



Dear Vendor,

The Jay Street Business Association in conjunction with Schenectady County is inviting you to become a vendor at the ***Jay Street Sunday Market*** this growing and popular event is now in its fifth year!

**The 2015 Jay Street Sunday Market will be held EVERY Sunday,  
Running May through October, from 10am-2pm.  
The first market date is May 3rd, and the last date is October 27th.**

The Sunday Market is held along the Jay Street Pedestrian Mall, right in the heart of Downtown Schenectady. The Juried Market will be happening at the same day/time as the extremely popular Schenectady Greenmarket, a regional farmers market that attracts more than 2000 visitors each Sunday.

The Greenmarket's outdoor location is just a little further down Jay Street from the Jay Street Sunday market location, in front of Schenectady City Hall. The Jay Street Sunday market will benefit directly from the foot traffic from the Greenmarket.

If you wish to be a vendor at the Jay Street Sunday Market, please complete and return the enclosed application. Please note the following:

- *All vendors must have a valid NYS Sales Tax ID in order to participate. No exceptions.*
- *No walk-ins will be permitted this year; all vendors must be approved in advance.*
- *Vendors may choose to participate in as many market dates as they wish. Multi-date discounts are available.*
- *Deadline for May 3rd market is April 20th, and applications will be accepted on a rolling basis thereafter.*
- *ALL applications must be mailed or returned to any of the Jay Street Merchants listed on the application form.*

If you have any questions about the Jay Street Sunday market please Email us at [Jaystreetsundaymarket@gmail.com](mailto:Jaystreetsundaymarket@gmail.com)

Thank you and we look forward to seeing you at the 2015 Jay Street Sunday Market!

Sincerely,

**The Jay Street Business Association** in conjunction with the Participating Jay Street Merchants

# 2015 Jay Street Sunday Market Vendor Application

Contact Information			
Company Name			
Contact Name			
Mailing Address			
City/State/ZIP			
Home Phone		Work Phone	
Cell Phone		Fax Number	
E-Mail Address			
NYS Sales Tax ID*			

*\*a copy of your valid NYS sales tax certificate must accompany this application. Vendors will NOT be accepted without a valid certificate.*

PLEASE CHECK (☑) THE DATES YOU WISH TO PARTICIPATE:						
<input type="checkbox"/> ALL	<input type="checkbox"/> May 3	<input type="checkbox"/> June 7	<input type="checkbox"/> July 5	<input type="checkbox"/> August 2	<input type="checkbox"/> September 6	<input type="checkbox"/> October 4
	<input type="checkbox"/> May 10	<input type="checkbox"/> June 14	<input type="checkbox"/> July 12	<input type="checkbox"/> August 9	<input type="checkbox"/> September 13	<input type="checkbox"/> October 11
	<input type="checkbox"/> May 17	<input type="checkbox"/> June 21	<input type="checkbox"/> July 19	<input type="checkbox"/> August 16	<input type="checkbox"/> September 20	<input type="checkbox"/> October 18
	<input type="checkbox"/> May 24	<input type="checkbox"/> June 28	<input type="checkbox"/> July 26	<input type="checkbox"/> August 23	<input type="checkbox"/> September 27	<input type="checkbox"/> October 25
	<input type="checkbox"/> May 31			<input type="checkbox"/> August 30		
<b>Total Number of dates selected</b>			<b>*** Please calculate booth space fees below ***</b>			

**BOOTH SPACE SIZE / FEE:** Approx. 10' wide x 10' deep - **\$25 per date.** *Multi-Date Discounts available; see below.*

CALCULATE BOOTH SPACE FEE			~ <u>SUBLEASING OF BOOTH SPACE IS NOT PERMITTED</u> ~
<input type="checkbox"/> 1 Date - <b>\$25</b>	<input type="checkbox"/> 10 Dates - <b>\$180</b> (\$18 per date)	<input type="checkbox"/> 19 Dates - <b>\$285</b> (\$15 per date)	
<input type="checkbox"/> 2 Dates - <b>\$50</b> (\$25 per date)	<input type="checkbox"/> 11 Dates - <b>\$176</b> (\$16 per date)	<input type="checkbox"/> 20 Dates - <b>\$280</b> (\$14 per date)	
<input type="checkbox"/> 3 Dates - <b>\$75</b> (\$25 per date)	<input type="checkbox"/> 12 Dates - <b>\$192</b> (\$16 per date)	<input type="checkbox"/> 21 Dates - <b>\$294</b> (\$14 per date)	
<input type="checkbox"/> 4 Dates - <b>\$80</b> (\$20 per date)	<input type="checkbox"/> 13 Dates - <b>\$208</b> (\$16 per date)	<input type="checkbox"/> 22 Dates - <b>\$308</b> (\$14 per date)	
<input type="checkbox"/> 5 Dates - <b>\$100</b> (\$20 per date)	<input type="checkbox"/> 14 Dates - <b>\$210</b> (\$15 per date)	<input type="checkbox"/> 23 Dates - <b>\$299</b> (\$13 per date)	
<input type="checkbox"/> 6 Dates - <b>\$120</b> (\$20 per date)	<input type="checkbox"/> 15 Dates - <b>\$225</b> (\$15 per date)	<input type="checkbox"/> 24 Dates - <b>\$312</b> (\$13 per date)	
<input type="checkbox"/> 7 Dates - <b>\$140</b> (\$20 per date)	<input type="checkbox"/> 16 Dates - <b>\$240</b> (\$15 per date)	<input type="checkbox"/> 25 Dates - <b>\$325</b> (\$13 per date)	
<input type="checkbox"/> 8 Dates - <b>\$144</b> (\$18 per date)	<input type="checkbox"/> 17 Dates - <b>\$255</b> (\$15 per date)	<input type="checkbox"/> ALL 26 Dates - <b>\$330</b> (less than \$13 per date)	
<input type="checkbox"/> 9 Dates - <b>\$162</b> (\$18 per date)	<input type="checkbox"/> 18 Dates - <b>\$267</b> (\$15 per date)		

**INDICATE THE ITEMS YOU WISH TO SELL** *(describe all in the space below each category):*

<input type="checkbox"/> ANTIQUES / COLLECTIBLES	<input type="checkbox"/> ART/MEMORABILIA	<input type="checkbox"/> JEWELRY
<input type="checkbox"/> NEW ITEMS	<input type="checkbox"/> CRAFTS	<input type="checkbox"/> OTHER

## 2015 Jay Street Sunday Marketplace ♦ *Terms for Application*

- **Please be advised that the Jay Street Sunday Market will not be accepting applications from vendors who intend to sell basic “garage sale” items. We are looking for quality antiques, collectibles, jewelry, etc., as well as wholesale and new/craft items. absolutely no walk-ins permitted.**
- Applications will be reviewed by a committee and those who are accepted will be notified immediately. The JSBA reserves the right to refuse entry to any vendor that does not meet the event criteria as described above. Checks will be returned to those not accepted.
- Vendors will not be allowed to set up without prior approval from the JSBA—Vendors must provide a copy of their valid NYS Sales Tax Certificate of Authority to Collect Sales Tax. If you need to apply for a Certificate of Authority to Collect Sales Tax, please contact the **NYS Department of Taxation & Finance, Sales Tax Registration Unit: W.A. Harriman Campus, Building 8 | Albany, NY 12227-0155 | 1-800-698-2909.**
- No vendor will be accepted or allowed to operate without a valid Sales Tax ID and certificate. We cannot accept pending applications; Certificate must be prominently displayed at booth.
- The market will be held on the Jay Street Pedestrian Mall (street is closed to vehicular traffic). All booth space is located outdoors; vendors should be prepared to bring tents/canopies **With Weights** in the case of inclement weather.  
Vendor location will be assigned. The JSBA reserves the right to adjust booth placement prior to the event.
- Please be prepared to set up on your selected dates between the hours of 8:00am-10:00am. Excess inventory must be stored out of sight. **All merchandise MUST be neatly displayed on tables at all times** – merchandise may not be placed on the pavement, with the exception of furniture and other large items. Vendors are expected to maintain the cleanliness of their booths at all times.
- Vendors may unload their vehicles at the intersection of State and Jay Streets. After unloading, vendors may park along State Street, in the Clinton Street North Lot, or in the YMCA parking lot (parking is free on weekends). There is also ample free parking in the Broadway parking garage. There may be a fee for parking in the other surface lots in Schenectady if there is a matinee show at Proctors.
- **No vehicles will be allowed on Jay Street at any time after 9:15.** Violators will be asked to remove their vehicles immediately and their permit to sell may be revoked.
- Vendors are responsible for their own tents, tables, chairs, and generators, and for cleaning up their booth. **The Jay Street merchants cannot provide any of the above.**
- Booth must remain open and operational for the duration of the event on dates scheduled, vendor may be fined or application may be revoked if not present. Vendor and/or qualified staff must be present at all times.
- Vendors will not be permitted to move from their assigned location during the market, nor will they be permitted to break down their booth until the end of the market (2:00pm or later you will be fined and your right to sell may be revoked). Vendors must completely break down their booth at the end of the market.
- The sale or free distribution of any of the following is PROHIBITED: Fireworks and other pyrotechnics; weapons including guns, swords, knives, chemicals, pharmaceuticals and over the counter drugs, controlled substances and/or related paraphernalia; pornographic literature, photos, films, videos or other products; any counterfeit products; or products bearing counterfeit, imitation or colorable trademarks, unlicensed merchandise or other false descriptions or designations of origin or any other items that are illegal to sell in New York State, and any items actions or activities that are deemed by the manager of the show to be either a threat to the safety of the patrons or offensive to the image of the Flea Market will not be allowed to be displayed or sold.
- Vendors who do not follow the rules listed above will be asked to leave the market immediately, and will not be permitted to return.
- Vendor is solely liable for equipment (installation, operation, and teardown), and any other personal property at the festival. Vendor represents that he/she has insurance coverage for said items to cover loss due to vandalism, theft, or any other casualty. Loss due to fire, theft, damage, or injury is the sole responsibility of the exhibitor. It is specifically agreed that the Jay Street Business Association, The County of Schenectady and the City of Schenectady shall be held harmless for any claim of theft, vandalism, casualty, or loss.
- Vendors are responsible for operating within any local, state, or federal guidelines or laws. **The Vendor shall defend, indemnify, and hold harmless** the Jay Street Business Association County of Schenectady, the City of Schenectady, and their employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney’s fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Vendor and/or the Vendor’s employees or agents, to the extent of the responsibility of the Vendor and/or the Vendor’s employees or agents for such claims, damages, losses, and expenses.
- The Jay Street Business Association may, for publicity purposes, use any photographs/slides and information received or obtained.

Agreement and Signature - *By signing and submitting this application, I hereby accept all terms set forth in the above Terms For Application*

<b>Name (printed)</b>	
<b>Signature</b>	
<b>Date</b>	

**Mail or return completed form along with payment and Sales Tax Certificate by April 20th, 2015 to:**

Downtown Designs  
177 Jay Street Schenectady N.Y. 12305

Patricia's Room  
162 Jay Street Schenectady N.Y. 12305

Lennon's Irish Shop  
164 Jay Street Schenectady N.Y. 12305

Please make checks payable to **The Jay Street Business Association**. All fees are **Non Refundable**, be sure to keep a copy of this completed application for your records.

Thank you for your Application and interest in our Market we hope along with your participation to make it an event we can be proud of.

