



# BLACK HISTORY MONTH @ THE BROADWAY MARKET VENDOR APPLICATION

Dear Prospective Vendor:

Thank you for your interest in becoming a vendor during the Broadway Market & City of Buffalo's Black History Month Collaboration. The vending dates in February are **Saturday, February 3, 10, 17 & 24, 2024.**

Please complete this application and return it to the market along with the following documentation if applicable.

1. Permits & Certificate of Insurance (if required by City, County or State)  
(Food Vendors Only)
2. NYS Sales Tax Certification
3. You must provide pictures of your products, a picture of your display or schedule a meeting with the Broadway Market Management Office to arrange for a review of your proposed products.
4. The Broadway Market's phone number is 716-893-0705 if you have any questions about this event and/or would like to make an appointment contact Kathleen Peterson at [ktpeterson@buffalony.gov](mailto:ktpeterson@buffalony.gov)

Sincerely,  
Broadway Market Management Office





# BLACK HISTORY MONTH VENDOR APPLICATION

## SECTION 1: BUSINESS INFORMATION

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

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

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

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

**TYPE OF PRODUCT** \_\_\_\_\_

## 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: DOCUMENTS

1. Please provide a copy of your NYS Tax I.D. and all other required permits if applicable (ie: 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.

## SECTION 4: PRODUCT INFORMATION / LIST ITEMS YOU SELL

_____	_____
_____	_____
_____	_____
_____	_____



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## SECTION 5: PAYMENTS

There is no charge for participating in the Black History Month Celebration.

## SECTION 6: RULES AND REGULATIONS

1. Daily vendor stands must be staffed from 8:00 am – 5:00 pm. Please contact the Management Office at 716-893-0705 if you are unable to open.
2. All tables and products must be removed at the end of the day.
3. Vendors must keep their stands attractive and clean. Garbage and recyclables must be disposed of promptly and should not be visible to customers.
4. All vendor merchandise must be contained within the footprint of the space. Utilization of adjoining or unused areas is prohibited.
5. Vendors are prohibited from hawking, shouting, using megaphones, or horns to attract customers.
6. PERSONAL CELL PHONE USE: Cell phones limited to customer purchases only.
7. All persons under 18 years of age must be supervised by an adult at all times.
8. Vendors are responsible for their own security within their stands.
9. Loading docks are extremely busy – please use them and promptly move your vehicle. Free parking spaces are available throughout the garage.
10. NOTHING can be hung or affixed to Market walls without written permission.
11. No solicitations or raffles.

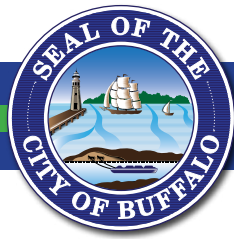
If you need further information and/or guidance on the above please call The Broadway Market Management Office: 716-893-0705

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

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

Signature of Market Manager \_\_\_\_\_ Date Application Received \_\_\_\_\_

Date Approved \_\_\_\_\_ If not approved reason \_\_\_\_\_



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## FOR THE PURPOSE OF THE CITY OF BUFFALO PUBLIC MARKET:

1. NYS Farmers – Vendors who grow agricultural products in New York State. Agricultural products include: vegetables, fruit, fish, dairy and related products, including honey and syrup, livestock, live plants, herbs, spices and flowers.
2. Other Foods – Vendors of Other Foods such as Agricultural Products (as defined above) not grown in New York State and other edible items including: baked goods, jams, jellies, etc
3. Arts and Crafts- Vendor of handmade arts and crafts. All products being sold must be handmade by vendor.
4. Prepared Foods: Prepared foods are limited to specialty items, intended to be consumed on-site. \*Note: Additional vendors of hot dogs, hamburgers, Polish sausage or other types, pierogi or traditional breakfast items will not be considered for placement.
5. General Merchandise – Vendors of New General Merchandise which may include tee-shirts, pottery, jewelry, toys and other non-edible products.