



APPLICATION FOR MARKET STAND



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, holistic items made from food products, cooking utensils, flowers and plants*. 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.



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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 along with a brief business plan by mail or hand delivery to:

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

Both the Vendor Application and brief business plan required documents for consideration.

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!



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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): _____



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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*