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## 1 Broadway Market Seasonal Vendor Application 2022-2023

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Thank you for your interest in the Broadway Market!

The Broadway Market is the City of Buffalo's Public Market, owned and operated by the City of Buffalo. The Broadway Market begins its 2022 season with its Half-Way to Dyngus Day Celebration on Saturday, October 8, 2022, and continues through Easter Monday, April 10, 2023.

Fall Season includes the Fall Wine Festival, Friday and Saturday, November 18 & 19, 2022

Winter Season includes Holiday Fare @ the Broadway Market beginning Saturday, December 3, and continuing December 10, 17, Sunday, December 18, and December 19 through December 23, 2022.

Spring Season is the Market's Easter Season with a Sneak Peak weekend on March 18 & March 19, 2023, followed by the Easter Festival March 25, 2023, through Easter Monday, April 10, 2023.

Complete the application and e-mail back to Kathleen Peterson at the Broadway Market, [ktpeterson@city-buffalo.com](mailto:ktpeterson@city-buffalo.com), once approved, you will be contacted to provide the following documentation:

1. A signed Indemnification and Insurance form
2. Permits (if required by City, County or State)
3. NYS Sales Tax Certification
4. Insurance - 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 vendor's activities in connection with vendor's business activities at the Broadway Market. Please refer to Section Three.
5. 25% deposit. Check or money order made out to the City of Buffalo.

Sincerely,

Broadway Market Management

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Section 1: BUSINESS INFORMATION

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

D/B/A Trade Name \_\_\_\_\_

Business Description \_\_\_\_\_

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

Section 2: CONTACT INFORMATION

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

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

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

Phone: business \_\_\_\_\_ cell \_\_\_\_\_ Can we give this number out **Y** **N**

Section 3: PRODUCT INFORMATION

List items you sell

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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#### Section 4: DOCUMENTS - Required Once Application is Approved

1. Please provide a copy of your NYS Tax I.D. and all other required permits if applicable (i.e.: NYS Agriculture & Markets permit.)
2. Vendors with prepared foods must provide a physical copy of an Erie County Department of Health Certificate and a copy of proposed menu.
3. Provide proof of general liability insurance in the sum of at least \$1,000,000 naming the City of Buffalo, Broadway Market, 999 Broadway, Buffalo, NY 14212 as additionally insured.
4. Provide make of vehicle and license plate number \_\_\_\_\_.

#### Section 5: PAYMENT

**FALL/WINTER FESTIVAL** \$150.00 per 10 x 10 space Wine Festival & Holiday Fare @ the Market  
**FALL/WINTER/SPRING** \$ 950.00 PER 10 X 10 space Wine Festival, Holiday Fare @ the Market, and the Easter Festival \*\*\*\* 25% deposit (\$237.00) due when application is approved. Check or money order made out to the City of Buffalo.  
**EASTER FESTIVAL ONLY** \$1,200 per 10 x 10 space \*\*\*\* 25% deposit (\$300.00) due when application is approved. Check or money order made out to the City of Buffalo.

Receive a 10% discount if application is received and approved by November 1, 2022.  
Contact the office for additional information.

All payments will be handled directly through the City of Buffalo's Audit and Control Department. Vendor will receive an invoice through the City of Buffalo's Department of Audit and Control. Checks are made out to the City of Buffalo and mailed to the address on invoice: Room 117 City Hall, 65 Niagara Square, Buffalo New York 14202. Please include invoice number on check.

Vendors who have an outstanding balance with the City of Buffalo will not be allowed to vend until payment is up to date.

#### Section 6: RULES AND REGULATIONS

- No vendor can sell what is being produced in the market by a year-round vendor (i.e., pierogi, jams, horseradish, chocolate covered strawberries, nuts, and kettle corn) WITHOUT PRIOR APPROVAL
- Vendor attendance is mandatory. Vendor stands must be staffed Saturdays from 8:00am – 5:00 with additional hours during the holiday seasons. Please make sure you plan in case of an emergency. Any more than two absences will result in dismissal from the market. No refund will be available.
- All Vendors and their employees must keep their stands attractive and clean. Garbage and recyclables must

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- be disposed of promptly and should not be visible to customers.
- All vendor merchandise must be contained within the footprint of the rented space. Utilization of adjoining or unused areas is prohibited.
  - Display requirements to enhance the customer experience:
    - b. All vendors should plan to bring their own tables, chairs, and any other equipment.
    - c. T e n t i n g , Tarps, Awnings, ARE NOT allowed unless authorized by Market Management.
    - d. N o t h i n g may be hung; displayed or positioned that will block customer views. A clear field of vision must be maintained. All signage and/or banners must be approved by the Broadway Market Management office. Typical banner size is 2' x 6'. No handwritten signs are allowed.
  - All vendors and their employees shall respect Market property and personnel.
  - Your space cannot be sublet.
  - You cannot bring materials or products that were not included (and approved) on your application.
    - You must have sufficient product available. Violations could result in your removal from the market.
  - Vendors are prohibited from hawking, shouting, using megaphones or horns to attract customers.
  - PERSONAL CELL PHONE USE: Please have a cell phone policy in place for employees. Cell phones should be used for customer purchases only
  - All persons under 18 years of age must be supervised by an adult.
  - 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.
  - Loading docks are extremely busy – please use them and promptly move your vehicle. Parking spaces are available throughout the garage.
  - NOTHING can be hung or affixed to Market walls without permission.
  - No solicitations or raffles.
  - DYNGUS DAY –all vendors open from 9:00 am – 5:00 pm, except for those located in 2<sup>nd</sup> floor atrium.

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2022-2023**

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**If you need further information and/or guidance on the above, please call:  
The Broadway Market Management Office: (716) 893-0705**

**VENDOR SIGNATURE ON THIS DOCUMENT VERIFIES THAT THE VENDOR HAS  
CAREFULLY READ, UNDERSTANDS AND AGREES TO ALL PROVISIONS OF THIS  
APPLICATION.**

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

**Date Application Received** \_\_\_\_\_

**Signature of Market Manager** \_\_\_\_\_

**Date Approved** \_\_\_\_\_

**If not approved reason** \_\_\_\_\_

**(Office use – only)**

**Rent Amount:** \_\_\_\_\_ **Electric Charges** \_\_\_\_\_

**\* Vendor Space number** \_\_\_\_\_ **Square footage** \_\_\_\_\_

**\* Your location may change if a new or existing permanent  
vendor requires the space.**

**Accounts must be paid in full by March 1, 2023**