



### *Daily Vending*

## **2025 The International Plaza Application Packet**

*Please review all enclosed information carefully.*

Thank you for your interest in being a vendor at the International Plaza Market.

It contains:

- Schedule of Rates
- Rules and Regulations
- Application for Space

The International Plaza is open for:

Tent Vendors-	Wednesday's through Sunday	11am-5pm
Prepared Foods Vendors-	Sundays Only	1:00 pm - 5:00 pm

To become a vendor, we will need the completed application, a copy of your Tax ID, and all applicable paperwork that applies to your product at least **one week prior** to starting.

**Further questions/inquiries please contact Erika J Perez at 585-428-7282**

**Or email:**

**PMarket@cityofrochester.gov.**



### The International Plaza Schedules of Rates

Effective: Sundays - May 4, 2025 through October 12, 2025

Daily - 2025		
Prepared Foods		\$ 40.00
Monthly Tent Space	4 Events in a Month	\$75.00
Tent Spaces (10'X10')		\$ 20.00

#### Payments accepted:

Tuesday – Saturday - 7am until 12 pm.

#### Rochester Public Market Office

280 North Union Street

Rochester, NY 14609

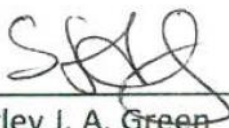
585-428-6907

#### Types of payments accepted are:

Cash, Checks (made payable to **Rochester Public Market**), Credit, Debit

#### Fees:

- There will be a **\$20.00 fee for all Dishonored Checks**, no exceptions. If two checks are returned within a season, vendor will have to pay with a certified check or cash for the remainder of the current Market year.
- Daily vendor whose payment(s) are in **arrears** will not be allowed to vend until payment is up to date.

  
 \_\_\_\_\_  
 Dr. Shirley J. A. Green  
 Commissioner  
 Recreation and Human Services

2/18/25  
 \_\_\_\_\_  
 Date



## **To obtain a location for Daily Vending:**

Vendors must call the City of Rochester Public Market Office starting at 6:00 PM on Thursday for a location on Sunday. You will press **prompt #2** to connect to the ***Daily Vendor Call-In Request Line***.

Leave a short message which includes:

- 1.) Your first name, last name and phone number
- 2.) What you are selling and category
- 3.) That you are vending at **The International Plaza**

All requests will be assigned by the following categories:

- 1.) CITY BASED FOODS
- 2.) NY STATE FARMERS
- 3.) OTHER FOODS
- 4.) CITY BASED ARTS & CRAFTS
- 5.) OTHER ARTS & CRAFTS
- 6.) CITY BASED PREPARED FOODS
- 7.) PREPARED FOODS
- 8.) CITY BASED GENERAL MERCHANDISE
- 9.) GENERAL MERCHANDISE

You should **arrive** at The International Plaza **no later than 11:30 am** on the day you plan on vending.

Please note: Your vehicle parking will **not** be adjacent to your vending location. You will be allowed to park in the parking lot at the plaza.

### **All Vendors must provide a physical copy of a Tax ID.**

Vendors with live plants, herbs, shrubs, trees, potted flowers, etc. must provide a **physical copy of a Nursery Registration Certificate and a Tax ID.**

Vendors with prepared foods must provide a **physical copy of a City of Rochester Vending Permit OR Monroe County Health Certificate, a Tax ID, proof of Insurance in the amount of \$ 1,000,000.00 (Naming the City of Rochester as additional insured), Fire Safety certificate, photo of vehicle (including length) and copy of proposed menu.**

If you need further information and/or guidance on the above please call:

City of Rochester - City Clerk	<b>(585) 428-6617</b>
City of Rochester - Fire Safety Training	<b>(585) 428-3682</b>
Monroe County Dept. of Health	<b>(585) 753-5065</b>
NYS Dept. of Agriculture & Markets	<b>(800) 554-4501 - Albany</b>
NYS Dept. of Agriculture & Markets	<b>(585) 427-2273 Food Safety / (585) 427-0200 Farm Products</b>



**APPENDIX A: CITY OF ROCHESTER INTERNATIONAL PLAZA  
RULES AND REGULATIONS**

*Issued March 1, 2020*

*ADDENDUM TO CITY CODE CHAPTER 91, AS AUTHORIZED BY SECTION 91.10K*

- A. Location areas are to be left clean and free of litter at the end of each market day. Locations are inspected one hour after the closing of the Market
- B. The Market is not responsible for the security of any items on site at any time.
- C. Vendors are prohibited from hawking, shouting, using music, etc. to attract customers.
- D. All pushcarts and food-type vending wagons will be assigned a location. Under no circumstances will vendors be allowed to circulate throughout the Market. Food vendors holding a City Vending License are not allowed to vend on Market property unless assigned a location by the Market Supervisors and the fee is paid.
- E. All vendors and their staff must maintain civil conduct with each other, the public and Market Staff.
- F. All signage is subject to approval by Market Staff. Traffic control signage, parking signage, and other traffic control apparatus are to be installed or removed only by Market Staff.
- G. Display tables and fixtures are subject to inspection by Market Staff for safety, functionality, and consistency with Market design standards. Items which are determined to be unsafe, non-functional, and/or in conflict with Market design standards must be removed and/or brought into compliance within five (5) calendar days of notification of non-compliance.
- H. Vendors must be in compliance with all local, state and federal laws, statutes, rules, regulations, ordinances, certifications and standards that apply to their product. This includes NO SMOKING by license holders and their personnel where products are being sold.
- I. Sub-licensing and/or sharing of location(s) is not permitted.
- J. The City of Rochester Public Market Office will assign locations upon receipt of your payment. Locations will be assigned according to the nine (9) priority categories listed below.


K. Location Assignment Priority Categories:

- 1.) **CITY BASED FOODS**- Vendors who sell foods produced, processed or packaged **WITHIN** the limits of the City of Rochester, can include fresh produce, baked goods, meats, salsas, sofrito, jams/ jellies, etc...
- 2.) **NY STATE FARMERS**-Vendors who grow Agricultural Products in New York State. Agricultural products include: vegetables, fruit, meats, fish, dairy and related products, including honey and syrup, livestock, live plants, herbs, spices and live flowers.
- 3.) **OTHER FOODS** - Vendors of Other Foods such as Agricultural Products (as defined above) not grown in New York State or not processed, produced or packaged in the City of Rochester. Other edible items including: baked goods, jams, jellies, etc.
- 4.) **CITY BASED ARTS & CRAFTS** - Vendors of Handmade Arts and Crafts who reside **WITHIN** the City of Rochester. All products being sold must be handmade by the vendor or their family.
- 5.) **OTHER ARTS & CRAFTS** - Vendors of Handmade Arts and Crafts who **DO NOT** reside in the City of Rochester. All products being sold must be handmade by the vendor or their family.
- 6.) **CITY BASED PREPARED FOODS** - Vendors of Prepared Foods who reside **WITHIN** the City of Rochester. Prepared foods are limited to specialty items, intended to be consumed on-site.
- 7.) **PREPARED FOODS** - Vendors of Prepared Foods who **DO NOT** reside in the City of Rochester. Prepared foods are limited to specialty items, intended to be consumed on-site.
- 8.) **CITY BASED GENERAL MERCHANDISE** - Vendors of new General Merchandise who reside **WITHIN** the City of Rochester. General Merchandise products include but not limited to: clothes, purses, toys and all other non-edible items.
- 9.) **GENERAL MERCHANDISE** - Vendors of new General Merchandise who **DO NOT** reside in the City of Rochester. General Merchandise products include but not limited to: clothes, purses, toys and all other non-edible items.

**FAILURE TO OBEY THE ABOVE LISTED RULES AND REGULATIONS MAY RESULT IN FINES AND/OR  
TERMINATION OF LICENSE AND/OR DENIAL OF DAILY VENDING PRIVILEGES.**

Fine Schedule:

1 <sup>st</sup> Offense	Verbal warning
2 <sup>nd</sup> Offense	Written warning
3 <sup>rd</sup> Offense	\$100.00 fine added to your account
4 <sup>th</sup> Offense	\$200.00 fine added to your account
5 <sup>th</sup> Offense	Loss of Market Privileges for 1 month
6 <sup>th</sup> Offense	Termination of ALL Market Privileges

  
\_\_\_\_\_  
Dr. Shirley J. A. Green  
Commissioner  
Recreation and Human Services

2/18/25  
\_\_\_\_\_  
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**If you are required to have the 1million dollar insurance it has to made out as below:**

Policy Certificate Holder section should be as seen below,  
City of Rochester  
30 Church Street  
Rochester NY, 14614

In the Description/Comment, section should be as seen as below  
(Event date, name of event, location of 828.N. Clinton Ave, Rochester, NY 14605)



**APPLICATION FOR SPACE - PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CAN WE GIVE THIS NUMBER OUT? **Y** **N**

E-MAIL: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CAN WE GIVE THIS NUMBER OUT? **Y** **N**

E-MAIL: \_\_\_\_\_

TYPE OF PRODUCT: \_\_\_\_\_

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**VENDOR SIGNATURE ON THIS DOCUMENT VERIFIES THAT THE VENDOR HAS CAREFULLY READ, UNDERSTANDS, AND AGREES TO ALL PROVISIONS IN THE VENDOR PACKAGE.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_