2020 Vendor Application Process

1. All applications must be received by **April 24, 2020** to guarantee a space on Opening Day (June 1, 2020). All necessary forms and certificates must be submitted at the time of application.

2. **Application Checklist:**

   - [ ] Completed and signed 2020 Vendor Application Form
   - [ ] Payment for the season (due at time of application)
     - [ ] Full Season: $280
     - [ ] Early Bird Full Season: $210 (application + payment must be received by **April 3, 2020**)
     - [ ] Installment Option: $140 + $25 due April 24; $140 balance due July 1
     - [ ] Early Bird Installment Option: $105 + $25 due April 3; $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. 17 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 Street
   Poughkeepsie, NY 12601
4. **Need Assistance?** If you have questions, please contact Peter Jacobsen, Market Manager, at market@mhcm.org or (845) 471-0589 ext 17. If you have any special needs or requests for this year’s Market, please include this information in your application.
2020 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  □ SNAP  □ 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 2020 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: __________