2022 Vendor Application Process

1. Vendor space is only given when all necessary forms, certificates, and payments are submitted at the time of application. Applications are accepted on a rolling basis.

2. Application Checklist:

☐ Completed and signed 2022 Vendor Application Form
☐ Start Date: ________________________________

☐ Payment for the season (due at time of application). $15 per week
  ☐ Full Season: Operates through October 24\textsuperscript{th}
  ☐ Alternate Weeks (pre-approval needed)
  ☐ Other: ________________________________

☐ Up-to-date Certificate of Liability Insurance, as described in Market Rules & Regulations

☐ All vendors – Please provide appropriate permits, licenses and/or certificates for your product as indicated in Farmers Market Federation of New York Guidelines (available on Market webpage.)

☐ WIC participants – please provide FMNP Farmer Participation Agreement (FMC---6) and Completed Crop Plan (FMC---12)

☐ Prepared food vendors --- include a copy of Article 20---C License from NYS Dept. of Agriculture & Markets.

3. **Please submit** your completed and signed application and additional forms electronically to:  
   market@mhcm.org (payment for electronic submission may be made by credit card over the phone, or mailed to address below.)

   or

   Mail completed application, forms and payment to:  
   Poughkeepsie Waterfront Market Manager  
   Mid-Hudson Children’s Museum  
   75 N. Water St.  
   Poughkeepsie, NY 12601

   **Checks Accepted.** Please make checks payable to *Poughkeepsie Waterfront Market*
4. **Need Assistance?** If you have questions, please contact Josephine DaCosta, Market Manager, at market@mhcm.org or 845-471-0589 x12. If you have any special needs or requests for this year’s Market, please include this information in your application.
2022 Vendor Application Form

Please note: This application will become your contract after approval and acceptance into the Market

Business/Vendor Name: _______________________________________________________________

Business Mailing Address: ______________________________________________________________

Contact Person: ______________________________________________________________________

Phone:  _____________________________________________________________________________

Email: ______________________________________________________________________________

Website: ____________________________________________________________________________

Do you accept?    □ WIC checks    □ Credit Cards    □ Cash Only

PRODUCT.  Please provide a brief description of your product(s):

PRICING. Please provide a general sense of your price points (select all that apply)

□ I/we offer product(s) priced between $1 --- $6

□ I/we offer product(s) priced between $6 --- $15

□ I/we offer product(s) priced between $15 +

PRODUCTION. Where and how is your product grown and/or produced?

ACCOMMODATION. Do you have any special requests, needs or requirements to participate in the Poughkeepsie Waterfront Market?
Please read, initial and sign below to confirm you agree to the following:

___ I, _________________________________ (your name), have read the 2022 Poughkeepsie Waterfront Market Vendor Rules & Regulations and agree to abide by them.

___ I understand and will comply with the attendance requirement of Market Vendors.

___ I have enclosed $ _______ in vendor fees to accompany this application.
(Note: Application fees will be returned to you in full if you are not approved as a Vendor)

Signature: ____________________________________________ Date: __________
Print Name: ____________________________________________

Please submit your completed and signed application, payment and additional forms electronically to: market@mhcm.org, or mail to:

Poughkeepsie Waterfront Market Manager
Mid-Hudson Children’s Museum
75 N. Water St.
Poughkeepsie, NY 12601

DO NOT WRITE BELOW LINE

Date Application Received: ________________ Complete? Y / N
Date Payment Received: ________________ Early Bird Discount? Y / N
Date Insurance Certificate Received ________________
Date Permits/Licenses Received ________________

Application Approved ________ Application Declined ________
Market Manager Signature: __________________________ Date: ______________