



2022-2023 VENDOR APPLICATION

Clerk's Office

| | |
|---------------|-------|
| Date Received | _____ |
| Amt. Paid | _____ |
| Check # | _____ |

www.NorthTonawanda.org

CONTACT INFO

Your Name _____ Phone No. _____

Business Name _____ Cell No. _____

Booth Name (name on booth signage) _____

Address _____ City _____

Zip _____ E-mail _____

APPLICANT INFORMATION

Vendor # _____ Tax ID # _____

Number of Booths Requested (max.3) _____ Booth Numbers requested _____

Please check days you will be attending:

| | APRIL | MAY | JUNE | JULY | AUG. | SEPT. | OCT. | NOV. | DEC. | JAN. | FEB. | MARCH |
|----------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| TUESDAY | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| THURSDAY | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| SATURDAY | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please check each Benefit Program you participate in:

Double Up Bucks (metal token) WIC (coupon) SNAP (wood token)

BUSINESS FOCUS

Your application is subject to approval.

List items you sell.

Give a brief description of your business

INSURANCE REQUIREMENTS

Vendors must provide a certificate of insurance with the certificate holder reading: City of North Tonawanda, c/o Market Clerk, 216 Payne Ave., North Tonaawanda, NY 14120. The general liability section of the certificate shall include \$1,000,000 for each occurrence and products and comp/ops. The automobile liability section shall include coverage for scheduled vehicles at \$300,000 combined single limit or \$100,000 Blp / \$300,00 Bla / \$100,000 PD.

RULES & REGULATIONS

1. Permit is only good for what you purchase. 1 year permit runs from April 1 to March 31. Half (Year permits run from April 1 to September 30, or October 1 to March 31. The cost is \$400 for full year, \$275 for half year and a daily rates of \$35. Failure to renew each year will result in the removal from the permit list as well as losing your assigned stall.

2. Required Documents:

- Vendor Permit Application
- Insurance documentation: Naming City of North Tonawanda as insured
- 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 31, 2022. Incomplete paperwork and/or payment will be returned and the requested stall will be made available to the next vendor on the waiting list.

3. The undersigned agrees that he/she will comply with the Rules and Regulations of the City of North Tonawanda Farmers' Market pursuant to Chapter 71 of the North Tonawanda City Code and all other Rules/Regulations set forth by the Market Clerk. Non-compliance with market rules will result in cancellation of market agreement with vendor and removal of undersigned from the market venue with no refund of market fees.

4. The undersigned further certifies that he/she is the responsible person and he/she is authorized to Execute on behalf of the above company and (2) Accept legal process on behalf of the above business.

5. The undersigned also agrees to indemnify and hold harmless the City of North Tonawanda Farmers' Market, City of North Tonawanda, and the City Market Clerk from and against any and all liability, damage, expense, cause of action, suits, claims, penalties and/or judgments arising from injury to person sustained by anyone as a result of consuming any food or drink acquired from me, use of any item purchased from me, or from any negligent action on my part.

6. Vendor is responsible for all monies collected from the sale of Vendor's goods. The City of North Tonawanda Farmers' Market, City of North Tonawanda, and City Market Clerk are in no way responsible for any lost or stolen monies or items.

7. All Vendors are responsible to make sure that all of their employees know, understand and comply with the market Rules and Regulations.

8. Each vendor shall be responsible for meeting any state health and/or licensing requirements

9. Vendors are encouraged to make their displays as attractive as possible.

10. All vendors and their employees shall maintain their stalls and other areas of the Market in a clean, orderly, well ventilated and sanitary condition.

11. Each vendor is responsible for the clean-up of his/her space prior to leaving the market. All rubbish is to be taken away with each vendor. Garbage Cans are for customers only. Violation of this rule will result in suspension from the market with no refund of market fees.

12. 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

13. There will be a THREE stall limit for all market vendors

14. Stalls will be filled at the discretion of the Market Manager

15. The Market shall provide space only. Any tables or display stands are the responsibility of the vendor and may not take up more than the width of the assigned stall.

16. Required Documents:

- Vendor Permit Application
- Insurance documentation: Naming the City of North Tonawanda as an ADDITIONAL INSURED
- 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 31, 2022. 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 pricing, rules and regulations as all other Market Vendors. Food Trucks will be limited and a designated area will be assigned by market manager. Food truck vendor must obtain a City of North Tonawanda Food Truck Permit.

The Market will be open on Tuesday, Thursday and Saturdays from 7:00 am until 1:00 pm. Vendors must be set up and ready to sell by 7am and actively occupy their stall during Market hours. Vendors **MUST** arrive at the Market by 6:30am. Any vendor arriving after 6:30am will be assigned a stall location at the discretion of the market manager. **No leaving the market grounds before 1pm.** This is a safety rule and a violation of rules.

Vendor's Printed Name

Vendor's Signature

By signing this application, I agree to the rules and regulations set forth in this application, along with the rules and regulations of the City of North Tonawanda Farmer's Market pursuant to Chapter 71 of the North Tonawanda City Code

Subscribed and sworn to before me

This _____ day of _____, 20____.

Date

Notary Public