



## Vendor Application

Thank you for your interest in the Broadway Market, the City of Buffalo's Public Market.

The Broadway Market is owned and operated by the City of Buffalo. The Broadway Market is home to a diverse array of vendors who sell meats, poultry, fish, fruits and vegetables, baked goods, candies, local wines and seasonal crafts. The Market also houses non-food related services including banking, tax preparation, an optician and clothing. The Broadway Market looks forward to working with you to make your experience a rewarding and prosperous one.

The first step to becoming a Market vendor is to review the rules and regulations of the Market to determine whether you can make the commitment to becoming a vendor. Next, complete this application and return it to the Market via mail or e-mail along with your business plan. If your product fits within the product offerings of the Market you will be contacted for an interview. At this interview you will:

- Review application, business plan and product as well as space availability with Broadway Market Management.
- Business Plan should include:
  - a. A description of your business, including a statement of the business purpose
  - b. A marketing plan – describe how you will market and manage your business, including identification of your target market, analysis of your competitors, advertising and public relations.
  - c. Financial Data, including financial projections
- Review building plans if any major changes to the design of the current location are being considered. If construction or modification of the space is required the Tenant must abide by the guidelines set forth in the most current Broadway Market Guidelines, Policies and Procedures. This includes hiring a licensed and insured contractor with a permit to work in the City of Buffalo. If major design changes are being requested by the new Tenant, a design and layout is required.
- Applications are subject to management review and approval.

If selected as a vendor you will then have to provide the following prior to opening:

- Provide proof of general liability insurance in the sum of at least \$1,000,000 per occurrence and \$1,000,000 per loss or damage by reason of Tenant's activities in connection with Tenant's business activities at the Broadway Market. Tenant shall secure workmen's compensation, disability and such other similar insurance (all on the New York form) covering all persons employed by Tenant. The certificates of insurance shall each have the City of Buffalo designated as certificate holder, with a mailing

address c/o City of Buffalo management office at Broadway Market, 999 Broadway, Buffalo, New York 14212. The description of operations box on the general liability certificate of insurance shall state "The City of Buffalo is named as an additional insured on the named insured's general liability policy in connection with liability and damages arising out of the named insured's business operations at the Broadway Market, 999 Broadway, Buffalo, New York.

- Business Certificate
- Provide copies of all permits required based on Tenant category.
- Sign Indemnification and Insurance Agreement.
- You and the Market Manager will execute a lease with signatures, and first month's rent.



**Broadway Market**  
999 Broadway  
Buffalo, New York 14212  
716 893-0705  
716 851-5590 (fax)

## Vendor Application

Section 1: BUSINESS INFORMATION

Applicant Name: \_\_\_\_\_

Legal Business Name (if applicable) \_\_\_\_\_

D/B/A/Trade Name (if applicable) \_\_\_\_\_

Type of Business \_\_\_\_\_

EIN#/Federal Tax ID # \_\_\_\_\_

Section 2: CONTACT INFORMATION

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (business) \_\_\_\_\_ (cell)

Section 3: BUSINESS INFORMATION

What is your experience in this business?

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What is different about your business and product line from other Market businesses?

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How much square feet do you need for your business? \_\_\_\_\_ For storage? \_\_\_\_\_

Do you need water? \_\_\_\_\_ Electricity? \_\_\_\_\_ Coolers? \_\_\_\_\_

What type of equipment will you need to bring to the business? \_\_\_\_\_

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Anticipated number of employees: Full time \_\_\_\_\_ Part time \_\_\_\_\_ Seasonal \_\_\_\_\_

Anticipated date of opening? \_\_\_\_\_

Do you own a business now? If yes:

What is your current business? \_\_\_\_\_

How long have you been in the business named above? \_\_\_\_\_

If your business is approved, how much can you plan to invest in this new business at the Broadway Market? \_\_\_\_\_

**FOOD VENDORS** must complete the information below on your proposed menu and attach a copy of your menu or item list with prices to show what you plan to serve or carry:

**STALL CATEGORY:**

Meat \_\_\_\_\_ Poultry \_\_\_\_\_ Fish \_\_\_\_\_ Veg/Fruit \_\_\_\_\_ Cheese \_\_\_\_\_ Bakery \_\_\_\_\_

Take-Out \_\_\_\_\_ Sit-Down Restaruant \_\_\_\_\_ Prepared Foods \_\_\_\_\_ Specialty \_\_\_\_\_

Staple Foods \_\_\_\_\_ Salad Bar \_\_\_\_\_ Ice Cream \_\_\_\_\_

International \_\_\_\_\_ Type \_\_\_\_\_

**OTHER SERVICE/RETAIL/NON-FOOD Please describe business:**

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**PRODUCTS FOR SALE: List type of merchandise with suggested prices – attach list if necessary. If offering more than one type of product, please give some estimate by percentage of each product of your total products. (example: Cakes 25%, cookies 33%). Photographs or product samples may be requested. (Attach additional sheets if necessary)**

_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%

**Quality and Unique Features: List the unique features of your product that fit into the theme of the Market as an Ethnic and International Market**

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**Other information for consideration during the review of the application:**

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**AGREEMENT**

1. I agree to abide by all rules, procedures and policies of the Broadway Market.

2. I understand that the Market Management reserves the right to refuse space based on product criteria, condition and compliance with overall theme of the Market.
3. I understand and agree that should the Market Management deem my products to be unsatisfactory or not in compliance with product listings, that I will remove them immediately.
4. The stand must be staffed all hours that the Market is open for regular business and according to the days agreed upon.
5. I certify that all of the information provided is accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Signature of Market Manager: \_\_\_\_\_

Date Approved: \_\_\_\_\_

If not approved reason: \_\_\_\_\_

**THE BROADWAY MARKET – 999 BROADWAY, BUFFALO, NY 14212 PHONE 716-893-0705**