



Thank you for your interest in becoming a vendor for the 2014-2015 Season at the Rochester Public Market

Please review all enclosed information carefully.

At this time, there are no leases available. **However**, daily vending spaces are available.

This is the Rochester Public Market Application Packet. It contains:

- Application for Space
- Tuesday / Thursday Call-In Sheet for Daily Vendors
- Schedule of Rates
- Rules and Regulations
- City of Rochester Fire Department Space Heater Guidelines
- Special Events for the year:
 - Flower City Days
 - Community Garage Sale & Super Flea Days
 - Food Truck Rodeo
 - Friday Nights at the Market "Bands on the Bricks"
 - Holidays at the Market

The Market is open to vendors **Tuesdays and Thursdays from 6:00 am to 1:00 pm** and **Saturdays from 5:00 am to 3:00 pm**.

To become a vendor, we will need to have the completed application, a copy of your Tax I.D. and all applicable paperwork that applies to your product.

If you have any further questions or concerns, please contact the Market Office **Tuesday through Friday 7:00 am to 12:00 pm**.

If you need to contact the "Friends of the Market" please call 585-325-5058 or email them at marketfriends@rochester.rr.com.

~The Office Staff at the Rochester Public Market



To obtain a stall for Daily Vending:

Please call the Market office on the TUESDAY prior to the THURSDAY or the THURSDAY prior to the SATURDAY that you would like vend at 6:00 pm or after. Press prompt # **3** to connect to the **daily vendor call-in request line**. Leave a very short message including: (1) your full name, (2) what you are selling, and (3) the fact that you will need space for Thursday and/or Saturday.

You should arrive at the market office no later than 5:45 am on the day you plan on vending. At 6:00 am, we will walk through the sheds to take attendance and assign stalls based on availability according to the categories listed below.

1. **NYS FARMERS** - Vendors who grow Agricultural Products **in** New York State. For purposes of the Public Market, agricultural products include: vegetables, fruit, meats, fish, dairy and related products, including honey and syrup, livestock, live plants, herbs, spices and live flowers. **NYS Dept. of Agriculture & Markets call 585-427-0200(Rochester); 518-457-3880 1-800-554-4501 (Albany).**
2. **OTHER FOODS** - Vendors of Other Foods such as Agricultural Products (as defined above) **not grown** in New York State, baked goods, jams, jellies, grocery items, and etc.
3. **ARTS & CRAFTS** - Vendors of Handmade Arts and Crafts. All products being sold **must be** handmade by the vendor.
4. **PREPARED FOODS** - Vendors of Prepared Foods. For purposes of the Public Market, prepared foods **are limited to** specialty items, intended to be consumed on-site. Additional vendors of hot dogs, hamburgers, sausage, or traditional breakfast items will not be considered for placement.
5. **GENERAL MERCHANDISE** - Vendors of **new** General Merchandise. Vendors selling a mix of agricultural and non-agricultural merchandise will be considered "merchandise" vendor regardless of the percentage of mixed products sold.

There are no guarantees that a stall will be available to rent for that day. Some stalls that become available are located outside of the sheds so we suggest that you bring with you a tent for shelter.

- Vendors with prepared foods must provide a physical copy of a **Monroe County Health Certificate and a N.Y.S. Tax I.D.** Please contact **Monroe County Health** call (585) 753-5048.
- Vendors with non-edible goods must provide a physical copy of their **N.Y.S. Tax I.D.** Call (518) 485-2889.
- Vendors with live plants, herbs, shrubs, trees, potted flowers, etc...must provide a physical copy of their **Nursery Registration Certificate** (800) 554-4501 x 72087 and a **N.Y.S. Tax I.D.** (518) 485-2889.

Any further questions or concerns, please contact the Public Market Office

Tuesday through Friday 7:00 am until 12:00 pm.

Attention: All Participants of the Public Market

Starting as of **May 1, 2011** all leaseholders wishing to relocate will be served on the call-in list as stated in the below following categories. This applies only to the number of stalls leased currently. **All leaseholders requesting "additional" stalls will be served along with the daily vendors.** This is how all morning assignments will now be assigned by these categories:

1. Leaseholder Farmers
2. Daily Farmers
3. Leaseholder Other Foods
4. Daily Other Foods
5. Leaseholder Crafts
6. Leaseholder Prepared Foods
7. Leaseholder General Merchandise
8. Daily Crafts
9. Daily Prepared Foods
10. Daily General Merchandise

All vendors must continue to call the market office starting at 6:00 PM on Tuesday for a spot on Thursday, and also starting at 6:00 PM on Thursday for a spot on Saturday. You will press prompt #3 to connect to the ***Daily Vendor Call-In Request Line***. Leave a short message which includes:

- 1.) Your first and last name
- 2.) What you are selling, and
- 3.) The fact you need a stall for either Thursday or Saturday (whichever day you want to sell).

The Market Office will assign daily stall locations at around 6:00 am on Thursday/Saturday according to the above new change.

2014-2015 Rochester Public Market Schedules of Rates

Effective: May 1, 2014 through April 30, 2015

Leaseholder Rates		
Location	Rate Per Stall	Monthly Rate
Annual May 1, 2014 – April 30, 2015		
Shed A & C	\$ 1,400.00	\$ 130.00
- Prepared Food	\$ 2,200.00	\$ 200.00
Shed B (Enclosed)	\$ 2,700.00	\$ 250.00
Food Kiosk	\$ 3,500.00	\$ 320.00
Seasonal May 1, 2014 – Dec. 31, 2014		
Shed A & C	\$ 1,150.00	\$ 160.00
- Prepared Food	\$ 2,050.00	\$ 280.00
Penn Is./Market Office	\$ 850.00	\$ 115.00
- Prepared Food	\$ 1,375.00	\$ 190.00
Winter Lease Jan. 1, 2015 – April 30, 2015		
Shed A		
- Leaseholder	\$ 400.00	\$ 110.00
- Non-Leaseholder	\$ 500.00	\$ 135.00
Prepared Food		
- Leaseholder	\$ 600.00	\$ 165.00
- Non-Leaseholder	\$ 900.00	\$ 245.00
Shed C		
- Leaseholder	\$ 300.00	\$ 80.00
- Non-Leaseholder	\$ 450.00	\$ 125.00
Prepared Food		
- Leaseholder	\$ 500.00	\$ 135.00
- Non-Leaseholder	\$ 800.00	\$ 220.00
Daily Vendor Rates		
Daily Rental Tuesdays		
Shed A & C	May 1, 2014 – Dec. 31, 2014	\$ 20.00
- Prepared Food		\$ 35.00

Shed A & C	Jan. 1, 2015 – April 30, 2015	\$ 10.00
- Prepared Food		\$ 20.00
Shed B (Enclosed)	May 1, 2014 – April 30, 2015	\$ 30.00
Daily Rental Thursdays		
Shed A & C	May 1, 2014 – Oct. 31, 2014	\$ 40.00
- Prepared Food		\$ 50.00
Shed A & C	Nov. 1, 2014 – Dec. 31, 2014	\$ 30.00
- Prepared Food		\$ 40.00
Shed A & C	Jan. 1, 2015 – April 30, 2015	\$ 20.00
- Prepared Food		\$ 30.00
Shed B (Enclosed)	May 1, 2014 – April 30, 2015	\$ 50.00
Daily Rental Saturdays		
Shed A & C	May 1, 2014 – Oct. 31, 2014	\$ 75.00
- Prepared Food		\$ 120.00
Shed A & C	Nov. 1, 2014 – Dec. 31, 2014	\$ 50.00
- Prepared Food		\$ 80.00
Shed A & C	Jan. 1, 2015 – April 30, 2015	\$ 30.00
- Prepared Food		\$ 55.00
Penn Is./Market Office	May 1, 2014 – Oct. 31, 2014	\$ 55.00
- Prepared Food		\$ 100.00
Penn Is./Market Office	Nov. 1, 2014 – Dec. 31, 2014	\$ 40.00
- Prepared Food		\$ 75.00
Shed B (Enclosed)	May 1, 2014 – April 30, 2015	\$ 85.00

APPLICATION FOR SPACE - PLEASE PRINT

NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE: _____ **CAN WE GIVE THIS # OUT? Y N**

E-MAIL: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE: _____ **CAN WE GIVE THIS # OUT? Y N**

E-MAIL: _____

BANK INSTITUTION: _____ **LOCATION:** _____

TYPE OF PRODUCT: _____

VENDORS WITH NON-EDIBLE GOODS MUST PROVIDE A PHYSICAL COPY OF THEIR N.Y.S. TAX I.D.

VENDORS WITH PREPARED FOODS MUST PROVIDE A PHYSICAL COPY OF MONROE COUNTY HEALTH CERTIFICATE AND A N.Y.S. TAX I.D.

VENDORS WITH LIVE PLANTS, HERBS, SHRUBS, TREES, POTTED FLOWERS, ETC...MUST PROVIDE A PHYSICAL COPY OF THEIR NURSERY REGISTRATION CERTIFICATE.

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

SIGNATURE: _____ **DATE:** _____

APPENDIX A: ROCHESTER PUBLIC MARKET RULES AND REGULATIONS

Issued February 1, 2010

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

- A. **Stall areas** are to be left **clean and free of litter** at the end of each market day. Stalls are inspected 1 hour after the closing of the Market (i.e.: 2:00 pm Tuesday & Thursday; 4:00 pm on Saturday). **Kiosk operators** must maintain a 10 ft. perimeter of cleanliness around their structure.
- B. There will be absolutely **NO WAREHOUSING** of any products in the enclosed shed. Absolutely **NO STORAGE** of tables/stands/etc. in the outdoor sheds during non-market days. Limited set up is available the evening prior to market operation with permission from Market staff.
- C. Vendors must contain all sale items and vehicles **within the stall side of the traffic lines and within stall boundary lines**, which are established by Market Personnel. If vehicle parking area in stall(s) is utilized for display or sales, **vehicles must be removed and parked outside of Market**.
- D. The Market is not responsible for the **security** of any items on site at any time.
- E. No **tractor-trailers** are allowed on the Market between the hours of 6:00 am and 2:00 pm on Saturdays.
- F. Vendors are **prohibited** from hawking, shouting, using music, etc. to attract customers.
- G. All **selling must stop promptly** at 1:00 pm on Tuesdays and Thursdays, and at 3:00 pm on Saturdays, in order to allow proper clean-up procedures.
- H. All **pushcarts** and food-type vending wagons will be assigned to a regular 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 Supervisor and the daily fee is paid.
- I. **Operators of tow motors**, any other type of power operated trucks and/or any motorized equipment must be in compliance with all local, state and federal laws, statutes, rules, regulations, ordinance, certifications and standards. **Operators who have been drinking alcoholic beverages and/or are under the influence of illegal drugs will be barred** from operating any equipment on Public Market property. Tow motors not allowed in all selling areas between 6:00 am – 2:00 pm on Thursday and Saturdays.
- J. All leaseholders and their staff must maintain **civil conduct** with the public and Market Personnel.
- K. All **signage** is subject to approval by Market personnel. Traffic control signage, parking signage, and other traffic control apparatus are to be installed or removed **only** by Market Personnel.
- L. **Display tables and fixtures** are subject to inspection by Market Personnel 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.

- M. Vendors must be in compliance with all **local, state and federal** laws, statutes, rules, regulations, ordinances, certifications and standards that apply to their product. Including **NO SMOKING** by leaseholders and their personnel under the sheds or in the buildings where products are being sold.
- N. **Sub-leasing** and/or sharing of stall(s) is not permitted.
- O. **Leaseholders must occupy stall(s) by 6:00 a.m.** *If for any reason, the leaseholder cannot arrive by 6:00 am, the Market **must be** notified prior to 5:45 am that morning in order for the space to be held.* If such notice is **not** provided, stall(s) **will be** assigned on a daily basis. The Market will offer alternative stall(s), if available, to leaseholder at time of arrival. However, the Market does not guarantee that such accommodations will be made.
- P. All Leaseholders must **occupy the location leased** to them on Saturdays from the months of **May 1 - October 31**. During this time, any Leaseholder wishing to change location on Saturdays must pay the daily rate.
- There will be no charge to Shed A, Shed C, Market Office and Pennsylvania Island Leaseholders who change their Saturday location during the months of **November 1 – April 30**, unless switching into Shed B (enclosed) then have to pay the daily rate.
- At **ALL TIMES** during the year, Leaseholders wishing to change locations **MUST** use the call-in procedure for Daily Rental and will be placed accordingly. Leaseholders who want to change their location on Tuesdays or Thursdays will not be charged but again **MUST** use the call-in procedure for Daily Rental.
- Q. The Market Office will **assign daily stall locations at 6:00 am** according to the five (5) priority categories listed on the following page. All Leaseholders who are interested in **additional/daily stalls** on Saturday **MUST** abide by the call-in procedure for Daily Rental. All vendors on the **call-in** list will be assigned stalls before **walk-in** vendors on Saturday regardless of sales category.
- R. Stall Assignment Priority Categories:
1. Vendors who grow **Agricultural Products** in New York State. For purposes of the Public Market, agricultural products include: vegetables, fruit, meats, fish, dairy and related products, including honey and syrup, livestock, live plants, herbs, spices and live flowers.
 2. Vendors of **Other Foods** such as Agricultural Products (as defined above) **not grown** in New York State, baked goods, jams, jellies, grocery items, and etc.