

INTERNATIONAL PLAZA SPECIAL GUEST INFORMATION & APPLICATION *NON-PROFIT ORGANIZATIONS*

The International Plaza makes available a limited number of spaces for non-profit organizations to table for free during Market hours, Thursdays 5 p.m. – 8 p.m. and Sundays 1 p.m. – 5 p.m., from mid-April through mid- November.

The International Plaza is located at 828 North Clinton Avenue, Rochester, NY 14605.

Please review this document to ensure a successful non-profit guest appearance.

ELIGIBILITY:

- Special Guests must submit an application and physical copy of your non-profit designation or a valid Tax exempt certificate via email at jdellevalle@iberodevelopment.org or mail to City of Rochester Public Market, 280 North Union Street, Rochester, NY, 14609.
- Special Guests must be non-profit, community-based organizations and be able to document their mission. Preference will be given to groups that serve Northeast Rochester.
- Outreach at the Plaza must be educational - Organizations are **not** allowed to sell any items (products, event or raffle tickets, etc.), directly raise or solicit funds or donations, or promote or sell any paid services, memberships, etc. Special guests **cannot give away food or drink items.**
- **All paperwork is due 2 weeks prior to requested date(s).**
- Amplified music or speech are not permitted.
- **The Plaza requires all Special Guests and/or participants to wear a mask or facial covering while at the Market.**

AVAILABILITY:

- The Plaza has limited availability for Special Guests. They are approved on a first come, first serve basis. For inquiries contact **Site Manager Jessica Del Valle at (585) 471-5676 or jdellevalle@iberodevelopment.org.**
- An organization may reserve up to 4 dates per market season. For inquiries contact **Site Manager Jessica Del Valle at (585) 471-5676 or jdellevalle@iberodevelopment.org.**
- **Guest areas are outdoors, uncovered areas, so plan accordingly. (ie: dress appropriately, etc.)**

ARRIVAL & DAY OF:

- **Special Guests must arrive by 4:30 p.m. on Thursdays and 12:30 p.m. on Sundays.**
- **Please check in at the stage area with Market personnel upon arrival.**
- Special Guests are required to bring any tables, chairs, tents and other materials that you need. We recommend: 1 folding table 6ft. – 8ft., up to 4 folding chairs, 1 tent 10ft. x 10ft. Tents must be adequately weighted to prevent hazard in windy conditions.
- **Parking will be provided at an off-site lot. Plaza parking is reserved for customers.**
- The Plaza cannot guarantee electricity and/or other special accommodations. Further questions/inquiries please contact **Site Manager Jessica Del Valle at (585) 471-5676 or jdellevalle@iberodevelopment.org.**



International P L A Z A



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

INTERNATIONAL PLAZA SPECIAL GUEST INFORMATION & APPLICATION *NON-PROFIT ORGANIZATIONS*

Organization Name: _____

Organization Street Address: _____

City: _____ State: _____ Zip code: _____

Organization Phone #: _____

Organization Web Site: _____

Primary Contact: _____

Contact Phone #: _____ E-mail Address: _____

What are you marketing/promoting? : _____

Person representing your Organization at the Plaza: _____

Date(s) requested (Max. 4): _____

Time(s) requested: _____

Additional information: _____

Organization representative's signature below verifies that your Organization has carefully read, understands, and agrees to all provisions in this packet.

Signature: _____ Date: _____

Print Representative Name: _____

Please submit a physical copy of your non-profit designation or Tax exempt certificate with this form.