



Vendor Application
2025-2026

Please return the following to the address below:

- Completed and signed application form (page 2)
- Signed Attestation (page 5)
- Copy of licenses and permits to conduct business in New York State
- Certificate of Liability coverage

↳ must name “County of Oneida” (800 Park Ave, Utica, NY 13501) and “Cornell Cooperative Extension Oneida County” (121 Second St, Utica, NY 13424) as additionally insured

Mailing Address:

OR

Email Address:

**Oneida County Public Market
321 Main Street, Box 8
Utica, New York 13501**

info@oneidacountymarket.com

For Questions or Concerns Contact:

**Beth Irons: office: 315-736-3394 ext. 103,
cell: 315-765-1865, egi3@cornell.edu**

**OR Audra Benincasa: office: 315-736-3394, ext. 266,
ajb489@cornell.edu**

OR info@oneidacountymarket.com

Application Form

Farm/Business Name: _____

Vendor Name: _____

Phone Number: _____ Email: _____

Street Address: _____

City: _____ Zip Code: _____

Emergency Contact

Name: _____

Relationship to Vendor: _____ Phone Number: _____

NYS Sales Tax Number: _____

FMNP ID Number: _____

Is your business a registered Minority or Women Owned Business? (yes or no)

Products (All intended items to be sold):

Special Requirements (electric power, water, special access, other):

I have read, understood, and agree to abide by and comply with all 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, it's volunteers, it's 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: _____

Booth Fees and Market Schedule

Annual: \$450

May 17 - April 18
39 markets

Summer Season: \$300-\$350

May 17- October 25
24 weekly markets

Holiday Season: \$150

November 1 - December 20
7 weekly markets
No Market November 22

Winter Season: \$200

January 10 - April 18
8 bi-weekly markets
markets every other week

Daily Booth Fees:

\$25 - Winter/Holiday Season ONLY

\$30 - Summer Season (outdoor booth, no power,
10x14 space)

\$35 - Summer Season (outdoor booth, power, 10x10
space OR indoor 10x10 space)

Please Note: The Adirondack Railroad will run their Polar Express Train on
December 6,13,20 markets starting at 1:30pm

***Markets you will NOT be able to attend:**

Payment: Cash or Checks

Payment Required Prior to or Day of Market

Checks must be made payable to: "Oneida County" with
"Oneida County Public Market" in memo line



Oneida County Public Market Operating Protocol and Attestation for Vendors and Employees 2025-2026

All vendors and employees must sign acknowledging that you have read, understood, 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 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 will agree to follow local Department of Health guidelines related to public health concerns and any illness issues;
- I will keep my booth/personal work area cleaned and disinfected

Signature: _____

Date: _____



Cornell Cooperative Extension
Oneida County



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.