**INTERNATIONAL PLAZA**

**SPECIAL GUEST INFORMATION & APPLICATION**

**\*NON-PROFIT ORGANIZATIONS\***

The International Plaza makes available a limited number of spaces for non-profit organizations to table for free during Market hours, Sundays 1 p.m. – 5 p.m., from May through mid-October.

Please review this document to ensure a successful non-profit guest appearance.

**ELIGIBILITY:**

* Special Guests must submit an application and physical copy of your non-profit designation

or a valid Tax exempt certificate via email at **Pmarket@cityofrochester.gov** or mail to City of Rochester Public Market, 280 North Union Street, Rochester, NY, 14609.

* Special Guests must be non-profit, community-based organizations and be able to document their mission. Preference will be given to groups that serve Northeast Rochester.
* Outreach at the Plaza must be educational - Organizations are **not** allowed to sell any items

(products, event or raffle tickets, etc.), directly raise or solicit funds or donations, or promote or

sell any paid services, memberships, etc. Special guests **cannot give away food or drink items.**

* **All paperwork is due 2 weeks prior to requested date(s).**
* Amplified music or speech are not permitted.

**AVAILABILITY:**

* The Plaza has limited availability for Special Guests. They are approved on a first come, first serve basis. For inquiries contact **Erika Perez at 585-428-7282 or Pmarket@Cityofrochester.gov**
* An organization may reserve up to 4 dates per market season. For inquiries contact
* **Guest areas are outdoors, uncovered areas, so plan accordingly. (ie: dress appropriately, etc.)**

**ARRIVAL & DAY OF:**

* **Special Guests must arrive by 12:30 p.m. on Sundays.**
* **Please check in at the stage area with Market personnel upon arrival**.
* Special Guests are required to bring any tables, chairs, tents and other materials that you need. We recommend: 1 folding table 6ft. – 8ft., up to 4 folding chairs, 1 tent 10ft. x 10ft. Tents must be adequately weighted to prevent hazard in windy conditions.
* **Parking will be provided at an off-site lot. Plaza parking is reserved for customers.**
* The Plaza cannot guarantee electricity and/or other special accommodations. Further questions/inquiries please contact **Erika Perez at 585-428-7282 or email, Pmarket@cityofrochester.gov.**

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Organization Name:

Organization Street Address:

City: State: Zip code:

Organization Phone #:

Organization Web Site:

Primary Contact:

Contact Phone #: E-mail Address:

What are you marketing/promoting? :

Person representing your Organization at the Plaza:

Date(s) requested (Max. 4):

Time(s) requested:

Additional information:

**Organization representative’s signature below verifies that your Organization has carefully read, understands, and agrees to all provisions in this packet.**

Signature: Date:

Print Representative Name:

**Please submit a physical copy of your non-profit designation or Tax exempt certificate** **with this form.**