



## 2023 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 2023 Vendor Application Form

Start Date: \_\_\_\_\_

Payment for the season (due at time of application). \$450 in full or installments

Full Season: Operates May 2<sup>nd</sup> through October 24<sup>th</sup>

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@mhdm.org](mailto:market@mhdm.org) (payment for electronic submission may be made by credit card over the phone, or mailed to address below should you be accepted)

or

Mail completed application, forms and payment to:

Poughkeepsie Waterfront Market Manager

Mid-Hudson Discovery 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 Christopher Tatavitto, Market Manager, at [market@mhdm.org](mailto:market@mhdm.org) or 845-471-0589 x15. If you have any special needs or requests for this year's Market, please include this information in your application.



## 2023 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 2023 Poughkeepsie Waterfront Market Vendor Rules & Regulations and agree to abide by them.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Please submit your completed and signed application and additional forms electronically to:

[market@mhdm.org](mailto:market@mhdm.org), or mail to:

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

**DO NOT WRITE BELOW LINE**

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Date Application Received: \_\_\_\_\_ Y / N

Date Payment Received: \_\_\_\_\_ Y / N

Date Insurance Certificate Received \_\_\_\_\_

Date Permits/Licenses Received \_\_\_\_\_

Application Approved \_\_\_\_\_ Application Declined \_\_\_\_\_

Market Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_