

## INTERNATIONAL PLAZA SPECIAL GUEST INFORMATION & APPLICATION \*BUSINESSES\*

The International Plaza makes available a limited number of spaces for businesses for Marketing purposes during Market hours, Thursdays 5 p.m. – 8 p.m. and Sundays 1 p.m. – 5 p.m., from mid-April through mid- November.

The International Plaza is located at 828 North Clinton Avenue, Rochester, NY 14605.

Please review this document to ensure a successful guest appearance.

### ELIGIBILITY:

- Special Guests must submit an application and a physical copy of a valid Tax ID document via email to [jdelvalle@iberodevelopment.org](mailto:jdelvalle@iberodevelopment.org) or mail to City of Rochester Public Market, 280 North Union Street, Rochester, NY 14609.
- If guest is providing food/drink samples, proper food/safety certifications are required. A certificate of insurance for \$1,000,000 naming the City of Rochester, 30 Church Street, Rochester, NY 14614 as additionally insured will also be required.
- **All paperwork and payment is due 2 weeks prior to requested date(s).**
- Rates are \$50 per Thursday and \$100 per Sunday. **Payment should be made by credit card or check made payable to the Rochester Public Market Office at 280 North Union Street, Rochester, NY 14609.**
- **Special Guest appearances should be used as a promotional opportunity only. Selling of items, products, services, memberships, etc. is prohibited.**
- Amplified music or speech are not permitted.
- **The Plaza requires all Special Guests and/or participants to wear a mask or facial covering while at the Market.**

### AVAILABILITY:

- The Plaza has limited availability for Special Guests. They are approved on a first come, first serve basis. For inquiries contact **Site Manager Jessica Del Valle at (585) 471-5676 or [jdelvalle@iberodevelopment.org](mailto:jdelvalle@iberodevelopment.org).**
- **Guest areas are outdoors, uncovered areas, so plan accordingly. (ie: dress appropriately, etc.)**

### ARRIVAL & DAY OF:

- **Special Guests must arrive by 4:30 p.m. on Thursdays and 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 **Site Manager Jessica Del Valle at (585) 471-5676 or [jdelvalle@iberodevelopment.org](mailto:jdelvalle@iberodevelopment.org).**



# International P L A Z A



828 North Clinton Avenue • Rochester, NY 14605 • [cityofrochester.gov/internationalplaza](http://cityofrochester.gov/internationalplaza)  
f | @TheInternationalPlazaROC

## INTERNATIONAL PLAZA SPECIAL GUEST INFORMATION & APPLICATION \*BUSINESSES\*

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: \_\_\_\_\_

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 Tax ID information with this form.**