

2023 Downtown Bazaar Holiday Market Application

**Downtown Bazaar Holiday Market is open: 4:00-8:00PM
December 21st-23rd, 2023**

NOTE: Please fill out both pages of this application in their entirety. Scheduling is made on a first come, first serve basis. Copies of signed Rules/Regs, Fee, application/schedule, all permits and current insurance for the season are due by December 13, 2023. Booth fee (\$50.00/day) is due with application to hold your space.

<p>Main Contact Name: _____</p> <p>Business Name: (will be listed on website as such) _____</p> <p>Business Address: Street _____ City _____, NY Zip _____</p> <p>Description of goods and where your goods are made:</p> <p>_____</p> <p>_____</p> <p>Main Phone: _____ Cell Phone: _____</p> <p>Email: _____</p> <p>Emergency Contact: Name _____ Phone: _____</p>

What are you bringing to the market? All products sold at the market **must meet all Rules & Regulations** as stipulated by NYS Department of Health, and Agriculture, and the Market Rules & Regulations provided.

I agree to adhere to the instructions on this application and the 2023 Downtown Bazaar Holiday Markets Rules & Regulations provided to me. I understand Market Management, at any time and without warning may terminate me from the market for any non-compliance as defined in the materials provided or at the discretion of Management; and reserve the right to spot visit food production sites or inspect them at

2023 Downtown Bazaar Holiday Market Application

Management's discretion. To reserve a space at the market, please send or drop off all required paperwork with deposit to: WEDI, 436 Grant Street Buffalo, New York, 14213. Cash, Credit, and Checks are acceptable forms of payment.

SIGN: _____ **Print Name:** _____

2023 Downtown Bazaar Holiday Market Rules & Regulations

Welcome to the 1st Annual Downtown Bazaar Holiday Market!

December 21-23, 2023

Located at 617 Main Street Buffalo, New York

The quality & variety of products offered has made The Downtown Bazaar and its vendors thrive. It will be the market to visit this holiday season. **Vendors' respect for each other & the organizers of the market, along with outstanding customer service is what separates our market from others.** To that end, Vendors & non-profit organizations that participate in the market do so at the will of the WEDI.

READ all the information herein, sign to acknowledge that you agree to the terms, and return the last page with the application as instructed. Applications without signature of acknowledgment of rules will not be considered.

THINGS TO KNOW:

REQUIREMENTS: NOTE: NO INSURANCE & NO PERMITS = NO MARKET ENTRY.

All vendors are subject to the Rules & Regulations of the Market as set forth by Market Management and the codes of the City of Buffalo, the Practices, Health, Agricultural, and Farmers' Market licensing of County of Erie & State of New York Health, Agricultural, and Farmers' Market licensing rules. This includes all applicable forms and licenses applicable to your types of goods.

- **It is the responsibility of the vendors to obtain all applicable permits, certificates, and licenses required by these institutions, and give copies to Market Management by December 13,2023.**
- Please contact the appropriate entities to find out which permits you may need if you do not already have them. (NYS Dept. of Health or Dept. of Agriculture)
- **All vendors are required to carry a minimum of \$500,000 liability insurance for Market participation and list as follows as the additional insured: WEDI, 436 Grant Street Buffalo, New York 14213. Management reserves the right to waive this requirement if the vendor is willing to sign a waiver releasing WEDI and its affiliates from any potential damages or other acts.**

MARKET CONTACT INFO.

Organizer: WEDI. Open Monday- Friday 9AM – 5PM

Physical Address: 436 Grant Street Buffalo, New York 14213

Market Manager/Main Contact: Carolynn Welch, cwelch@wedibuffalo.org, 716-800-4122

Alternate Contact: Cody Clement-Sanders csanders@wedibuffalo.org

I. PARTICIPATION FEES

WEDI reserves the right to limit the Market Membership to preserve quality, balance of selection, and integrity.

Stall Fees: This is a Pre-Pay market – booth fees are due by 12/13/2023.

2023 Downtown Bazaar Holiday Market Rules & Regulations

b. **Booth spaces are \$50 per day.** Each stall is 10 x 10. You are provided only the space. Tents, weights, tables, chairs, etc. are your responsibility.

- 1) If fees are not paid you may be terminated from participating. Payment due dates are also on the calendar of the market application.
- 2) **You are responsible for all stall fees associated with your schedule.** For market integrity, it is imperative you set up when scheduled. If you have an emergency, contact Market Management. Please arrange vacations and other “days off” of the market accordingly to meet your commitment. You are responsible for all stall fees associated with your schedule and will be billed accordingly whether you show up or not.

If you have questions, contact Market Management directly. Due dates are noted on the application calendar. Please keep a copy of the application for your records so you know your schedule. Any suspension includes the forfeit of all applicable payments.

II. ACCEPTANCE & COMPLIANCE

1. **Applications are reviewed and generally accepted on a first come, first serve basis. To ensure variety in vendors, management reserves the right to choose vendors based on goods sold.**
2. YOU MUST MAKE IT, GROW IT or RAISE IT to bring it to market. This is not a commercial re-sell market. We focus on “producer-only” goods but will also consider vendors selling goods grown or raised at another **LOCAL** businesses. If you have some items that you want to sell from another farm/vendor or non-food items, you must get permission from the market manager and list these items in detail on your application. Market Management has discretion about accepting vendors.

III. Market Operations:

The Market opens to sell goods from 4-8 pm No late set-up and no early teardown unless you have permission by market manager to do so.

1. **ALL VENDORS MUST BE AT MARKET and SET UP 3:00 PM**
 - Management has the discretion to change stall arrangements if needed based on circumstances.
 - Please communicate with **Carolynn at 716-800-4122** if you have an emergency and are running late and arriving after we open the aisle to the public at 4:00 PM.
 - **The market is open rain, snow, or shine.**
2. The Market is for the sole purpose of selling produce, plant materials, unique goods, and homemade food products as well as natural products produced locally for direct marketing e.g., soaps/soy candles, honey/syrups.

2023 Downtown Bazaar Holiday Market Rules & Regulations

- Cheese vendors will be allowed to sell cheese and smoked meats. Non-edible fruits and vegetables (i.e.: gourds, Flint corn) and natural by-products of fruits and vegetables (e.g.: cornstalks) are permitted. Flowers/plants, either dried or live, are also permitted.
3. **GARBAGE - ALL VENDORS ARE REQUIRED TO CLEAN THEIR BOOTH AND LEAVE IT AS YOU FOUND IT.** Please clean up after yourselves! (Bags, boxes, wrappers, gloves, etc.) Anything you bring in, take out with you.
 4. The Market will provide space only. Tables, tents or display stands & signage are the responsibility of the vendors and may not take up more space than the stall you have paid for.
 - Signs, displays, tents, or other propaganda/advertising are not allowed in the common area nor blocking another vendor's space.
 5. Vendors must remain in their booths to sell their products. **Hawking or other verbal solicitations are not permitted.** This means no calling out to customers in the common area that you "have a special", etc. Please be respectful of your individual space and do not infringe or encroach upon your neighbor's stall.
 6. Any vendor wishing to register a complaint against another vendor may do so to Market Management either in person or in writing. Market management will discreetly investigate.

V. Product Pricing & Labeling

1. All vendors/producers MUST have signage identifying their farm or company. Vendors/producers are encouraged to make their displays as attractive as possible and to make available high-quality products.
2. Pricing is to be competitive, determined solely by each Vendor, and must be clearly marked.

WHAT YOU NEED TO DO NEXT

1. **SIGN THE NEXT PAGE** as acknowledgement you read and agree to the Rules & Regulations stated herein.
2. RETURN the following to WEDI to be considered for the Downtown Bazaar Holiday Market 2023 Season:
 - a. Completed Application.
 - b. Signed Rules & Regulations page.
3. YOU MAY DROP OFF or MAIL YOUR PAPERWORK & PAYMENT AT THE WEDI OFFICE MONDAY-FRIDAY 8: 30 am-5 pm, Located at 436 Grant Street, Buffalo New York, 14213. You may also mail to: WEDI at the same address. Make all checks payable to **WEDI**. Cash and credit are also accepted. Scanned and emailed paperwork can also be sent to ngrand@wedibuffalo.org

TEAR OFF THIS SHEET,

2023 Downtown Bazaar Holiday Market Rules & Regulations

SIGN & RETURN WITH YOUR APPLICATION & PAYMENT.

THE REST OF THE RULES & REGULATIONS KEEP FOR YOUR REFERENCE

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND WILL ADHERE TO ALL THE RULES AND REGULATIONS HEREIN FOR THE 2023 SEASON OF THE DOWNTOWN BAZAAR HOLIDAY MARKET.

I UNDERSTAND THAT FAILURE TO ABIDE BY THESE RULES COULD RESULT IN DISMISSAL FROM THE MARKET FOR THIS SEASON AND FUTURE SEASONS. FURTHER, **I AGREE TO BE RESPECTFUL OF THE MARKET RULES, MANAGEMENT, AND FELLOW VENDORS WHILE PARTICIPATING IN THE MARKET.**

PLEASE BE ADVISED THAT WEDI AND THE MARKET MANAGER/STAFF WILL DO THEIR BEST TO ACCOMMODATE YOUR NEEDS. MARKET STAFF HAVE THE AUTHORITY TO MAKE THE FINAL DECISION TO ENSURE THE SUCCESS OF THE MARKET. **PLEASE BE RESPECTFUL OF THIS. OUR MARKET'S SUCCESS & INTEGRITY IS UP TO ALL OF US.**

PRINT FIRST & LAST NAME: _____

BUSINESS NAME: _____

SIGN: _____ **DATE:** _____