

*Celebrating 10 years of the
South Buffalo Farmers Market*



2023 APPLICATION

**Every Sunday (June, July, August, September)
Cazenovia Park
9AM-1PM**

www.southbuffalofarmersmarket.com



The South Buffalo Farmers Market (SBFM), sponsored by South District Council Member Chris Scanlon and founded in 2012, is a unique weekly farmers market that takes place on Sundays (June – September) in the heart of South Buffalo in Frederick Law Olmsted’s historic Cazenovia Park.

What sets the South Buffalo Farmers Market apart from other markets?

- Weekly live music
- Weekly free yoga classes
- Special events throughout the season, including Kids Day, Craft Fairs, End of Season Celebration & More
- **Guest Vendor Option:** Open to vendors who sell consumable products (i.e. farms, dairy farms, breweries, spices). Great option for farms that specialize in limited seasonal crops, vendors just starting out, or vendors who offer unique products but cannot commit to the entire season)

We hope you’ll consider joining us for what is sure to be our best season yet as we celebrate 10 years of this great community market!



APPLICATION FOR 2023 SEASON

Please read through Market Rules and Regulations before filling out this application. Feel free to contact southbuffalofarmersmarket@gmail.com or 851-5169 with any questions.

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

TELEPHONE: Primary: _____ Alternate: _____

EMAIL: _____

What product(s) will you sell?

Do you require electricity: YES: _____ NO: _____ (may require additional charge)

I WOULD LIKE TO RESERVE THE FOLLOWING STALL SIZE:

Up to 10- foot stall _____ 20-foot stall _____ 30-foot stall _____

South Buffalo Farmers Market Application Process

- 2023 South Buffalo Farmers Markets Applications must be submitted no later than **Friday, March 24th**. Applications can be emailed to southbuffalofarmersmarket@gmail.com or mailed to:

South Buffalo Farmers Market
205 McKinley Pkwy
Buffalo, NY 14220

- The following items **MUST** be included or your application will not be considered:
 1. 2023 SBFM Application
 2. Signed Rules & Regulations Contract
 3. 50% Deposit (see market fee chart below). **Check or Venmo (@SouthBuffalo-FarmersMarket) accepted.**
 4. Erie County Department of Health Permit
 5. Completed and Signed City of Buffalo Temporary Stand Application (with check for \$40/\$35 made payable to the City of Buffalo)
 6. Proof of General and Product Liability Insurance.
 - **Certificate holder must be:**
Buffalo Police Athletic League, City of Buffalo, County of Erie, Olmsted Parks Conservancy

MARKET FEES

Up to 10-foot stall	\$ 215 (50% due March 25 th)
Up to 20-foot stall	\$ 285 (50% due March 25 th)
Up to 30-foot stall	\$ 375 (50% due March 25 th)
Guest Vendor	\$ 25 per day attending (Due in full March 25 th)

- **GUEST VENDORS:** There are a limited number of guest vendor spots available and only two guest vendors will be allowed to attend in any one week **Open only to vendors who sell consumable products (i.e. farms, dairy farms, breweries, spices)**. Guest vendors may only attend a total of FIVE markets during the 2023 season. Please include your preferred dates for attendance. Dates are first come, first serve and we will verify what dates you are scheduled for after all applications are received.
- The City of Buffalo requires a Temporary Stand Permit in the amount of \$40 for food vendors and \$35 for merchandise vendors, which should be made payable to the City of Buffalo. *This fee is in addition to the entrance fee charged by the SBFM.* This application and check must be included in your application

The SBFM will submit the application and check to the proper city department

APPROVAL/DENIAL NOTIFICATION

Vendors will be notified by April 3rd whether or not they have been selected as a vendor (selected guest vendors will be provided with their market dates).

If you are NOT selected, your application will be returned along with your deposit and check for your Temporary Stand Permit. Submitting an application does NOT guarantee selection into the SBFM.

Vendors who ARE selected must Venmo(@SouthBuffalo-FarmersMarket) or mail their remaining balance by **May 5th** to our address:

South Buffalo Farmers Market
205 McKinley Pkwy
Buffalo, NY 14220

South Buffalo Farmers' Market Rules and Regulations

THE MARKET SEASON

- The South Buffalo Farmers' Market takes place at the Caz Casino located inside Fredrick Law Olmsted's Cazenovia Park (see map)
- The 2023 selling season for the SBFM begins **Sunday, June 4th and ends Sunday, September 24th.**
- Market hours are **Sundays 9:00AM – 1:00PM**
- Market hours are strictly followed. Violations will lead to suspension without refund of market fee
- There will be one hour for set-up and clean-up prior to and after market hours. Vendors can pull their vehicles into the traffic circle in front of the casino for unloading and loading purposes. Vendors can NOT leave their vehicles parked in the circle for the duration of the market.
- The market will take place rain or shine!

VENDOR/FARMER MARKETPLACE RESPONSIBILITIES

- Vendor attendance is MANDATORY. Any more than one absence will result in dismissal from the market. No refund will be available.
- All vendors are required to stay until the end of each market. Only vendors who sell out of products are allowed to leave before the end of the market day. This should be a rare occurrence.
- The vendor is responsible for setting up their market space and keeping it staffed during the hours of the SBFM.
- Vendors are responsible for bringing their own tables, chairs, canopies, and any other equipment.
- Vendors are expected to treat customers in a courteous manner. No discrimination is permitted.
- Each vendor will keep his/her market space free from refuse during market hours, and will clean the space at the end of each market day, carting away all refuse. In the event that the vendor's space is not cleaned up after hours of operation, any clean-up cost will be charged to the vendor.

MARKET GUIDELINES AND REGULATIONS

- All stands are to be set up with display tables and all display is subject to the Market Board's approval.
- Sales will be conducted in an orderly manner. No hawking or other objectionable means of soliciting business will be tolerated.
- Vendor is not allowed to sublet, transfer or permit any other party to use the assigned space without written consent by the SBFM Board.
- Prices should be clearly marked and displayed in a manner that does not mislead customers. Vendors are responsible for determining the price of their own products. Price signs cannot be larger than one square foot.
- Vendors selling hot or cold foods, processed foods and other perishable items shall do so in compliance with the requirements of the Health Department of Agriculture and Markets.
- Vendors cannot sell products that were not included on your application without written consent from the SBFM Board.
- No amplified music or talk is permitted at the market except as approved by the SBFM Board
- Failure to follow SBFM Guidelines and Regulations could result in dismissal from the Market
- Vendors are responsible for obtaining any and all necessary State, County, and City permits and licenses that are legally required to operate their business

South Buffalo Farmers' Market Rules and Regulations Contract

Please initial next to each statement to indicate you understand and agree to comply:

- _____: Vendor applications will NOT be processed without the 50% required deposit.
- _____: Submitting an application does NOT guarantee selection into the SBFM. Vendors will be notified by April 1st whether or not they have been selected.
- _____: Vendors with outstanding balances will NOT be permitted to participate in the South Buffalo Farmers Market. **Balances are due no later than May 5th, 2023.**
- _____: **Vendor attendance is mandatory. Any more than one absence WILL result in vendor dismissal from the market. No refund will be available.**
- _____: The SBFM runs every Sunday, June – September. The market is cancelled on Sunday, September 4th for Labor Day weekend.
- _____: Market hours are strictly followed. Vendors must be set up and ready to sell by 8:50am and are not permitted to leave before 1:00pm without consent from SBFM Board.
- _____: Vendors are permitted to pull their vehicles into the traffic circle in front of the casino for unloading and loading purposes. Vendors can NOT leave their vehicles parked in the circle for the duration of the market.
- _____: Vendors are assigned their stall location prior to the first market. These locations are not negotiable. Vendors will NOT be permitted to change locations at any point in the season.
- _____: The market will take place rain or shine. Vendors are not permitted to miss the market due to rain except in the case of extreme weather, in which case vendors will be notified by the SBFM Board.
- _____: Vendors are not allowed to sublet, transfer or permit any other party to use the assigned space without written consent by the SBFM Board.

I, _____, owner of _____
(PRINT NAME) (VENDOR NAME)

have read through and understand the South Buffalo Farmers Market Guidelines, Rules and Regulations, and agree to the terms. I understand violation of any of these terms can result in my dismissal from the South Buffalo Farmers Market without a refund.

Signature

Date

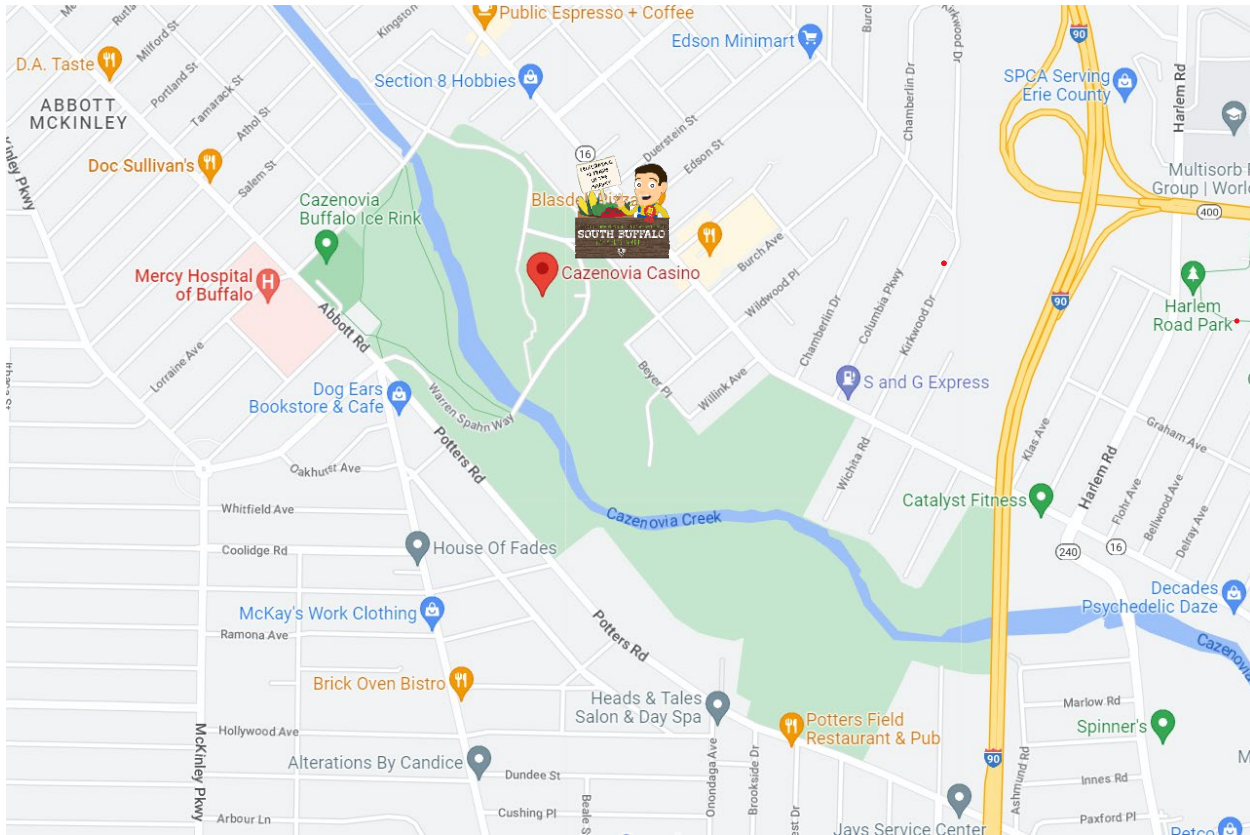
CHECKLIST FOR SUBMISSION REQUIREMENTS

_____By March 24, 2023	Application for 2023 season
_____ By March 24, 2023	Signed Rules & Regulations Contract
_____ By March 24, 2023	50% Deposit (check or Venmo)
_____By March 24, 2023	Erie County Department of Health Permit
_____By March 24, 2023	Completed and Signed Temporary Stand Application (with check for \$31.50/\$26.25 made payable to the City of Buffalo)
_____By March 24, 2023	Insurance Certificate
_____By March 24, 2023	Copy of NYS Wine License*
_____ By May 5, 2023	Remaining 50% Market Fee (check or venmo)

Please send all of the submission requirements to our address:
South Buffalo Farmers' Market
205 McKinley PKWY
Buffalo, NY 14220

Where applicable

MARKET SITE MAP: CAZENOVIA PARK CASINO





SPECIAL EVENT LICENSE APPLICATION

65 Niagara Sq. 301 City Hall Buffalo, NY 14202

Byron W. Brown
Mayor

Contact Information
Department of Permit and Inspection
Services
Commissioner James Comerford Jr
Director Patrick Sole, Jr
Contact **Oleda Vazquez**
Location Room 301
Phone (716) 851-6583
Fax (716) 851-4952
Email: ovazquez@city-buffalo.com

TEMPORARY STAND/EXHIBITOR

Applicant Name _____ **Date** _____
Business Name _____ **Phone** _____
Mailing Address _____
Street City State Zip
Applicant phone _____ **FAX** _____
Business phone _____ **E-mail** _____

Event Information

Name of Event _____
Date(s) _____
Location of Event _____
Product(s) to be sold _____

Signature _____

For Office Use Only:
DATE:
License #

Check Appropriate Category
___ Temporary Stand (sale of FOOD) \$40.00
___ Exhibitor (sale of MERCHANDISE) \$35.00
___ Total Number of Booths
___ Total Fee Check# _____
Make Checks payable to "City of Buffalo"