



2018 Vendor Application Process

1. All applications must be received by **April 20, 2018** to guarantee a space on Opening Day (June 4, 2018). All necessary forms and certificates must be submitted at the time of application.
2. **Application Checklist:**
 - Completed and signed 2018 Vendor Application Form
 - Payment for the season (due at time of application)
 - Full Season: \$280
 - Early Bird Price: \$210 (application + payment must be received by **March 15, 2018**)
 - Installment Option: \$140 + \$25 due April 20; \$140 balance due July 1
 - Early Bird Installment Option: \$105 + \$25 due March 15; \$105 balance due July 1
 - 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 (845) 471-0589 ext 16 or mailed to the 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
4. **Need Assistance?** If you have questions, please contact Dave Jordan, Market Manager, at djordan@mhcm.org or (845) 471-0589 ext 16. If you have any special needs or requests for this year’s Market, please include this information in your application.



2018 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 2018 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: _____