

# Artisan Vendor Application

## Downtown Auburn Saturday Market

### June 5 – September 4, 2021 (14 dates)

### Saturdays, 9AM – 1PM

#### Equal Rights Heritage Center

The City of Auburn and the Downtown Auburn BID are pleased to invite you to participate in the outdoor Downtown Auburn Saturday Market. The event will take place outdoors at the Equal Rights Heritage Center, 25 South Street, and Lincoln Street in downtown Auburn. This event will be held outdoors rain or shine, unless if under severe weather.

**All vendors will keep 100% of sales** as this is an opportunity to showcase your best products and market your business to the community.

	Saturdays, June 5 – September 4
Booth set-up	<b>7:30am – 8:30am</b>
Event	<b>9am – 1pm</b>
Booth breakdown	<b>1pm</b>

#### MARKET GUIDELINES

**MUST ADHERE TO ATTACHED COVID-19 DOWNTOWN AUBURN SATURDAY MARKET GUIDELINES FOR OPERATION AND SAFETY.**

**Content:** Work exhibited at the event must be for a **family oriented** and **child friendly atmosphere**. Items for sale must be **produced or created by the vendor**. Submitting an application does not guarantee approval.

**Requirement:** A **signed application** is a commitment to show. Vendor **registration fee has been waived** for the second year of the Market. **Please checkmark** the entire season (14 Saturdays starting June 5) or weekly anticipated Saturdays of participation on the event dates listed below. Read, sign and date the attached City of Auburn's **Hold Harmless Agreement**.

## **DISPLAY REQUIREMENTS**

**Booth Spaces:** Booth spaces are approximately **10-feet wide by 10-feet deep**, available to vendors. All exhibitors are expected to bring their own display units, materials, tables, chairs, tents, panels, covers, etc. **Vendors are encouraged to bring a 10'x10' pop-up tent with the appropriate tent stakes and weights in the case of windy weather.** Vendors are responsible for keeping booth(s) clean and orderly during and after the show, including removal of trash. There will also be spaces for pop-up shop set-up by parking and selling out of car on Lincoln Street. **Electricity is not available. Please bring a silent generator if you need power or wireless devices, as free WiFi is available.**

## **DOWNTOWN AUBURN SATURDAY MARKET: COVID-19 GUIDELINES FOR MARKET OPERATION**

In compliance with NYS Agriculture and Markets guidance, best practices for COVID-19 market safety guidelines for shoppers, staff, and vendors will be implemented. Weekly markets may feature a variety of fine artists, artisans, and crafters and farm and food products such as meat, cheese, eggs, vegetables, fruit, honey, jelly, bread, baked goods, plants, antibacterial soap, hand sanitizer, face coverings, and some prepared food will be allowed. There will be no entertainment until the City of Auburn and regional COVID-19 reopening plans allow such activity.

### **COVID Guidelines - Market Safety for Shoppers**

We encourage you to please adhere to the following safety protocols to protect yourselves, your shoppers, and Saturday Market vendors and their employees:

- Wear a face covering inside the market space for everyone over the age of 6 years
- Maintain a 6-foot distance between yourself, Saturday Market staff, vendors, and other customers
- Try to keep your market shopping trip as quick as possible
- Do not bring your pets or bikes into the market space
- Limit your party to 1-2 people and split up to finish shopping quickly
- If you are sick, stay home
- Do not pick up any products or produce at vendor stands, ask an employee to help you
- If you sneeze or cough, do so only into a tissue (and immediately dispose of it) or into the crease of your elbow
- Thoroughly wash your hands often with soap for at least 20 seconds
- If hand washing is not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose, and mouth
- Wash all produce thoroughly before using it
- Regularly wash your reusable produce bags
- Handwashing stations are available in the bathrooms and hand sanitizer will be available
- Eating on premise is not allowed at market during COVID-19, so please take it home and enjoy it; pre-order if and when you can
- Those who need extra assistance please see staff upon arrival if needed
- Be patient, and kind—we're all in this together

## **COVID Guidelines - Market Safety for Vendors and Market Managers**

For safety reasons and in compliance with NYS Agriculture and Markets guidance, we have implemented the following best practices:

- Dramatically increasing the footprint of our market to allow for shoppers to be able to maintain a healthy physical distance between each other
- Adding additional chalk/tape lines to keep shoppers at least six feet apart
- Requiring all market shoppers, staff, and vendors to wear a face covering
- Assigning staff on the ground to regulate customer flow and ensure physical distancing
- Allowing only vendors and their staff may handle products; customers must not touch any produce or products until after they have purchased
- Do not permit customers to spend an excessive amount of time near the booth or table
- Separating vendor spaces with at least 10 feet of distance between the tables/tents, more where possible, to reduce congestion
- There is no sampling of products or cooking demonstrations at markets until further notice
- All beverages must be sold in closed containers
- Pre-package raw agricultural produce and products, such as apple, potatoes, onions, etc. to the extent possible
- All other foods, such as breads and baked goods, must be sold prepackaged
- Prepared food vendors will be limited and in a contained environment like a food truck; eating or drinking on premise is not allowed at market during COVID-19, so all food will be sold packaged to go, to encourage later consumption and to discourage people from congregating; avoid providing utensils and consider offering pre-order/online ordering options
- All vendor stands must use vinyl or plastic table covers for easy sanitizing
- All vendors need to be sanitizing their stands regularly, primarily wiping down tables, terminals, cash boxes, etc.
- Reminder notices to vendors about proper food handling will be provided
- All Saturday Market staff and vendors must stay home if they are sick
- Handwashing stations are available in the bathrooms and hand sanitizer will be available
- Be knowledgeable about the Food Safety at Farmers Markets Guidelines
- Frequently check the Department of Health's website for updates and additional resources
- Consider other approaches like online ordering, or other creative purchasing solutions, with pick up at the market to help reduce crowds and the handling of cash or other currencies

# Artisan Vending

## Downtown Auburn Saturday Market

### REGISTRATION FORM

Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Address:

\_\_\_\_\_  
Website: \_\_\_\_\_ Email: \_\_\_\_\_

### ENTRY CATEGORIES

Please check all that apply.

- |                                      |  |                                       |   |
|--------------------------------------|--|---------------------------------------|---|
| <input type="checkbox"/> Paintings   | <input type="checkbox"/> Baskets       | <input type="checkbox"/> Quilts       | <input type="checkbox"/> Clothing items |
| <input type="checkbox"/> Pottery     | <input type="checkbox"/> Watercolor    | <input type="checkbox"/> Metal works  | <input type="checkbox"/> Face coverings |
| <input type="checkbox"/> Artwork     | <input type="checkbox"/> Wooden crafts | <input type="checkbox"/> Jewelry      | <input type="checkbox"/> Hand sanitizer |
| <input type="checkbox"/> Printmaking | <input type="checkbox"/> Candles       | <input type="checkbox"/> Leather      | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Mixed Media   | <input type="checkbox"/> Soaps/Scents | (Specify)                               |
|                                      | <input type="checkbox"/> Glass work    | <input type="checkbox"/> Furniture    |   |

### Saturday 2020 Market Event Dates (14 dates)

Please check all that apply:

#### **JUNE**

- June 20 – Opening Day
- June 27
- 

#### **JULY**

- July 4 – NO MARKET
- July 11
- July 18
- July 25

#### **AUGUST**

- August 1
- August 8
- August 15
- August 22
- August 29

#### **SEPTEMBER**

- September 5 – Closing Day

**VENDOR AGREEMENT** (Please read, sign, and date)

As a vendor, I agree to the guidelines of the Downtown Auburn Saturday Market. The undersigned will indemnify the City of Auburn safe from any and all liability arising out of the action taken by the undersigned or any third party in conjunction with the use or occupancy of the space assigned to the vendor, whether such liability be the result of the negligence, active or passively of the undersigned, its officers, agents and employees and from all cost and expense including attorney's fees incurred in litigation or handling of such claims.

Nothing contained in this agreement or in any prior or any subsequent negotiations shall entitle the exhibitor to any specific space and the City of Auburn retains the right to position the exhibit space with regard to the overall exhibit plan, to make any necessary changes therein.

I have read the vendor requirements and the Downtown Auburn Saturday Market: COVID-19 Guidelines for Market Operation, and I agree to abide by them and understand that rules/requirements may change or new rules added due to the COVID-19 situation at any time and the latest NYS COVID-19 guidance will be used as it may change throughout the market season. I agree that the City of Auburn and Downtown Auburn BID will not be held responsible for any theft or loss of property.

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

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

**CONTACT:**

**Courtney Kasper | Visitor Experience Manager**  
NYS Equal Rights Heritage Center  
25 South Street, Auburn, NY 13021  
315.258.9820 [visitauburnny.com](http://visitauburnny.com)  
[courtney@auburndowntown.org](mailto:courtney@auburndowntown.org)

**HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ does hereby covenant and agree to defend, indemnify, and hold harmless the City of Auburn from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of (check one):

- Casey Park Facility
- Equal Rights Heritage Center
- Hoopes Park Facility
- Market Street Park Facility
- Showmobile
- Other Facility: \_\_\_\_\_
- Special Event (Please specify): Downtown Auburn Saturday Market 2021

Property, facilities, and/or services by the City of Auburn and/or the activities, functions, events, affairs, or proceedings of \_\_\_\_\_ on 06/05/2021–09/04/2021  
(Requestor) (Date of facility usage)

DATE: \_\_\_\_\_

CITY OF AUBURN

By: \_\_\_\_\_

By: \_\_\_\_\_