



# 2025-2026 VENDOR APPLICATION

www.NTMarket.org  
cdelprince@northtonawanda.org  
716-695-8573

For Clerk's Office

Date Received \_\_\_\_\_  
Amt. Paid \_\_\_\_\_  
Check # \_\_\_\_\_

## CONTACT INFO

Your Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Business Name \_\_\_\_\_ Cell No. \_\_\_\_\_  
Booth Name (name on booth signage) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Zip \_\_\_\_\_ E-mail \_\_\_\_\_

## APPLICANT INFORMATION

Number of Booths Requested (max.3) \_\_\_\_\_ Tax ID # \_\_\_\_\_

APRIL MAY JUNE JULY AUG. SEPT. OCT. NOV. DEC. JAN. FEB. MARCH

Please check the days you will be attending:

- TUESDAY
- THURSDAY
- SATURDAY

Please check each Benefit Program you participate in:  Double Up Bucks (metal token)  WIC (coupon)  SNAP (wood token)

## BUSINESS FOCUS Your application is subject to approval.

List items you sell \_\_\_\_\_  
 Check if you use a generator \_\_\_\_\_  
\_\_\_\_\_

Give a brief description of your business

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FEES, PERMIT & DOCUMENTS

- Full Year Permit:** \$450 Runs From April 1 to March 31.
- Seasonal Year Permit:** \$325 Runs from April 1 to October 31
- Daily Rates: \$35:** Must have all paperwork approved prior to set up  
All permits are subject to merchandise approval  
Failure to renew each year will result in the removal from the permit list as well as losing your assigned stall. You will have a 60-day grace period from your previous ending date

### Required Documents: (Once Market Manager approves your application)

- Signed Permit Application
- Insurance Documentation: Naming City of North Tonawanda c/o Market Manager as additional insured (See Next Page for detailed instructions)
- Payment In full
- Snap/EBT Program agreement (If Participating)
- Vendors participating in the Farmer's Market Nutrition Program should include their Crop Plan with Application.

**Marketing Fee: \$10 per Booth.** Must be paid at the time of application fee. Please make payment with a **SEPERATE check to City of North Tonawanda Marketing Account COMPLETED** paperwork/documentation must be received by the North Tonawanda Clerk/Treasurer's office no later than **March 31, 2025**

**MAKE CHECKS PAYABLE TO: City Clerk, 216 Payne Avenue, North Tonawanda, NY 14120**

## INSURANCE REQUIREMENTS

Vendors must provide a certificate of insurance with the certificate holder and must be named as additional insured. You must have City of North Tonawanda named on your Liability **insurance policy** as additional insured listed below pertaining to your stall (s) . As an additional insured **on the Liability policy** City of North Tonawanda will receive proof of insurance at renewals and receive cancellations. The general liability section of the certificate shall include \$1,000,000 for each occurrence and products and comp/ops. The automobile liability section shall include coverage for commercial vehicles at \$300,000 combined single limit or \$100,000 Blp / \$300,00 Bla / \$100,000 PD. **If you are using a personal vehicle, we need a copy of your insurance card.**

**Additional Insured listed as:** City of North Tonawanda, c/o Market Clerk, 216 Payne Ave., North Tonawanda, NY 14120.

**It is your responsibility** to ensure the certificates are sent at your renewal by your insurance company or agent. If your insurance is expired, you will not be able to come on the market grounds. We will not manage everyone's insurance dates; instead, you will receive a notice that you are suspended from the market.

## RULES & REGULATIONS

1. The undersigned agrees that he/she will comply with the Rules and Regulations of the City of North Tonawanda Farmers' Market pursuant to Chapter 71 of the North Tonawanda City Code and all other Rules/Regulations set forth by the Market Clerk. Non-compliance to market rules can result in cancellation of your agreement and removal of undersigned from the market venue with no refund of market fees.
  2. The undersigned further certifies that he/she is the responsible person and he/she is authorized to execute on behalf of the above company and Accept legal process on behalf of the above business.
  3. The undersigned also agrees to indemnify and hold harmless the North Tonawanda City Market, City of North Tonawanda, and the City Market Clerk from and against all liability, damage, expense, cause of action, suits, claims, penalties and/or judgments arising from injury to person sustained by anyone as a result of consuming any food or drink acquired from me, use of any item purchased from me, or from any negligent action on my part.
  4. Vendor is responsible for all monies collected from the sale of Vendor's goods. The North Tonawanda City Market, City of North Tonawanda, and City Market Clerk are in no way responsible for any lost or stolen monies or items.
  5. Each vendor shall be responsible for meeting any state health and/or licensing requirements along with any local sales tax due
  6. All Vendors are responsible to make sure that all of their employees know, understand and comply with the market Rules and Regulations.
  7. Vendors are encouraged to make their displays as attractive as possible.
  8. All vendors and their employees shall maintain their stalls/areas of the Market in a clean, orderly, well-ventilated and sanitary condition.
  9. Each vendor is responsible for the clean-up of his/her space prior to leaving the market. **VENDORS MUST TAKE ALL TRASH HOME.** No trash is to be left on city property or use of City Garbage Cans. City trashcans are for customers only. Violation of this rule can result in suspension from the market with no refund of market fees.
  10. All Vendors and their employees shall respect all Market property and personnel. Any vendor who violates this rule will be subject to a suspension of their Permit privileges until the matter can be reviewed by either the Mayor, Market Manager or City Attorney along with the Clerk/Treasurer. Boisterous or disorderly conduct (e.g., quarreling amongst vendors or with Market manager) will not be tolerated and can be grounds for immediate removal from Market
  11. There is a **THREE** stall maximum limit for all market vendors.
  12. Stalls will be filled at the discretion of the Market Manager for vendor product mix management and to fill stalls
  13. The Market shall provide space only. Any tables, Tents or displays are the responsibility of the vendor And stay within the marked lines
  - 14. The Market will be open Tuesday, Thursday and Saturdays from 7:00 am until 1:00 pm. Vendors must be set up and ready to sell by 7am and Actively occupy their stall during Market hours. Any vendor arriving after 7am will not be able to drive on the Market Property. No leaving the market grounds before 1pm. This is a safety rule and a violation of rules. This rule will be strictly enforced between peak times June 1 thru December 31. Vendors moving barricades or cones is a violation.**
  15. Written Warnings- any violations can result in a written warning. We will have a one verbal warning and two written warning policy. Warnings can result in suspension and no refund of market fees. A copy of All Written Warnings will go to the Mayor, City Attorney and City Clerk's Office. Depending on the severity, we have the right to suspend any vendor at any time.
  16. Vendors may provide free samples to customers as long as long as this is done in a safe and sanitary manner in compliance with Department of Health requirements.
  17. All Tents should have weights on each leg to hold tent down from blowing around which can cause injury or damage.
  18. Smoking or vaping is not allowed on Market property and should be done out of the view of customers.
  19. Generators- can be used on premises. Only "Quiet" type generators are allowed, should be placed out of the way from other vendors, customers and must have fire extinguishers on hand.
  20. Stall Management
    - Market Manager will manage all stalls
    - Vendors cannot give out stalls to others and is strictly the discretion of the market Manager only. No vendor can give out or occupy another booth without prior approval from Market Manager
    - Any permanent vendor not able to be at the market on a Saturday (between peak times, June 1 thru December 31) is to notify the Market Manager by Noon on the Friday before.  
**Please text Chris at 716-316-4327.**
    - All vendors booths and merchandise must be contained within the footprint of the rented space. Utilization of adjoining or unused areas is prohibited.
    - If you don't have a permanent stall, you must see Market Manager prior to set up
  21. Merchandise/Product Mix
    - Manager reserves the right to approve products to be sold.
    - New Vendors must list items you sell on the application for approval.
    - Existing Vendors- If you add new items that is a different category then you normally sell, you must get approval first. (I.e. If you sell candles and decide to sell produce, you must get prior approval).
  22. Vendor Parking
    - **PARKING IS LIMITED!** We need to save parking for customers.
    - No vendors can park in the city owned market parking lot (middle of Market St)
    - No Trucks in parking lots
    - Vendors parking in other lots should park in the rear leaving the first five rows open for customers only.
    - It is your responsibility to communicate this rule with all your staff
  23. EBT/SNAP PROGRAM
    - All vendors are encouraged to participate in the Snap/EBT and Double Up Program. This program increases customer traffic and vendors revenues
    - EBT and Double up signs are to be displayed at your booth for customers
    - See EBT application for additional rules & regulations
- Food Trucks:** Will be required to abide by the same rules & regulations and stall fee. Food Trucks will be limited; market manager will assign a designated area. You must also obtain a City of North Tonawanda Food Truck Permit and a Niagara County health permit.

Vendor's Printed Name

Vendor's Signature

Date

By signing this application, I agree to the rules & regulations set forth in this application, along with the rules and regulations of the City of North Tonawanda Farmer's Market pursuant to Chapter 71 of the North Tonawanda City Code and from the Market Clerk.