

## **SPECIAL GUEST INFORMATION & APPLICATION**

### **\*BUSINESSES\***

Tabling for Businesses for Marketing purposes during Market hours, 12 p.m. — 5 p.m.  
from May 4 through October 12.

Please review this document to ensure a successful guest appearance.

#### **ELIGIBILITY:**

- Businesses must apply by submitting the application and a **physical copy of a valid Tax ID document** via email to **PMarket@cityofrochester.gov** or mail to City of Rochester Public Market, 280 North Union Street, Rochester, NY 14609.
- **A 1 million dollar liability Insurance policy as the following:**  
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 and location of 828.N. Clinton Ave, Rochester, NY 14605)
- **Rates are \$100 per event.** Make payments by cash, credit card or check at the City of Rochester Public Market at 280 North Union Street, Rochester, NY 14609.
- **All paperwork and payment is due 2 weeks prior to the requested date(s).**
- Special Guest tabling is a promotional opportunity only. **No selling of items, products, services, memberships, etc. allowed.**
- Special guests **cannot** give away any perishable items/cooked foods. Only non-perishable items/canned items allowed.
- **NO** amplified music or speech allowed.

#### **AVAILABILITY:**

- The Plaza has limited availability for Special Guests.
- All applications approved on a first come, first serve basis.
- For reservations, contact Erika J Perez at (585) 428-7282 or PMarket@cityofrochester.gov
- The Plaza cannot guarantee electricity and/or other special accommodation.

#### **ARRIVAL & DAY OF:**

- **Special Guests must arrive no later than 11:30am on Sundays.**
- **Please check in at the stage area with Market personnel upon arrival.**
- Special Guests are required to bring any tables, chairs, tents and other materials that you need. We recommend a folding table 6ft - 8ft., up to 4 folding chairs; 1 tent 10 ft. x 10ft. Tents weights must be adequate to prevent hazard in windy conditions.
- Guest areas are outdoors, uncovered areas, so plan accordingly. (i.e.: dress appropriately, etc.)
- Off-site parking provided. Plaza parking reserved for customers.

**Please submit a physical copy of valid Tax ID documentation with the application.**

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**Please print clearly.**

Organization Name: \_\_\_\_\_

Organization Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Organization Mailing/Billing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Organization Phone #: \_\_\_\_\_

Organization Web Site Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

What will you be marketing/promoting? \_\_\_\_\_

Person Representing Your Organization at the Market: \_\_\_\_\_

Representative Contact #: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**Organization's signature below verifies that the organization has carefully read, understands and agrees to all provisions in this packet.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit a physical copy of valid Tax ID documentation with the application.**