# 2025 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 2025 Vendor Application Form

   ☐ Start Date: _____

   ☐ 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 web page.)

   ☐ 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.

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

   market@mhdm.org

   OR

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

3. **Need Assistance?** If you have questions, please contact our Market Manager at market@mhdm.org or 845-471-0589 x917. If you have any special needs or requests for this year's Market, please include this information in your application.

Poughkeepsie Waterfront MARKET

# 2025 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 2024 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, 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: _____

Date Insurance Certificate Received _____

Date Permits/Licenses Received _____

Application Approved _____ Application Declined _____

Market Manager Signature: _____ Date: _____