

# Welcome to the 2023-24



**To help you become a part of this market experience, this packet contains:**

- A Vendor Application Form: Please complete this form and return to:

Oneida County Public Market

321 Main Street, Box 8

Utica, New York 13501

or email to [info@oneidacountymarket.com](mailto:info@oneidacountymarket.com).

**A completed application includes:**

- A completed and signed application form
- A signed Attestation for COVID mandates
- A copy of all relevant licenses and permits to conduct business in New York State (see listing included)
- A Certificate of Liability coverage naming “County of Oneida” and “Cornell Cooperative Extension Oneida County” as additional insured (800 Park Ave, Utica, NY 13501 and 121 Second St., Oriskany, NY 13424 respectively).
- A minimum of 50% of the booth fee as indicated on page 5

**Contact Beth Irons, Market Manager (phone: 315-798-3639 or 315-736-3394, ext. 103; email: [info@oneidacountymarket.com](mailto:info@oneidacountymarket.com) OR [egi3@cornell.edu](mailto:egi3@cornell.edu)) with any questions or concerns you may have about participation in the Oneida County Public Market.**



*The Oneida County Public Market is an economic development of Oneida County Executive Anthomy J. Picente, Jr. under the auspices of Cornell Cooperative Extension of Oneida County.*

**Cornell Cooperative Extension** | Oneida County



## 2023-24 Public Market Vendor Application

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact for above listed vendor: \_\_\_\_\_

Relationship to vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

NYS Sales Tax #: \_\_\_\_\_ (if selling product subject to NYS sales tax)

FMNP ID#: \_\_\_\_\_ (if applicable, required to accept SNAP at market)

Products: Please list all items you intend to sell:

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Special Requirements: Electric power, water, special access, other:

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I have read, understood and agree to abide by and comply with the Market Rules and Regulations. The information that I have provided in this application is true and complete. I agree to abide by any applicable local, state and federal laws or regulations. I agree to indemnify and hold harmless the Market, its volunteers, its management, the County of Oneida, Cornell Cooperative Extension Oneida County, the City of Utica, their officers and/or employees for any losses or damages, however incurred.

Vendor Signature: \_\_\_\_\_

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



### 2023-2024 Market Fees

Fee schedule effective May 20, 2023 through April 27, 2024.

- **Daily:** Any market session throughout the year for vendors not committing to seasonal participation
- **Summer** fee includes all weekly markets May 20 through October 28, for a total of 24 weeks.
- **Holiday** fee includes all weekly markets November 4 through December 23 for a total of 7 weeks.  
\*Please note there is NO MARKET on 11/18/23 due to Christmas On Main Street Event.
- **Winter** fee includes all bi-weekly markets January 6 through April 27, 2024 for a total of 9 weeks.
- **Annual** fee include all weekly markets (May through December), and bi-weekly markets (January, 2024 through April, 2024) for a total of 40 markets.

### 2023-24 Vendor Fee Schedule

Booth Type	Daily 40 markets	Summer 24 markets	Holiday 7 markets	Winter 9 markets	Annual 40 markets
Outdoor, no power, 10x14	\$30.00	\$300.00			
Outdoor, power, 10x10	\$35.00	\$350.00			
Indoor REA, 10x10	\$35.00	\$350.00			
Indoor, Union Station, 6x8	\$25.00		\$150.00	\$200.00	
Annual, all booth types					\$450.00
<b>TOTAL</b>	_____	_____	_____	_____	_____

**Date(s) being reserved (holiday & winter seasons):** \_\_\_\_\_

**2023 Summer season:** May 20 - October 28, 2023 (weekly markets)

**2023 Holiday season:** November 4 - December 23, 2023 (weekly markets, except NO MARKET Nov. 18th)

**2024 Winter season:** January 6 - April 27, 2024 Every other Saturday (bi-weekly markets)

**2023-2024 Annual:** May 20, 2023 - April 27, 2024

**Make checks payable to “Oneida County”  
with “Oneida County Public Market” in memo line.**

**NOTE: Vendors using electric power are required to provide their own extension cords. All cords used must be UL approved and in good working condition. Vendors using generators will be placed within the market so as to not subject other vendors or consumers to excessive noise or fumes while in operation.**

**Oneida County Public Market Attestation for Vendors and**

**Employees May 20, 2023 through October 28, 2023**

All vendors and employees must sign acknowledging that you have read, understand and agree to abide by this protocol to help mitigate the spread of COVID-19.

I, \_\_\_\_\_, attest to all of the following:

I will refrain from coming to the Oneida County Public Market if any of the following apply:

I have had a fever within the last 72 hours;

I am experiencing symptoms associated with COVID-19. Symptoms may include but are not limited to:

Cough  
Shortness of breath or difficulty breathing  
Fever  
Chills  
Repeated shaking with chills  
Muscle pain  
New loss of taste or smell  
Sore throat and Headache

I have been exposed to someone who has tested positive or is awaiting test results for COVID-19;

I have been exposed to someone under quarantine or isolation for COVID-19; or

I have been around someone in the last 72 hours who is experiencing symptoms associated with COVID-19.

I agree to follow CDC hand hygiene guidelines to prevent the spread of COVID-19:

I will wash my hands often with soap and water for at least 20 seconds, especially after blowing my nose, coughing, or sneezing; and/or going to the bathroom;

If soap and water are not readily available, I will use hand sanitizer that contains at least 60% alcohol to cover the surfaces of my hands;

I will avoid touching my eyes, nose, and mouth with unwashed hands.

I agree to follow social distancing guidelines when at the OCPM. I will maintain six feet of distance from myself and others whenever possible while at the Market and will wear a face covering.

I agree to follow local Department of Health guidelines related to COVID-19.

I will keep my booth/ personal work area cleaned and disinfected.

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

Today's date: \_\_\_\_\_