ONEIDA COUNTY

PUBLIC MARKET

AT UTICA'S HISTORIC UNION STATION

Vendor Application

2026-2027

Please return the following to the address below:

- ☐ **Completed and signed application form (page 2)**
- ☐ **Signed Attestation (page 5)**
- ☐ **Read and Understand the Market Rules and Regulations Handbook**
- ☐ **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 (minimum $1,000,000 policy)**

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:

Market Manager - JB Riffle

office: 315-736-3394 ext.103 info@oneidacountymarket.com jr2533@cornell.edu

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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 registeredMinorityorWomenOwnedBusiness?(yesorno)

Products (All intended items to be sold):

_____

_____

_____

Special Requirements (electric (only available in summer), special access, other):

_____

I have read, understood, and agree to abide by and comply with all policies and procedures outlined in this application *and* all rules and regulations outlined in the Market Rules and Regulations Handbook (separate document). 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: _____

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Booth Fees and Market Schedule

Market Season you'll be signing up for (circle):

Annual Summer Holiday Winter

If signing up only for specific markets, please state:

Any markets you will NOT be able to attend (if signing up for annual/season):

Daily Booth Fees:

$30 - Summer (outdoor, trackside, 10x14 space)

$35 - Holiday (no power available, approx. 8x6 space)

$30 - Winter (no power available, approx. 8x6 space)

Annual: $500
May 23, 2026 - April 17, 2027
39 markets

Summer Season: $350
May 23 - October 31
24 weekly markets

Holiday Season: $200
November 7 - December 19
7 weekly markets

Winter Season: $200
January 9 - April 17
8 bi-weekly markets
markets every other week

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

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Important Information

Attendance Policy:
Attendance is expected at every market that is committed to in your application.

All vendors must be on-site by 8:45am. Management reserves the right to fill any and all vacant booth spaces at their discretion after 8:45am, regardless of seasonal or annual signups.

Vendors are afforded 3 excused absences during the market season. An excused absence is defined as notifying the market manager at least 24 hours in advance.

Repeatedly not attending the market without notifying the market manager, or with notice less than 24 hours in advance can result in the vendor being asked not to return for the remainder of the season, and/or loss of an assigned booth. Vendors not able to attend a market day should call, message or email market management at least 24 hours in advance.

Vehicle movement is prohibited in the market space between 9:00am and 1:00pm as a public safety precaution. Any late arrival vendors (9am or after) must hand carry all items in for their booth to their assigned booth space.

Booths:
Market booths are assigned for entire seasons, please understand that priority is given to returning vendors.

Booths that have pop-up tents need at least 15lbs of weight per leg to secure tent in case of light wind.

Dates to Make Note of:
There will be a market the Saturday after Thanksgiving.

The Adirondack Railroad will run their Polar Express Train performance in the lobby of the train station immediately after the December markets at 1:30pm.

A completed and signed application is acknowledgment of the above information.

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Oneida County Public Market Operating Protocol and Attestation for Vendors and Employees 2026-2027

Allvendors and employees must sign acknowledging that you haveread,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

With your signature on this attestation you agree to adhere to required steps to be taken (wear a mask, socially distance, etc.) should the Oneida County Department of Health determine that these protections are put in place as a public safety measure in public spaces.

Signature: _____
Date: _____

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PUBLIC MARKET
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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.

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