



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

HALLOWEEN "AT THE MARKET" 2021 NON-PROFIT ORGANIZATION APPLICATION

www.cityofrochester.gov/markethalloween



Sunday: **October 24**

Set-up: 3:30 pm - 4:30 pm
Event: 4:30 pm - 7:00 pm
Cleanup: 7:00 pm - 8:00 pm

There is no fee to participate.

***To participate:**

- Turn in this application to the Market Office or via email at PMarket@cityofrochester.gov
- **Deadline date is October 13**
- We will provide each organization with one 8-foot table, and 2 folding chairs. Please bring any additional tables/chairs needed.
- Along with your organization's hand out information, please bring goodies (candy not necessary) to the event to pass out. If possible, have an activity for the families to do. Feel free to get creative, try to plan accordingly

Your organization will receive a stall assignment one week prior to the event via the email listed below.

This event is for families, offering information and/or treats for trick-or-treaters, along with pumpkins, hayrides, and other Halloween-themed activities.

Food vendors will be open to sell refreshments.

In previous years, we have had **80+ organizations**, and about approximately **4,000 attendees**, which makes this a great networking and outreach event for non-profit agencies. Please plan accordingly.

See back for Rules.

Name: _____ Telephone #: _____

E-mail: ***REQUIRED*** _____

Business Name: _____

Address: _____

City/State/Zip: _____

Participating organizations must be either non-profit, or serve families/children in some capacity



Vendors with prepared foods must also provide a **physical copy of a City of Rochester Vending Permit or a Monroe County Health Certificate, Tax ID, Fire Safety Training Certificate, proof of Insurance \$ 1,000,000.00 (naming the City of Rochester as additional insured), a 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) 428-9344
Monroe County Dept. of Health	(585) 753-5065
NYS Dept. of Agriculture & Markets	(585) 427-2273 Food Safety
NYS Dept. of Taxation	(800) 698-2909 / (518) 485-2889

RULES AND REGULATIONS:

- A. Stall(s) are 10'X30' which includes vehicle parking. **Stall(s) must be left clean and free of litter at the end of event, do not leave unsold or unwanted items, they must go with you. All cardboard boxes must be collapsed and moved to the Cardboard compacter area in the Union Street lot.**
- B. All items are to be confined within the boundary lines to prevent injuries and to facilitate foot traffic. If the vehicle area of the stall is utilized for display and/or sales, the vehicle must be moved to a parking lot of the Market.
- C. Organizations must occupy stall(s) by 4:30 pm. If for any reason, the vendor cannot arrive by 4:30 pm, the Market must be notified prior to 4:15 pm in order for the space to be held. If such notice is not provided, The Market will offer alternative stall(s), if available, to vendor at time of arrival. However, the Market does not guarantee that such accommodations will be made.
- D. Organizations must use the stall(s) assigned to them. Sub-licensing or sharing of stall(s) is not permitted.
- E. Organizations are prohibited from hawking, shouting, using music etc., to attract customers.

FAILURE TO OBEY THE ABOVE RULES AND REGULATIONS MAY RESULT IN TERMINATION OF YOUR PARTICIPATION AT THE MARKET.