

# City of North Tonawanda

OFFICE OF THE CITY CLERK - TREASURER  
VITAL STATISTICS  
CITY HALL  
216 PAYNE AVENUE  
NORTH TONAWANDA, N.Y. 14120

Treasurer's Office: (716) 695-8575  
Clerk's Office: (716) 695-8555  
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MATTHEW L. PARISH  
City Clerk-Treasurer  
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Lori Swartz  
Assistant City Clerk

Denise Proefrock  
Assistant City Treasurer

## North Tonawanda City Market Rules and Regulations

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### Market Guests:

- Smoking/vaping within Market grounds is strictly prohibited
- Parking in non-city issued parking spaces is prohibited. Violators will be ticketed
- Dogs and other pets (with the exception of registered service dogs) are strictly prohibited within market grounds.
- Outside solicitation (political, religious, etc.) is strictly prohibited on Market grounds.
- All trash must be disposed of in the appropriately designated trash receptacles.

### Market Clerk:

- Shall be in charge of the licensing of all stands, spaces and privileges at the market
- Shall be in charge of issuing Licenses and permits to those Persons who are eligible to transact business on market grounds
- Shall have the right to prohibit the sale, and to order the removal of from the Market, any commodities or Products deemed by the Market Clerk to be unwholesome or unfit for human consumption and for any violation of submitted Crop Plan.
- Shall have the power to suspend any License or Permit as a penalty for the uncured violation of (i) any of these Rules and Regulations and/or (ii) the provisions of any License or Permit by any Licensee or Permit Holder, or that Person's agent and/or employees.
- Shall be responsible for the supervision of all matters pertaining to the management and operation of the Market not covered herein
- Shall have the authority to prohibit any Disqualified person from using and/or occupying the Market in any capacity other than as a customer.

### Rules and Regulations for Market Vendors:

- All Vendors are responsible to make sure that all of their employees know, understand and comply with the market Rules and Regulations.
- All vendors and their employees shall maintain their stalls and other areas of the Market in a clean, orderly, well ventilated and sanitary condition.

- All Vendors and their employees shall respect all Market property and personnel. Any vendor who violates this rule will be subject to a suspension of their Permit privileges until the matter can be reviewed by the office of the City Clerk/Treasurer.
- Boisterous or disorderly conduct (e.g., quarreling amongst vendors) will not be tolerated
- There will be a **THREE** stall limit for all market vendors
- The annual rental fee for ONE Market Stall is as follows:
  - o **Full Year:** \$300 (April 1<sup>st</sup>- March 31<sup>st</sup>)
  - o **Half Year:** \$225 (April 1<sup>st</sup> – Sept. 31<sup>st</sup>) or (October 1<sup>st</sup> – March 31<sup>st</sup>)
- **Required Documents:**
  - o Vendor Permit Application
  - o Insurance documentation: Naming City of North Tonawanda as insured
  - o \*If you are a vendor participating in the Farmer’s Market Nutrition Program, Crop Plan must be returned with Application
- Payment (in full) along with all required paperwork/documentation must be received by the North Tonawanda Clerk/Treasurer’s office no later than March 1<sup>st</sup>
- Incomplete paperwork and/or payment will be returned and the requested stall will be made available to the next vendor on the waiting list.

**Food Trucks:**

- Food Trucks are permitted on Market Grounds and will be required to abide by the same rules and regulations as all other Market Vendors.
- There will be a designated area for all food trucks
- If a food truck vendor has obtained a City of North Tonawanda Food Truck Permit, they may request a market stall on a daily basis and preference will be given “first come, first served”

**Sponsors:**

- Market Sponsors must fill out the applicable sponsorship application
- There are three designated sponsorship levels:
  - o Level 1: \$200 Business name/logo will be printed on all market shirts and listed as a sponsor on the city web site.
  - o Level 2: \$500 Banner with business name/logo will be displayed on the Market Pavilion. Business name/logo will be printed on all market shirts and listed as a sponsor on the City Web Site.
  - o Level 3: (Depending upon availability) \$1800- Full Year or \$600- Monthly Sponsors will receive a full stall allocated to set up tent/table/display goods etc. Business name/logo will be printed on all market shirts and listed as a sponsor on the city web site.
- All Sponsorship proceeds will be allocated to designated market improvements.