

2024-25 Virtual Vendor Application



We are so happy to have you join the Oneida County Public Market E-commerce site

Please complete these forms & return to:

Oneida County Public Market

321 Main Street, Box 8

Utica, New York 13501

or email to sales@oneidacountymarket.com.

A completed application includes:

- A completed & signed Application form
- A signed Virtual Vendor Agreement form
- A completed Bank Information sheet & W-9 to issue tax documents at the end of the year
- A copy of all relevant licenses & permits to conduct business in New York State (see listing in the handbook)
- A Certificate of Liability coverage naming “County of Oneida” & “Cornell Cooperative Extension Oneida County” as additional insured (800 Park Ave, Utica, NY 13501 and 121 Second St., Oriskany, NY 13424 respectively).
- The fee of \$35 in either cash or check. If check, please make it out to Cornell Cooperative Extension of Oneida County

Contact Audra Benincasa, Online Coordinator by email ajb489@cornell.edu or by phone 315-736-3394, ext. 266; with any questions or concerns you may have about participation on the Oneida County Public Market E-commerce site.

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



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



The Oneida County Public Market created this E-Commerce site to promote local farmers & artisans' products to an online customer base. By using this platform, Vendors are required to follow the responsibilities, guidelines, and schedules. Below are details regarding the Online Sales Schedule, Vendor Responsibilities, & Market Responsibilities.

Any questions/comments/concerns please contact Audra Benincasa by email:

ajb489@cornell.edu or sales@oneidacountymarket.com

Online Sales Schedule:

1. **Saturday at 12AM:** Sales Period Resets
2. **Saturday 12AM – Monday 5PM:** Producers update product availability between
3. **Monday at 5PM:** Online Ordering *Opens* on storefront
4. **Thursday at 5PM:** Online Ordering *Closes* on storefront
5. **Thursday at 5:30PM:** Pick Tickets get sent via email to Producers
6. **Thursday 5:30PM – Saturday 8AM:** Producers gather items from pick tickets for Saturday Market
7. **Saturday (Market Day) from 8AM and 9AM:** Producers drop off ordered items to E-Commerce table at the Market
8. **Saturday (Market Day) from 10AM-12:30PM:** Customers pick up orders at the E-Commerce table
9. **Saturday at 12AM:** Period closes & process starts over again

We are looking to add an additional pickup day on Mondays, details will follow regarding the schedule with that day



Public Market Virtual 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 on E-commerce site)

Website if have one: _____

Products: Please list all items you intend to sell on the E-commerce site:

A completed application does not guarantee participation on the e-commerce site. Applications are subject to administrative review & will be accepted or declined based on product diversity being offered on the site. Online Sales Coordinator will inform you if your application has been accepted..

I have read, understood and agree to abide by and comply with the Market Rules and Regulations as described in the Vendor Handbook. 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: _____



Public Market Virtual Vendor Agreement

Below outlines the Rules & Expectations for OCPM Virtual Vendors:

Virtual Vendors MUST:

- Submit **copies of all required licenses & certifications** as it pertains to their products & business. Vendor products will not be listed on the site until appropriate paperwork is submitted & \$40 fee is received.
- Update product availability either on their own or by sending an availability list to the Online Sales Coordinator before the storefront opens on **Mondays at 5PM**.
- Check their preferred email **Thursday evenings after 5:30PM** for their Pick Ticket, which outlines the items ordered for pickup on Saturday.
- Respect their **obligation as vendors by dropping off ordered items** during the specified time frame of **8AM-9AM on market Saturdays**, understanding that customers can pickup their orders anytime between 10AM-12:30PM. Failure to drop off items between 8AM-9AM may result in their items being removed from the customer's order.
- Communicate with the Online Sales Coordinator regularly, either via email or phone, in regards to product creation, inventory, & assistance with the online platform.
- **Contact the Online Coordinator as soon as possible if they are unable to deliver ordered items to the market.** Failure to communicate this prior to Customer Pickup (10AM Saturday) more than 1 time, may result in termination of participation on the site.
- Communicate with the Online Coordinator if there is a pickup(s) they are unable to attend, so coordinator can ensure product offerings are updated appropriately.

I have read & understand all Rules & Expectations outlined above in regards to participating as a Virtual Vendor on the OCPM E-commerce site. I understand that failure to abide by these rules may result in the termination of my participation on the site without the option of a refund for the \$40 fee, either in full or partial.

Vendor Name Printed: _____

Vendor Signature: _____

Date: _____

A copy of this agreement will be made for the Virtual Vendor to keep for their records.



Virtual Vendor Market Fees

*\$35 fee covers 1 year as a Virtual Vendor on the E-commerce site.

Year period starts on first day a vendor's products are listed on the e-commerce site.

2024-2025 Oneida County Public Market Schedule

- **Summer Season:** Every Saturday May 18th - October 26th 2024 for a total of 24 weeks.
- **Holiday Season:** Every Saturday November 2nd - December 21st 2024 for a total of 7 weeks.
*Please note there is NO MARKET on 11/23/24 due to Christmas On Main Street Event.
- **Winter Season:** Every OTHER Saturday January 11th - April 19th, 2025 for a total of 8 weeks.
- Total number of markets for Virtual Vendors depends on Vendor's start date & market dates for each calendar year.

Virtual Vendor fee information

Length of participation: 1 Year

1 Virtual Producer Profile \$35.00

TOTAL

If there are e-commerce weeks or pickups you are unable to participate in, you must inform Audra Benincasa, Online Coordinator via email: ajb489@cornell.edu or sales@oneidacountymarket.com or by phone (315) 736-3394 Ext. 266.

Missed market dates does not alter your participation end date.

Year period starts on the first day your products are listed on the e-commerce site & end date is exactly one year from start date.

We understand that life happens, and there may be times you are unable to drop off ordered items to the market due to unforeseen circumstances. If this is the case, you **MUST** contact Audra Benincasa immediately so she can credit items back to customers on the orders. Failure to contact Audra may result in termination of your virtual vendor participation.

Payment accepted as either cash or check.

Please make checks payable to “Cornell Cooperative Extension Oneida County” with “OCPM E-commerce” in the memo line.



2024 ONEIDA COUNTY E-COMMERCE BANKING INFORMATION REQUEST FORM

Confidentiality Notice: This information will only be seen by CCE employee Audra Benincasa & CCE Finance Person, after it is uploaded to the system it will be immediately shredded

NAME OF BANK:

NAME ON BANK ACCOUNT:

BANK ROUTING NUMBER:

ACCOUNT NUMBER:

CHECKINGS OR SAVINGS ACCOUNT:
