space of each indoor display will be limited to the church's 8-foot table size.

Pavilion Vendor locations will include table, chairs, and electrical outlets. The number of indoor spaces is limited to building size and the inside locations will be booked on first come basis of this completed application and paid registration fee. **Pavilion Vendor Space Is a LIMIT of 2 TABLE SPACES for any individual vendor.** The space of each indoor display will be limited to the church's 8-foot table size.

Outside Vendor locations do not include a table and there are limited electric hookups on a first come basis. Outside locations will be able to negotiate with the vendor committee as to size and set up prior to the festival. This includes outside vendors being able to put displays under popup covers, small tents, etc as the festival will be held rain or shine.

4. Setup- will be allowed Friday October 9th after 4:00 PM until 7:00 PM or on Saturday October 10th from 7:00 AM until 9:00 AM and all indoor vendor vehicles by 9:00 AM are to be parked away from the buildings in the parking areas. We would advise outdoor and Pavilion vendors to set up during the Saturday morning timeframe.

5. Vendor Space- There will be no transfer, sublicensing, or subletting of the space to any other third parties.

6. Merchandise Approval- Prior to accepting the fee and reserving the space the vendor will provide a general description of the product/ merchandise being sold. Due to this being a church run event aimed for a family friendly environment the following are prohibited from both sale and being present on the grounds; illegal and/or weapons (including non-kitchen knives, guns, etc.), items marketed that are considered by New York State law to be illegal, alcoholic beverages, the sale of tobacco related items or smoking inside any building, material or merchandise with offensive themes including but not limited to sexually explicit material, crude or vulgar materials, etc... The church reserves the right to interpret this clause on the day of the festival, so we strongly encourage any questions about merchandise to be addressed with the vendor committee prior to reserving a space.

7. Vendor Exclusivity- In fairness to vendors the church will attempt to limit duplicity of vendors during the registration period. While vendors who sell similar items will be included, we will limit duplication sales line vendors. (Example only- we will not have more than one "Avon" vendor on site.)

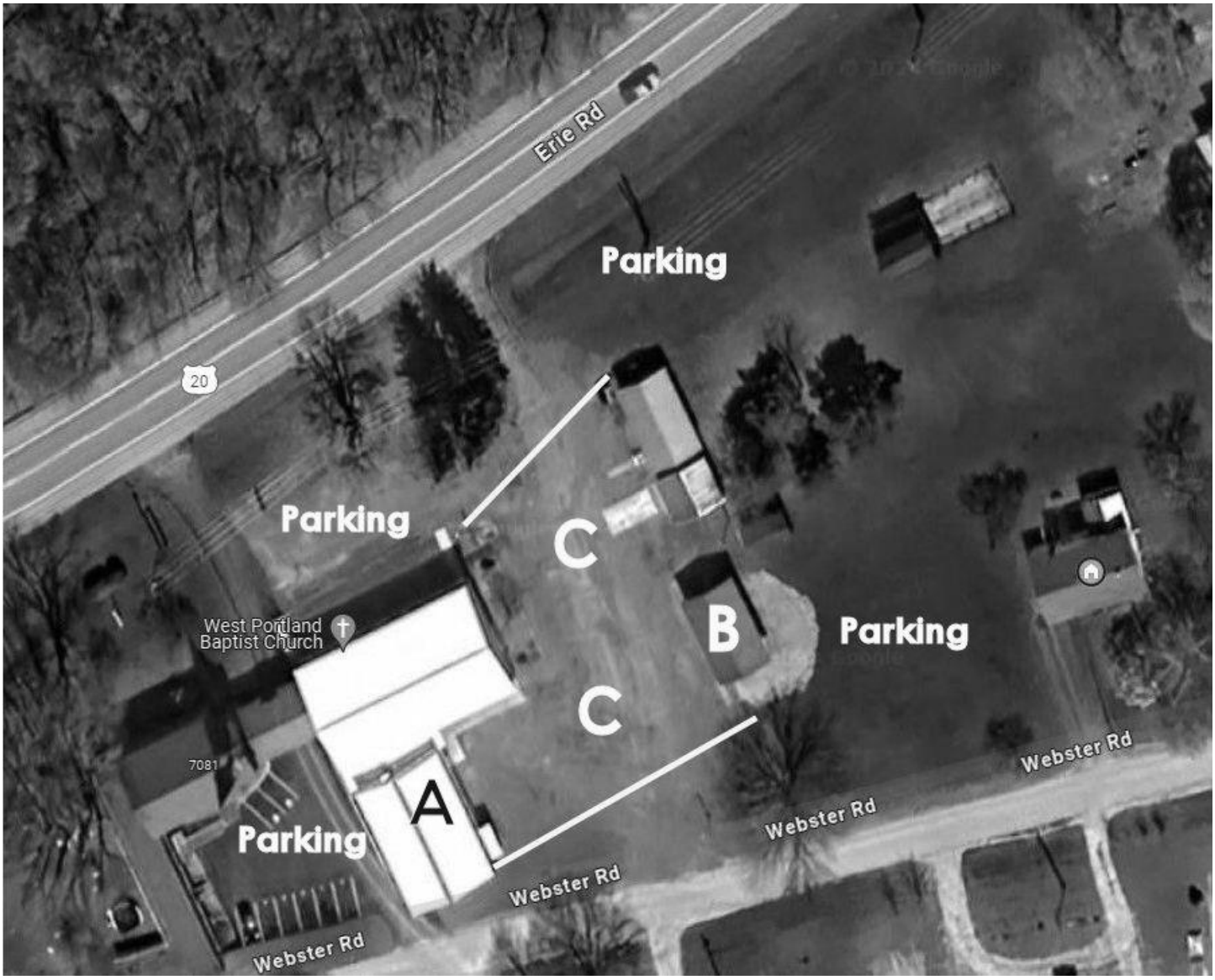
8. Indemnity/ Liability- Vendor agrees to hold harmless West Portland Baptist Church, its officers, employees, and representatives from and against any and all losses, lawsuits, judgments, causes of action, costs, damages, claims (actual or alleged) and expenses resulting from claims arising out of or incidental to or in any way resulting from the acts or omissions, whether negligent or otherwise, of the Vendor, its employees, subcontractors, or agents, in performance under this Agreement including merchandise guarantee or performance. West Portland Baptist Church liability is limited to being a leaseholder of space to vendor.

9. Food Vendors- All vendors selling food in Chautauqua County must have the appropriate permit or certificate. This event will be inspected by a representative of Chautauqua County Environmental Health. If you do not have the appropriate permit/certificate from Chautauqua County or the NY State Dept. of Agriculture and Markets, you will not be allowed to sell your product. Those permits and certificates must be with the vendor at the event. It is the responsibility of the vendor to determine the appropriate State or County permits and apply for and obtain them.

10. Financial Considerations- It is the responsibility of the vendor to provide their own change supply. Collection and payment of all applicable sales tax is the sole responsibility of the vendor.

11. Clean Up- Vendors are responsible for cleaning your area after the event by removing all trash and unsold items. A dumpster will be available for vendor trash generated only during operations of the festival.

Vendor Cost and Locations For West Portland Baptist Church Apple Butter Festival



INSIDE VENDOR LOCATION A- Activity Center and Hall. There are **25** vendor locations in the Activity Center each with an 8-foot table area. **The cost is $30.00 per location.**

PAVILION VENDOR LOCATION B- (Pavilion is a 24 ft by 40 ft Open sided building with partial canvas siding in the event of rain.) For 8-foot table area, **The cost is $25.00 per location.**

OUTSIDE VENDOR LOCATION C- Located between Activity Center, Pavilion, and Front Parking Lot- All vendors will be in this area together with the food vendors. The surface is hard packed millings. **The cost is $20.00 per location.**

Parking- Will Be in the Front Lot, Behind Food Pantry off Route 20 and lawn area off Webster Road. Handicap parking will be on the paved parking area by the old Brick Church.

VENDORS- If you have any questions, please call and ask! We are more than happy to try to accommodate you as best we can with the grounds and facilities we have. If you desire to come and see before you register, we will be glad to show you what the spaces and area look like.

VENDOR APPLICATION FOR WEST PORTLAND BAPTIST CHURCH APPLE BUTTER FESTIVAL

Name/ Address-

Phone Number Contact-

Desired Space- Inside Activity Center **LOCATION A- ($30.00)** _____
For Our Planning Purposes is Electric Needed- Yes No

Pavilion Building **LOCATION B- ($25.00)** _____
For Our Planning Purposes is Electric Needed- Yes No

Outside Area- **Route 20 LOCATION C- ($20.00)** _____
For Our Planning Purposes is Electric Desired- Yes No

Description of the Type of Merchandise to be Sold-

By signing, I am stating that I have read and understand the vendor agreement of the West Portland Baptist Church regarding the Apple Butter Festival and agree to abide by them.

Signature: _____ Date: _____

Printed Name: _____

For more information contact:

Vendor Committee Main Contacts-

Luppa Henry – Cell Phone- 716-640-7849

Or Pastor Charles Robertson- Church Phone- 716-326-3417; Cell Phone 716-410-2010

Return this completed and signed Vendor Application and registration fee to-

West Portland Baptist Church
7081 E. Route 20
Westfield, NY 14787