



## 202 Vendor Application Process

All applications must be received by **April 4, 2021** to guarantee a space on Opening Day (April 2, 2021). All necessary forms and certificates must be submitted at the time of application.

### Application Checklist:

- Completed and signed 2021 Vendor Application Form
- Payment for the season (due at time of application)
  - Full Season ~~12500~~\$ ~~12500~~
  - Early Bird Full Season ~~12500~~\$ ~~12500~~ (application + payment must be received by ~~4/2~~ ~~4/20 2~~ )
  - Installment Option: ~~12500~~\$ + \$25 due April 14; ~~12500~~\$ balance due July 1
  - Early Bird Installment Option: ~~12500~~\$ + \$25 due ~~4/2~~ ~~4/20~~ ~~4/20~~ \$~~12500~~ 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 products as indicated in Farmers Market Federation of New York Guidelines (available on Market ~~4~~ 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 & ~~4~~Markets.

**Please submit** your completed and signed application and additional forms electronically to: [market@mhcm.org](mailto: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](mailto: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](mailto: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**

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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: \_\_\_\_\_