



EASTER 2011

Dear Prospective Vendor:

You are asked to carefully read the application and rules as they may have changed from your past Easter rental. We hope that this experience will be as satisfying as in the past – as we move through the season we will work hard to make it a positive one.

The allocation of space is being handled in the following priority order:
Present Full Time and Part Time Tenants, New Permanent Tenants, New Permanent Part-Time Tenants, Permanent Seasonal Tenants and then Temporary Tenants.

Additionally, all requests for space will be made to maximize rental income – therefore, requests for space for 4 weeks will receive a higher priority than a request for space for 2 or 3 weeks.

All rentals must be for a minimum of two weeks and tenants must occupy the space for the days and times the market is open.

Space fees for a 10' x 10' space are: 2 weeks - \$800, 3 weeks - \$900, 4 weeks - \$950. See attached chart for specifics.

IMPORTANT DATES:

FEBRUARY 11, 2011 – Your application and application fee of \$50 (non-refundable, except if application is not accepted) is due.

*If you **were not** a vendor during the most recent Thanksgiving & Christmas Season, you **must** provide pictures of your products, a previous picture of your display or call the office to arrange for a review of your proposed products.*

MARCH 14, 2011 – 50% of your rent is due upon notification of acceptance.

APRIL 1, 2011 – All remaining funds are due. ALL rent is non-refundable.

ALL PAYMENTS ARE TO BE MADE BY CHECK OR MONEY ORDER PAYABLE TO “CITY OF BUFFALO”

The Broadway Market will send ALL VENDOR CORRESPONDENCE VIA EMAIL WHEN POSSIBLE- please insure you have spelled your email address correctly.

If you would like to use the US Post Office please include two self-addressed and stamped business size envelopes (#10 4x9).

SPACE ASSIGNMENTS

Since the present management was not in place last year and accurate layouts are not available, we cannot assure that your space assignment will be the same as in past years. Certainly, we will make every attempt to place you at or near your former spot (if you let us know) but many of the floor spaces, dimensions and locations have changed. Broadway Market management reserves the right to assign space that best serves the needs of the entire market and the market customers. All decisions are final.

IMPORTANT INFORMATION

1. All tenants' stands must be open and staffed at all times that the market is open (there is no opening late or closing early). All employees of Seasonal Vendors and any temporary employees of permanent vendors **MUST** wear a Broadway Market identification badge at all times. (Up to three badges will be supplied with your application fee – additional badges are available from the Security Office for a minimal fee.
2. The rental includes two Sundays – April 10 and April 17.
3. Tenants should keep all aisles free during business hours and maintain their space in an orderly fashion within the assigned boundaries.
4. Display requirements to enhance the customer experience:
 - a. Unless a variation is approved in advance, all tables & displays must use either a white, black, green or red table cloth/skirting.
 - b. All vendors should plan to bring their own tables, chairs and any other equipment. For an additional fee and advance notice, the Broadway Market Management can rent through a third party tables, chairs and skirts if you need them. You must advise us of your needs with your application.
 - c. Tenting, Tarps, Awnings, ARE NOT approved.
 - d. Nothing may be hung, displayed or positioned that will block customer views. A clear field of vision must be maintained from the 5' to 8' height.
5. All signage must be professional in look and appearance. Handwritten signs must be reviewed and approved prior to use.
6. Your space cannot be sublet.
7. You cannot bring materials or products that were not included (and approved) on your application. There will be daily checks of your application and goods for sale and you must have sufficient product available throughout your stay. Violations could result in your removal from the market. **Certain products offered for sale by year-round vendors may be protected and not allowed for sale by temporary vendors.** See Page 3
8. Radios, TV's, electronic speakers, megaphones or horns are not permitted.
9. All persons under 18 years of age must be supervised by an adult at all times.
10. The Broadway Market and its management are not responsible for the loss of product or injuries. Vendors are responsible for their own security within their stands.
11. Loading docks are extremely busy – please use them and promptly move your vehicle. Vendor space is available throughout the garage.
12. NOTHING can be hung or affixed to Market walls without permission.
13. No solicitations or raffles without advance approval.
14. A \$200 fine will be imposed for any violation of Market's rules

2011 EASTER CALENDAR
VENDOR PARKING WILL BE IN DESIGNATED AREAS/SPOTS
AND YOU WILL BE PROVIDED A PARKING PASS

All vendors must be set-up by Wednesday April 6, 2011 at 5:00pm. Please contact the Broadway Market Office to schedule set-up times.

THE MARKET WILL BE OPEN DYNGUS DAY MONDAY APRIL 25, 2011 FROM 9:00AM TO 4:00PM

ALL VENDORS MUST CLEAN-UP THEIR SPACE AND VACATE THE BUILDING BY SATURDAY APRIL 23, 2010 AT 7:00PM UNLESS YOU INTEND TO PARTICIPATE IN DYNGUS DAY AT THE MARKET OR OTHER ARRANGEMENTS ARE MADE IN ADVANCE

PROHIBITED PRODUCTS TO PROTECT PERMANENT TENANTS

CHRUSCIKI	CANNOLI	BUTTER LAMBS	
HORSERADISH	HORSERADISH MUSTARD	COCKTAIL SAUCE	CHARLIE CHAPLIN
CHOCOLATE DIPPED STRAWBERRIES		OLD FASHIONED CUPCAKES	

PERMANENT VENDORS MUST OBTAIN APPROVAL TO SELL BEYOND THEIR NORMAL DAY-DAY PRODUCTS



EASTER 2011 - APPLICATION FOR VENDOR SPACE

MAILING ADDRESS: 999 BROADWAY, BUFFALO, NY 14212

EMAIL: BUFFALOBROADWAYMARKET@GMAIL.COM

PHONE: 716-893-0705 FAX: 716-893-2216

BUSINESS NAME			
VENDOR NAME(S)			
STREET ADDRESS			
CITY, STATE ZIPCODE			
BUSINESS PHONE		CELL PHONE	
FAX NUMBER			
EMAIL1		EMAIL 2	

VENDOR INFORMATION: CHRISTMAS 2010 (yes) (no) EASTER 2010 (yes) (no) How Many Years Here_____

SPACE	FOUR WEEKS	THREE WEEKS	TWO WEEKS	TOTAL
10x8	\$ 760	\$ 720	\$ 640	
10x10	950	900	800	
10x12	1140	1080	960	
10x13	1235	1170	1040	
10x14	1330	1260	1120	
10x15	1425	1350	1200	
12x12	1368	1296	1152	
12x14	1596	1512	1344	
12x15	1710	1620	1440	
12x20	2280	2160	1920	
20x20	3800	3600	3200	
24x24	5472	5184	4608	
			TOTAL DUE:	\$

Other smaller and non-uniform spaces are available – Please contact the office.

ALL PAYMENTS ARE NON-REFUNDABLE

APPLICATION FEE: \$50: _____ TABLES (3@8') CHAIRS (2) SKIRTING: _____

DEPOSIT: 50% : _____

DO YOU NEED ELECTRICITY (additional charge): YES () NO () **CORDS WILL NOT BE SUPPLIED**

DO YOU HAVE ANY OTHER NEEDS: (Please specify) _____

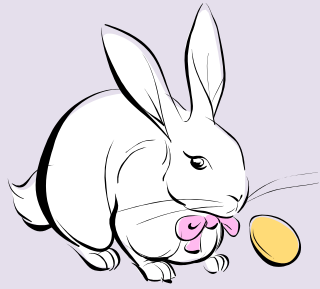
RETURN THIS PAGE VIA US POST OFFICE TO THE MARKET OFFICE

Page 2 – BUSINESS NAME: _____

PLEASE RETURN THE ATTACHED CHECKLIST – CHECK YES/NO

YES	NO		OFFICE USE
		Completed application	
		Fees & deposits included	
		List of products being sold	
		Pictures of products and display (if required)	
		Current general liability insurance certificate ADDITIONAL INSURED MUST READ: City of Buffalo	
		Copy - Health Inspection Certificate – if you are in the food business	
		Copy – Sales Tax Id Certificate	
		Copy – Business Certificate (filed with County or State)	
		Request Tables/Chairs/Skirting	
		Electricity – Normal	
		Electricity – Cooking, refrigeration (May require additional charge)	
		I will require _____ additional vendor badges (\$2.00 each) – Please supply a list of names for ALL badge needs	
		I request space # _____	
INITIAL BESIDES EACH ITEM BELOW			
		1. I and all of my employees will wear vendor badges when in the market	
		2. I have read the application & rules and agree to abide by all management decisions.	
		3. I understand and agree that I have sole responsibility for storage, loss, theft and damage to my stand and its contents.	
		4. I understand that the location of the stand is solely at the discretion of management and may be moved. I understand my tenancy can be canceled for violation of any rules or management request.	
		5. I understand that Market management reserves the right during the entire tenancy to inspect products and to compel their removal for any reason.	
		6. I understand that failure to follow the rules could result in substantial fines, payable before removing product from the Market.	

RETURN THIS PAGE VIA US POST OFFICE TO THE MARKET OFFICE



April 2011

Broadway Market Easter Hours

Sun	Mon	Tues	Weds	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8 Ribbon Cutting 8am-6pm	9 8am-5pm
10 9am-4pm	11 8am-5pm	12 8am-5pm	13 8am-5pm	14 8am-5pm	15 8am-6pm	16 8am-5pm
17 Palm Sunday 9am-4pm	18 8am-6pm	19 8am-6pm	20 8am-6pm	21 6am-7pm	22 6am-7pm	23 6am-5pm
24 Easter Sunday Closed	25 Dyngus Day 11am-5pm	26 8am-5pm	27 8am-5pm	28 8am-5pm	29 8am-6pm	30 8am-5pm