



2020 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.

The project is scheduled to be completed in early October 2020.

The current plan is to host 4 Sunday Market days this fall and a holiday event. These are designed to build interest for a spring kick off of a complete Market season of Thursday and Sunday Markets in 2021.

We have 3 kiosks with power (Sold out for the 2020 season), tent spaces, and room for food trucks and/or food carts available for the Fall of 2020 "preview Markets" and the complete Market season and events starting in 2021.

Please read the attached packet carefully.

Further questions or concerns please contact the City of Rochester Public Market, 280 North Union Street, Rochester, NY 14609 or call (585) 428-6907, Tuesday thru Friday from 7 am till 12 pm.

The Office Staff at the City of Rochester Public Market.





City of Rochester

Department of Recreation and Youth Services
280 North Union Street
Rochester, New York 14609
www.cityofrochester.gov/publicmarket

The International
Plaza

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, a Tax ID, Fire Safety Training certificate, proof of Insurance in the amount of \$ 1,000,000.00 (Naming the City of Rochester as additional insured), 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: _____



To obtain a location for Vending:

Vendors must call the City of Rochester Public Market Office starting at 6:00 PM on Thursday for a location on Sunday. You will press **prompt #2** to connect to the **Daily Vendor Call-In Request Line**.

Leave a short message which includes:

- 1.) Your first name, last name and phone number
- 2.) What you are selling and category
- 3.) That you are vending at The **International Plaza**

All requests will be assigned by the following categories:

- 1.) CITY BASED FOODS
- 2.) NY STATE FARMERS
- 3.) OTHER FOODS
- 4.) CITY BASED ARTS & CRAFTS
- 5.) OTHER ARTS & CRAFTS
- 6.) CITY BASED PREPARED FOODS
- 7.) PREPARED FOODS
- 8.) CITY BASED GENERAL MERCHANDISE
- 9.) GENERAL MERCHANDISE

You should arrive at The International Plaza no later than 12:30 pm on the day you plan on vending.

Please note: your vehicle 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 **Monroe County Health Certificate, a Tax ID, Fire Safety Training certificate, proof of Insurance \$ 1,000,000.00 (naming the City of Rochester as additional insured), 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



The International Plaza Schedules of Rates

Effective: Sundays, October 11 - November 1, 2020

Payments for vending locations must be made on Friday or Saturday (prior to 12 pm) at:

Rochester Public Market Office
280 North Union Street, Rochester, NY 14609
(585) 428-6907
Tuesday – Saturday, 7 am - 12 pm

Rates		
License holder - 2021		
	Outright	Monthly
Single Tent Spaces	\$750.00	\$105.00
10'X10' tents		
Kiosk with Power (8'X8')	\$1,300.00	\$180.00
Food Trucks & Carts	\$1,000.00	\$135.00
Daily - 2020		
Single Tent Space Thursday	NA	
10'X10' tents		
Single Tent Space Sunday	\$25.00	All 4 Sundays, 2020 - \$75.00
10'X10' tent		
Food Trucks & Carts	\$35.00	All 4 Sundays, 2020 - \$105.00
Single Kiosk with Power	\$40.00	All 4 Sundays, 2020 - \$120.00

Fees:

- There will be a **\$20.00 fee for all Dishonored Checks**, no exceptions. If two checks are returned within a season, vendors will have to pay with a certified check or cash for the remainder of the current Market year.
- Daily vendors whose payment(s) are in **arrears** will not be allowed to vend until payment is up to date.



**APPENDIX A: CITY OF ROCHESTER, The 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.

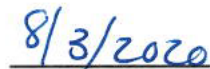
FAILURE TO OBEY THE ABOVE LISTED RULES AND REGULATIONS MAY RESULT IN FINES AND/OR TERMINATION OF LICENSE AND/OR DENIAL OF DAILY VENDING PRIVILEGES.

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



Daniele J. Lyman - Torres
Commissioner
Recreation and Youth Services



Date