



WINTER MARKET APPLICATION
A New York State Registered Farmer's Market.

Lockport Main Street Inc. 1 East Ave. Lockport NY 14094 716-434-0212

2018- 2019 Lockport Community Winter Market, Vendor Application

Dear Potential Vendor,

Thank you for taking the time to consider the Lockport Community Winter Market as a part of your growing business model. The Lockport Community Market is concluding its eighth year and has grown into a market that the community can identify as a hub for quality, locally sourced and grown products. The farmers market is vitally important to the fabric of our City of Lockport as well as the surrounding neighborhoods. We are continuing to educate our community on the products we offer and the benefit of shopping local. This is an ongoing effort and we can assure you that we will do our best to grow the footprint of our market and the goods that you are providing.

The new Winter Market will be held indoors at Harrison Place. This is the original Harrison Radiator Campus located at 210 Walnut St. Lockport, NY 14094. The campus is owned by the Greater Lockport Development Corporation and managed by Mancuso Management Group. The campus is home to over 50 business tenants employing over 200 people. We will begin our Winter Market journey in Building 2 in a corner industrial space. This space provides us with street access for shoppers and a pull up alley that allows vendors to only carry product a short distance to the set-up location. (More load-in information will be provided with your welcome packet!) Towards the beginning of our 2018 season we will be moving locations to the newly renovated permanent Winter Market space inside Building 3 of the Harrison Place Campus. A vendor tour will be given prior to the move so you all become familiar with the new location! The restroom facilities within our corner space are in full working order, which is always a great bonus to any market location! The interior space is not heated, but we will be providing propane patio heaters, and due to the nature of the space it should hold a moderate temperature for us each market date. We will be working on food vendors and entertainment for each market. The market will take place on the FIRST and THIRD Saturday of each month, November- May. We look forward to you joining us!

-the Lockport Main Street, Inc. Team



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Page 1 Business Information

Business Name: _____

Owner Name: _____

Address: _____

City/ State/ Zip: _____

Tax ID Number (MUST be a NYS Registered Business): _____

FMNP NUMBER: (if applicable): _____

Market Vehicle License Plate Number: _____

Business Phone: _____

Cell Phone: _____

Email: _____

Website: _____

Social Media (Facebook, Instagram, Twitter, etc.)_ BE SPECIFIC WITH LINKS OR NAMES OF ACCOUNTS. *For example: facebook.com/lockportcommunitymarket, Instagram: @lockportcommunitymarket* _____

Food Vendors must be compliant with all public health regulations. (Provide proof of compliance with application.)



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Page 2 Product Information

Please List and Describe the items you wish to sell at market. Food producers will have priority of goods over resale items (i.e. producer grown tomatoes will be allowed before tomatoes resold from auction. This is not exclusive rights, but a way to keep the produce as local and fresh as possible for our customers in addition to giving the producers the opportunity to get their necessary prices for their goods. Additionally, it ensures market diversity, which is important for both the vendors and customers. If you have any questions regarding this please feel free to call our office at (716)434-0212.

Will you need electricity? Yes / No or Bringing your own generator? Yes / No



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Page 3 Market Dates and Fees

2018-2019 Winter Market Dates: Place checkmark on each Saturday you will be participating in market. Saturday Markets, 10am-2pm. Indoors at Harrison Place, 210 Walnut St. Lockport, NY 14094

Full Season (14 Markets):___ **\$180** with no business insurance
\$120 WITH proof of liability insurance
(two markets free)

First Saturdays ONLY (7 Markets):___ **\$90** with no business insurance

Third Saturdays ONLY (7 Markets):___ **\$60 WITH proof of liability insurance**
(one market free)

Individual Market Dates, **\$15/day** with no business insurance
\$10/day WITH proof of liability insurance

Check ALL Dates Attending:

Nov. 3:___ Nov. 17:___ Dec. 1:___ Dec. 15:___
Jan 5:___ Jan. 19:___ Feb. 2:___ Feb. 16:___
Mar. 2:___ Mar. 16:___ Apr. 6:___ Apr. 20:___
May 4:___ May 18:___

Number of Individual Dates Attending:___

***Proof of Business Liability Insurance** naming Lockport Main Street Inc. 1 East Ave. Lockport, NY 14094 & 210 Walnut St. L.L.C. 210 Walnut St. Lockport, NY 14094 as additional insured. Include with application.



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Page 4 REGULATIONS FOR THE LOCKPORT COMMUNITY MARKET

Thank you for considering joining our Market, we are excited to have you! Here are the legal details we need to fill you in on:

The Lockport Community Farmers Winter Market will be held in Harrison Place, 210 Walnut St. Lockport, NY 14094. Participation is limited to legitimate farms & businesses as defined by New York State and Federal regulation. Merchants collecting sales tax must prominently display their NYS Certificate of Authority. Each applicant is required to fill out a comprehensive list of all goods to be sold at market and agree to adhere to the listed items within this application. If changes are to be made to your market offerings approval must be given prior to sale of new items. The committee will decide the appropriateness of those products as they fit into the intended image and goals of the Market. The committee reserves the right to reject any and all applications. The actual products on sale the days of the Market must correspond with the item list submitted. Failure to comply may result in removal from the Market and denial of future entry. Food Vendors must have proper permits as defined by the Niagara County Health Department. Any and all permits must be prominently displayed. Vendors must to bring whatever they need to conduct their business while fitting into their designated display space (approximately 10”x 15”). The Winter Market is an indoor market location, not tents are necessary. This is a carry in location, staff and assistants will be on site to accommodate any aid in set up needed. Details of load in will be sent with your welcome packet. Staff will be on hand by 8:00 am each Saturday. Parking will be available in the parking lot of Harrison Place. Merchants who do not leave their area clean at the day’s end will forfeit the space for subsequent weeks and no refund will be given. Your space will be identified by number provided to you prior to the market opening. Every vendor must be completely set-up and ready to welcome guests by 10:00 am. Food & beverages are the responsibility of the vendors. Your display must be manned at all times. No merchant will take down their display until 2:00 pm. The Market will take place rain or shine, or in our case snow or shine. The Market will only be closed in the event of severe or dangerous conditions. The organizers of the Market will call vendors if there is a need to cancel that particular day’s events. Bathroom facilities are on site in the market space. In order to maintain a diversified selection of products, the committee may limit excessive duplication of product types. The Lockport Community Market Committee will make a concerted effort to advertise the market through multiple outlets. Upon request, we will provide you with electronic formats of fliers and emails which you can in turn distribute as you see fit. Vendors without insurance assume all liability for allotted space and the products contained therein. A Certificate of Insurance naming Lockport Main Street and 210 Walnut St. LLC as additional insured is strongly encouraged. Call if you have any questions about this policy.



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Page 5 Payment Arrangements and Market Agreement

Full Season WITHOUT insurance \$180.00 _____

-or-

Full Season WITH PROOF OF INSURANCE \$120.00 _____

-or-

First or Third Saturday WITHOUT insurance \$90.00 _____

-or-

First or Third Saturday WITH PROOF OF INSURANCE \$60.00 _____

-or-

Number of Markets (without insurance) _____ X \$15= \$ _____

-or-

Number of Markets (with proof of insurance) _____ X \$10= \$ _____

All Checks should be made to Lockport Main Street Inc.

(if you wish to pay on a weekly basis there will be a \$30 registration fee due with this application that will be reimbursed at the conclusion of the market season IF you uphold all market dates selected.)

Please indicate if you wish to pay weekly _____ YOU MUST INCLUDE \$30.00 CHECK

Application deadline is October 22, 2018. Any applications received after this will be based on availability and type of goods sold. The application will be reviewed by the Lockport Main Street Farmer’s Market Committee and you will be notified of their final decision no later than October 26, 2018.

In signing this application, you agree to all the Rules and Regulations of the Lockport Community Farmer’s Market and will uphold all requirements throughout the duration of the Market season, November 3, 2018- May 18, 2019.

Signature of Primary Merchant

Date