

# Welcome to the 2024-2025



**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 health department public health mandates
- A copy of all relevant licenses and permits to conduct business in New York State (see listing included in Vendor handbook)
- 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 3

**Contact Beth Irons, Market Manager (phone: 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 Anthony J. Picente, Jr. under the auspices of Cornell Cooperative Extension of Oneida County.*

**Cornell Cooperative Extension** | Oneida County



## 2024-2025 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: \_\_\_\_\_



### 2024-2025 Market Fees

Fee schedule effective May 18, 2024 through April 19, 2025.

- **Daily:** Any market session throughout the year for vendors not committing to seasonal participation
- **Summer** fee includes all weekly markets May 18 through October 26, for a total of 24 weeks.
- **Holiday** fee includes all weekly markets November 2 through December 21 for a total of 7 weeks.  
\*Please note there is NO MARKET on November 23, 2024 due to Christmas On Main Street Event.
- **Winter** fee includes all bi-weekly markets January 11 through April 19, 2025 for a total of 8 weeks.
- **Annual** fee include all weekly markets (May through December), and bi-weekly markets (January, 2025 through April, 2025) for a total of 39 markets.

### 2024-25 Vendor Fee Schedule

Booth Type	Daily 39 markets	Summer 24 markets	Holiday 7 markets	Winter 8 markets	Annual 39 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):** \_\_\_\_\_

**2024 Summer season:** May 18 - October 26, 2024 (weekly markets)

**2024 Holiday season:** November 2 - December 21, 2024 (weekly markets, except NO MARKET Nov. 23rd)

**2024 Winter season:** January 11 - April 19, 2025 Every OTHER Saturday (bi-weekly markets)

**2024-2025 Annual:** May 18, 2024 - April 19, 2025

**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.**

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

**Oneida County Public Market Operating Protocol and  
Attestation or Vendors and Employees  
2024-2025**

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 illnesses.

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 am experiencing symptoms associated with illness. Symptoms may include but are not limited to:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - New loss of taste or smell
  - Sore throat and Headache

If I have COVID or any COVID symptoms, I agree to follow CDC hand hygiene guidelines to prevent the spread of illness:

- 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 local Department of Health guidelines related to COVID-19 and any other illnesses.
- I will keep my booth/ personal work area cleaned and disinfected.

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

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