

Chamber of Commerce Vendor Requirements

First Fridays in Westfield 2025



1. The price for Chamber Member businesses & vendors is \$10 per event or \$20 for Non-Members. Chamber Member Non-profit organizations the price is \$5 or \$10 for Non-Members. If you have questions, please contact Staunzie Grady at sgrady@chqchamber.org.
2. A valid certificate of liability insurance is required. If you have previously submitted a certificate to the Chamber this year and it is effective through the full run of First Friday events, we will not need another copy. If it expires before or during the summer season, we will require an updated certificate. Certificates of liability should be sent by email to sgrady@chqchamber.org.
3. All vendors are required to bring their own tables, chairs, or tents. Vendor registration is restricted to a single vendor/single space only. We discourage multiple vendors from using a single space.
4. Vendor spaces are limited to 10'x10' and all vendors must leave an accessible 60" space on the sidewalk for foot traffic.
5. The email you use for registration is the email we will contact about vendor placement and other important notices. **Please check your email.**
6. All vendors are required to bring their own payment processing system, cash, and change. Please do not ask local businesses to provide change for your booth.
7. We will do our best to assign locations based on your preference, but spaces are not guaranteed as they are first come, first served. Spots with power are very limited and we will work to accommodate those needs first.
8. You must register as a vendor separately for each First Friday event. Registration for all dates is currently available on the Chautauqua County Chamber of Commerce website at www.chqchamber.org. Dates for 2025 are:
 - June 6
 - July 11 (Reunion Weekend)
 - August 1
 - September 5
9. Vendor set-up time will start at 4pm. All vendors – except for food trucks – must move their vehicles off Main Street for parking elsewhere and be ready to begin by 4:45pm. The event runs from 5-8pm. All vendors should anticipate staying for the duration of the event. Breakdown should not start before 8pm.
10. Vendor spaces are intended for small businesses and community non-profit organizations. All items, goods, and promotional pieces MUST be family friendly. No political parties or political messaging please.
11. In case of inclement weather, any determination about canceling will be made on the day of the event. You will be notified by email if First Friday is to be canceled, and notification will be posted on our Facebook page. No makeup dates are planned.

Contact: Community Chamber Coordinator Staunzie Grady at sgrady@chqchamber.org or (716) 484-1101 ext. 300.