



2024 Vendor Application

Please complete and return this form, along with the insurance requirement, by **April 26, 2024**.

Email mail@downtownsyracuse.com or send to:
Downtown Syracuse Farmers Market, 115 W. Fayette St., Syracuse, NY
13202.

Vendor Information

Business Name: _____

EIN: _____

Farmers Market Nutrition Program #: _____

Contact Name: _____

Street Address: _____

City/State/ZIP: _____

Phone: _____

Email: _____

Facebook: _____

Instagram: _____

Website: _____

Product Information

Vendor type (Check One):

- Farmer (grow NY produce) – **please fill out Schedule - Section A**
- Dealer (buy and sell produce) – **please fill out Schedule - Section A**
- Crafter (hand-made wares using NY products) – **please fill out Schedule - Section A**
- Non-profit organization (tabling with information) – **please fill out Schedule - Section A**
- Other (please specify): _____
- Food truck (selling made-to-order food) – **please fill out Schedule - Section B**
- Food stand (selling pre-made hot food) – **please fill out Schedule - Section B**
- Beverage vendor (selling hot or cold beverages) – **please fill out Schedule - Section A**

Please check the products you sell, and specify examples (e.g. squash, corn, blueberries, beef):

- Fruits/Vegetables: _____
- Maple/Honey: _____
- Meat/Dairy: _____
- Baked Goods/Sweets: _____
- Meals/Prepared Foods: _____
- Crafts/Other: _____

Estimated % of product grown in New York State: _____

Market Details

- Dates: **Tuesdays, June 11 through Oct. 8.** (No market Sept. 3 -- day after Labor Day)
- Market Hours: **8am – 2pm**
 - All booths, including food trucks, must complete set up by 7:45 am.
 - No vehicles will be permitted to enter/exit the market between 7:30am – 2pm.
- Location: **Clinton Square** (161 Genesee St., Syracuse, NY 13202)
 - Please note: On June 25, the Downtown Syracuse Farmers Market will be held at 141 W. Washington St. (lot at the corner of W. Washington and S. Clinton) for this date only. It will be held in Clinton Square for all other dates this season.

Booth Information

Booth size requested (please check one):

_____ Single (10 ft wide x 10 ft deep)

_____ Double (20 ft wide x 10 ft deep)

Do you require an electrical connection? (Check one) Yes No

- If Yes, please note any voltage requirements: _____

Do you have your own 10' x 10' tent? (Check one) Yes No

(A limited number of tents may be available to borrow each week.)

2024 Fee Schedule

Farmer, single space	\$200/season
Farmer, double space	\$275/season
Dealer, single space	\$400/season
Dealer, double space	\$500/season
Crafter	\$250/season
Food Truck (sells food made to order)	\$200/season – one week per month
Food Stand (sells prepared hot food)	\$200/season – one week per month
Beverage vendor (sells hot or cold beverages)	\$500/season – every week
Non-Profit Organization	\$250/season
Daily rate	\$30/day

Schedule – Section A (for farmers, dealers, crafters, non-profits, beverage vendors)

Weeks you are signing up to vend at the market (please check all that apply):

- | | | | | |
|-----------------------------------|----------------------------------|---------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> June 11 | <input type="checkbox"/> June 18 | <input type="checkbox"/> June 25 | <input type="checkbox"/> July 2 | <input type="checkbox"/> July 9 |
| <input type="checkbox"/> July 16 | <input type="checkbox"/> July 23 | <input type="checkbox"/> July 30 | <input type="checkbox"/> Aug. 6 | <input type="checkbox"/> Aug. 13 |
| <input type="checkbox"/> Aug. 20 | <input type="checkbox"/> Aug. 27 | <input type="checkbox"/> [No Sept. 3] | <input type="checkbox"/> Sept. 10 | <input type="checkbox"/> Sept. 17 |
| <input type="checkbox"/> Sept. 24 | <input type="checkbox"/> Oct.1 | <input type="checkbox"/> Oct.8 | | |

Schedule – Section B (for food trucks and hot food stands)

To ensure a variety of food options at the market, we are scheduling food vendors on a rotating weekly schedule this season. For example, you may be assigned to attend the market on the first, second, third, or fourth Tuesday of each month. We will have each prepared food vendor attend at least one market per month.

Please let us know your availability by checking **your available dates** below. We will not schedule you on dates that are not checked, and we will do our best to schedule as many dates as possible for each vendor.

<u>First/Fifth Week</u>	<u>Second Week</u>	<u>Third Week</u>	<u>Fourth Week</u>
	<input type="checkbox"/> June 11	<input type="checkbox"/> June 18	<input type="checkbox"/> June 25
<input type="checkbox"/> July 2	<input type="checkbox"/> July 9	<input type="checkbox"/> July 16	<input type="checkbox"/> July 23
<input type="checkbox"/> July 30	<input type="checkbox"/> Aug.13	<input type="checkbox"/> Aug. 20	<input type="checkbox"/> Aug.27
<input type="checkbox"/> Aug. 6	<input type="checkbox"/> Sept. 10	<input type="checkbox"/> Sept. 17	<input type="checkbox"/> Sept. 24
<input type="checkbox"/> Oct. 1			

For food trucks and food stands, which meal times do you serve? Please check all that apply:

- Breakfast (8am – 11am)
- Lunch (11am – 2pm)

Please note: No vehicles will be allowed to enter or exit the pedestrian market between 7:30am – 2pm. All vehicles, including food trucks, must be in place/parked no later than 7:45 am.

If you are a food vendor that does not serve breakfast, you are welcome to leave your vehicle parked in place at the market in the morning and return to your vehicle for lunch service.

Additional Materials

Please attach the following additional required material to your application.

- Certificate of Liability Insurance naming the Downtown Committee of Syracuse and the City of Syracuse as additional insured for \$1 Million.

(Please note: Incomplete applications cannot be considered.)

Acknowledgements

By **initialing each line** and **signing below**, I acknowledge that if selected as a vendor for the 2024 season of the Downtown Syracuse Farmers Market, the following terms apply:

- _____ Fees will be invoiced upon acceptance into the Downtown Farmers Market.
- _____ Fees are non-refundable and booths are non-transferable.
- _____ The market hours are 8am – 2pm. **All vendors must be set up by 7:45 am and break down no sooner than 2pm on each of the above checked dates, rain or shine. No vehicles will be allowed to enter or exit the pedestrian market between 7:30am – 2pm.**
- _____ In the event of a weather-related cancellation, the Market Manager will notify each vendor no later than 6am on market day by calling the vendor’s phone number provided above.
- _____ Vendors are responsible for bringing their own tent, tables, and signage, unless otherwise arranged in advance of market day with the Market Manager.
- _____ Vendors will set up only in the space(s) assigned to each party by Downtown Committee staff.
- _____ In the event a vendor will be unable to attend a previously committed market day, the vendor **must notify the Market Manager no later than 6am on market day by calling (315) 412-7878. Failure to show without prior notice will void your space and forfeit booth rental fees for the remainder of the season.**
- _____ Vendors agree to provide only high-quality products for sale. The Market Manager reserves the right to examine product quality and issue quality control warnings. If, after two quality control warnings, the issue is not resolved to the satisfaction of the Downtown Farmers Market, the market reserves the right to dismiss the vendor from the market for the rest of the season, with the vendor forfeiting all booth rental fees.
- _____ Vendor agrees to indemnify and hold harmless the Downtown Syracuse Farmers Market and its personnel and volunteers, and the Downtown Committee of Syracuse and its personnel and board, and the City of Syracuse and its personnel, for any losses or damages however incurred.

Name: (Please Print) _____

Signature: _____