

Licenseholders

2023 The International Plaza Application Packet

Please review all enclosed information carefully.

Thank you for your interest in being a vendor at the International Plaza Market.

It contains:

- Application for Space
- Schedule of Rates
- Rules and Regulations

Ask for license vending space availability.

The International Plaza is open:

Kiosk	Thursdays – Saturdays 9:00 am - 6:00 pm & Sundays 1:00 pm - 5:00 pm.
Tent Vendors, Prepared Foods	Sundays Only 1:00 pm - 5:00 pm

To become a vendor, we will need the completed application, a copy of your Tax ID, and all applicable paperwork that applies to your product at least **one week prior** to starting.

If you have any further questions, please contact:

City of Rochester Public Market
280 North Union Street
Rochester, NY 14609

Phone: (585) 428-6907

Tuesday thru Friday from 7 am until 12 pm

email: Pmarket@CityofRochester.gov.

The Office Staff at the City of Rochester Public Market.



828 North Clinton Avenue • Rochester, NY 14605 • cityofrochester.gov/internationalplaza

  @TheInternationalPlazaROC

APPLICATION FOR SPACE - PLEASE PRINT CLEARLY

NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE: _____ CAN WE GIVE THIS NUMBER OUT? Y N

E-MAIL: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE: _____ CAN WE GIVE THIS NUMBER OUT? Y N

E-MAIL: _____

TYPE OF PRODUCT: _____

All Vendors must provide a physical copy of a Tax ID.

Vendors with live plants, herbs, shrubs, trees, potted flowers, etc. must provide a **physical copy of a Nursery Registration Certificate and a Tax ID.**

Vendors with prepared foods must provide a **physical copy of a City of Rochester Vending Permit OR Monroe County Health Certificate, Tax ID, proof of Insurance in the amount of \$ 1,000,000.00 (Naming the City of Rochester as additional insured), Fire Safety certificate, photo of vehicle (including length) and copy of proposed menu.**

VENDOR SIGNATURE ON THIS DOCUMENT VERIFIES THAT THE VENDOR HAS CAREFULLY READ, UNDERSTANDS, AND AGREES TO ALL PROVISIONS IN THE VENDOR PACKAGE.

SIGNATURE: _____

DATE: _____

The International Plaza Schedules of Rates

Effective: Thursdays thru Saturdays - May 4, 2023 through October 15, 2023

Sundays - May 7, 2023 through October 15, 2023

Seasonal Rates		
License holder - 2023		
	Outright Due - May 28 th	Monthly Due by the 15 th (May – Oct.)
Thursday - Sunday		
Kiosk w power (8' X 20')	\$1,300.00	\$260.00
Trucks, Trailers & Carts	\$1,000.00	\$200.00
Sundays Only		
Tent Spaces (10'X10')	\$300.00	\$60.00

Payments accepted at:

Rochester Public Market Office
280 North Union St.
Rochester, NY 14609
585-428-6907

Types of payments accepted are:

Cash
Checks (made payable to **Rochester Public Market**)
Credit
Debit

Tuesday – Saturday - 7am until 12pm.

Fees:

- There will be a **\$20.00 fee for all Dishonored Checks**, no exceptions. If two checks are returned within a season, vendor will have to pay with a certified check or cash for the remainder of the current Market year.
- Daily vendor whose payment(s) are in **arrears** will not be allowed to vend until payment is up to date.
- A **Late Payment fee of \$40.00 per location** will be charged on all outstanding International Plaza payments not received by the 15th of each month. **Should the 15th fall on a day the Market Office is closed, it is the responsibility of the vendor to make arrangements to make payment before the 15th.**

You should **arrive** at The International Plaza **no later than 8:30 am** Thursday thru Saturday and **11:30 am** on Sundays.

Please note: your vehicle parking will **not** be adjacent to your vending location.

All Vendors must provide a physical copy of a Tax ID.

Vendors with live plants, herbs, shrubs, trees, potted flowers, etc. must provide a **physical copy of a Nursery Registration Certificate and a Tax ID.**

Vendors with prepared foods must provide a **physical copy of a City of Rochester Vending Permit OR Monroe County Health Certificate, a Tax ID, proof of Insurance in the amount of \$ 1,000,000.00 (Naming the City of Rochester as additional insured), Fire Safety certificate, photo of vehicle (including length) and copy of proposed menu.**

If you need further information and/or guidance on the above please call:

City of Rochester - City Clerk	(585) 428-6617
City of Rochester - Fire Safety Training	(585) 428-3682
Monroe County Dept. of Health	(585) 753-5065
NYS Dept. of Agriculture & Markets	(800) 554-4501 - Albany
NYS Dept. of Agriculture & Markets	(585) 427-2273 Food Safety / (585) 427-0200 Farm Products

**APPENDIX A: CITY OF ROCHESTER INTERNATIONAL PLAZA
RULES AND REGULATIONS**

Issued March 1, 2020

ADDENDUM TO CITY CODE CHAPTER 91, AS AUTHORIZED BY SECTION 91.10K

- A. Location areas are to be left clean and free of litter at the end of each market day. Locations are inspected one hour after the closing of the Market
- B. The Market is not responsible for the security of any items on site at any time.
- C. Vendors are prohibited from hawking, shouting, using music, etc. to attract customers.
- D. All pushcarts and food-type vending wagons will be assigned a location. Under no circumstances will vendors be allowed to circulate throughout the Market. Food vendors holding a City Vending License are not allowed to vend on Market property unless assigned a location by the Market Supervisors and the fee is paid.
- E. All vendors and their staff must maintain civil conduct with each other, the public and Market Staff.
- F. All signage is subject to approval by Market Staff. Traffic control signage, parking signage, and other traffic control apparatus are to be installed or removed only by Market Staff.
- G. Display tables and fixtures are subject to inspection by Market Staff for safety, functionality, and consistency with Market design standards. Items which are determined to be unsafe, non-functional, and/or in conflict with Market design standards must be removed and/or brought into compliance within five (5) calendar days of notification of non-compliance.
- H. Vendors must be in compliance with all local, state and federal laws, statutes, rules, regulations, ordinances, certifications and standards that apply to their product. This includes NO SMOKING by license holders and their personnel where products are being sold.
- I. Sub-licensing and/or sharing of location(s) is not permitted.
- J. The City of Rochester Public Market Office will assign locations upon receipt of your payment. Locations will be assigned according to the nine (9) priority categories listed below.

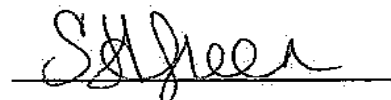
K. Location Assignment Priority Categories:

- 1.) **CITY BASED FOODS**- Vendors who sell foods produced, processed or packaged **WITHIN** the limits of the City of Rochester, can include fresh produce, baked goods, meats, salsas, Sofrito, jams/ jellies, etc...
- 2.) **NY STATE FARMERS**-Vendors who grow Agricultural Products in New York State. Agricultural products include: vegetables, fruit, meats, fish, dairy and related products, including honey and syrup, livestock, live plants, herbs, spices and live flowers.
- 3.) **OTHER FOODS** - Vendors of Other Foods such as Agricultural Products (as defined above) not grown in New York State or not processed, produced or packaged in the City of Rochester. Other edible items including: baked goods, jams, jellies, etc.
- 4.) **CITY BASED ARTS & CRAFTS** - Vendors of Handmade Arts and Crafts who reside **WITHIN** the City of Rochester. All products being sold must be handmade by the vendor or their family.
- 5.) **OTHER ARTS & CRAFTS** - Vendors of Handmade Arts and Crafts who **DO NOT** reside in the City of Rochester. All products being sold must be handmade by the vendor or their family.
- 6.) **CITY BASED PREPARED FOODS** - Vendors of Prepared Foods who reside **WITHIN** the City of Rochester. Prepared foods are limited to specialty items, intended to be consumed on-site.
- 7.) **PREPARED FOODS** - Vendors of Prepared Foods who **DO NOT** reside in the City of Rochester. Prepared foods are limited to specialty items, intended to be consumed on-site.
- 8.) **CITY BASED GENERAL MERCHANDISE** - Vendors of new General Merchandise who reside **WITHIN** the City of Rochester. General Merchandise products include but not limited to: clothes, purses, toys and all other non-edible items.
- 9.) **GENERAL MERCHANDISE** - Vendors of new General Merchandise who **DO NOT** reside in the City of Rochester. General Merchandise products include but not limited to: clothes, purses, toys and all other non-edible items.

FAILURE TO OBEY THE ABOVE LISTED RULES AND REGULATIONS MAY RESULT IN FINES AND/OR TERMINATION OF LICENSE AND/OR DENIAL OF DAILY VENDING PRIVILEGES.

Fine Schedule:

1 st Offense	Verbal warning
2 nd Offense	Written warning
3 rd Offense	\$100.00 fine added to your account
4 th Offense	\$200.00 fine added to your account
5 th Offense	Loss of Market Privileges for 1 month
6 th Offense	Termination of ALL Market Privileges



Dr. Shirley J. A. Green
Commissioner
Recreation and Human Services

2.28.23

Date