Thank you for your interest in the West Side Market!

The West Side Market is a City of Cleveland facility, owned and operated through the Department of Public Works. The main market house and fruit and vegetable arcade were dedicated October 1912 and today is home to over 100 vendors who specialize in meats, poultry, seafood, baked goods, cheeses, fruits, vegetables, and much more. The Market is one of the largest public markets in the United States, and one of the few that was retained a traditional vendor product mix of food staples. It’s no wonder that the Food Network hailed it as the Best Food Lovers Market in 2010.

The West Side Market has long been considered a catalyst for economic development and growth of the entire Market District and Ohio City neighborhood. Since its establishment, the Market has provided a place where individual entrepreneurs are given an opportunity to start and grow a small business. By expressing your interest in starting a business here, you elect to participate in this ongoing entrepreneurial tradition.

In so doing, you should keep the following in mind. Stalls currently available in the Market are for food. All applications for space are welcome, but please understand that specialty businesses that appeal to local shoppers and increase the diversity of the Market are favored. The process to lease space in the Market is very competitive and spaces are open until filled with a qualified applicant.

Submitting an application is the first step in a multi-step process, and is not a guarantee that you will be offered use of a stand. After an application is submitted, Market Management will contact any applicants that in its sole discretion are deemed a successful fit for the Market space available, increase the diversity of product mix, and demonstrate an ability to both successfully run a business and to adhere to the terms of the lease. Applications that do not meet these criteria will be kept on file for one year for consideration in the case of future vacancies.

If you need more information, please call (216) 664-3541 and ask to speak with the Manager of Markets, Felicia Y. Hall, or email her at fhall@city.cleveland.oh.us.

Find us on Facebook, Twitter and Instagram! Visit www.westsidemarket.org for more information and to sign up for our e-newsletter.
Steps to Becoming a Vendor at the West Side Market

1. Review Market Rules and Regulations and complete, sign, have notarized, and submit a Vendor Application by mail or hand delivery to:

   West Side Market
   Attn: Manager of Markets
   1979 West 25th Street
   Cleveland, OH 44113

2. Market Management will contact you for an interview if your product would enhance the tenant mix at the Market and if suitable space is available. If not, your application will be kept on file for one year to consideration in the case of future vacancies.

3. After your interview, if your proposal is then approved, an appointment to review the lease, Market Rules and Regulations, and other vital information will be held. *(At this point, if application is approved and applicant has not established business with Secretary of State, applicant should proceed with appropriate paperwork. Visit http://business.ohio.gov/starting/ for more information)*

4. You and the Market will execute a lease with signatures, security deposit and first month’s rent. You must provide documentation of any necessary licenses, permits, and insurance.

5. Secure permission to remodel your space as necessary, following Market guidelines.

6. Open up your business and get started!
**APPLICATION FOR MARKET STAND**

**Section 1: BUSINESS INFORMATION**

Applicant Name: ____________________________

Legal Business Name (if applicable): ____________________________

DBA/Trade name* (if applicable): ____________________________

EIN#/Federal Tax ID #: ____________________________

Date Established/Incorporated: ____________________________

Currently operating as:  
- [ ] Sole Proprietorship  
- [ ] Partnership  
- [ ] Corporation

*Please describe current business* (if applicable):

______________________________________________________________________________

______________________________________________________________________________

Section 2: CONTACT INFORMATION

Business Address: ____________________________ City: ________________ Zip: _________

Home Address: ____________________________ City: ________________ Zip: _________

Email: ____________________________ Website: ____________________________

Telephone: ________________ (home) ________________ (business) ________________ (cell)

Best method of contact:  
- [ ] Business Phone  
- [ ] Cell Phone  
- [ ] Email

Section 3: BUSINESS INFORMATION

Do you presently occupy a stand at the Market?  
- [ ] Yes  
- [ ] No

If not, have you ever had one?  
- [ ] Yes  
- [ ] No

Do you occupy a stand in a private market?  
- [ ] Yes  
- [ ] No, which Market? ___________

Describe your proposed business specialty if different than description in Section 1 (if you plan to modify your product offerings from Section 1, please explain): ____________________________

______________________________________________________________________________

______________________________________________________________________________
APPLICATION FOR MARKET STAND

Detailed List of Products and Services (attach supporting documents as needed): __________
______________________________________________________________________________

Related experience: __________________________________________________________________
______________________________________________________________________________

Employee(s) who will work at the market during the next three months, if other than owner(s):
______________________________________________________________________________

Section 3: References

Credit References -
Name: ____________________________ Contact Number: __________________
Address: __________________________ City: ________________ Zip: _____________

Bank References -
Name: ____________________________ Contact Number: __________________
Address: __________________________ City: ________________ Zip: _____________

Personal References -
Name: ____________________________ Contact Number: __________________
Address: __________________________ City: ________________ Zip: _____________

Section 3: Signatures

I hereby certify that the information provided above is true and correct and authorize you to
investigate all bank, credit and personal references listed.

Applicant Signature: ____________________________

SUBSCRIBED and SWORN BEFORE ME THIS _________ DAY OF ___________________, 2____

NOTARY PUBLIC SIGNED _____________________________________

West Side Market · Cleveland’s Public Market
Owned at operated by the City of Cleveland since 1912
Department of Public Works