

1 Broadway Market Seasonal Vendor Application 2025 -2026

Thank you for your interest in the Broadway Market!

The Broadway Market is managed by Broadway Market Management, Inc. The Market begins its 2025 - 2026 season with its Half-Way to Dyngus Day Celebration on Saturday, October 4, 2025, and continues through Easter Monday, April 6, 2026.

Fall Season includes the Fall Wine Festival, Friday and Saturday, November 21 & November 22, 2025

Winter Season includes Holidays at the Broadway Market beginning Saturday, December 6, and continuing Saturdays, December 13 and December 20, Sunday, December 21, Monday, December 22, Tuesday, December 23, Christmas Eve, December 24 (until 3:00 pm), 2025.

Spring Season is the Market’s Easter Season with a Sneak Peak weekend on Saturday, March 14 & Sunday, March 15, 2026, followed by the Easter Festival Saturday, March 21, 2025, through Easter Monday, April 6, 2026.

The Broadway Market is closed on EASTER SUNDAY, April 5, 2026

Complete the application and e-mail or mail (please do not fold application) back to Kathleen Peterson at the Broadway Market, ktpeterson@city-buffalo.com, with the following documentation:

- 1. Pictures of your product and display
- 2. Three references, one reference from previous event and two professional references.

Reference 1	
Name:	
Phone:	
Relationship:	
Reference 2	
Name:	
Phone:	
Relationship:	
Reference 3	
Name:	
Phone:	
Relationship:	

2 Broadway Market Seasonal Vendor Application 2025 -2026

3. Permits (if required by City, County or State)
4. NYS Sales Tax Certification
5. 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.
6. Full Vendor fee by check or money order made out to the City of Buffalo. You will not be able to set up until this is paid in full.

Sincerely,

Broadway Market Management

3 Broadway Market Seasonal Vendor Application 2025 -2026

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

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

Section 4: DOCUMENTS - Required Once Application is Approved

4 Broadway Market Seasonal Vendor Application 2025 -2026

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 food must provide a physical copy of an Erie County Department of Health permit 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, and Broadway Market Management Inc, 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 Fair at the Market
FALL/WINTER/SPRING \$ 950.00 PER 10 X 10 space Wine Festival, Holidays at the Market, and the Easter Festival. Vendor fee due when application is approved. Check or money order made out to the City of Buffalo. **All set-ups must be removed after each festival, except for the EASTER Season. No Broadway Market tables, chairs, or counters will be available.**
EASTER FESTIVAL ONLY \$1,200 per 10 x 10 space Vendor fee due when application is approved. Check or money order made out to the City of Buffalo.

Vendors who have an outstanding balance with the City of Buffalo will not be allowed to open 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 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 customer experience:
 - b. All vendors should plan to bring their own tables, chairs, and any other equipment.
 - c. Tenting, Tarps, Awnings, ARE NOT allowed unless authorized by Market Management.
 - d. Nothing 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.

5 Broadway Market Seasonal Vendor Application 2025 -2026

- 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 business use 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.
- The Broadway Market provides security for the common areas; 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.

Section 7: SIGNATURE PAGE

The Broadway Market a Buffalo Tradition since 1888
999 Broadway, Buffalo, New York 14212
716-893-0705 FAX 716-851-5590

6 Broadway Market Seasonal Vendor Application 2025 - 2026

**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, 2025