VENDOR APPLICATION INSTRUCTIONS

**Step One**
Read the Harvest Home Market Rules & Operating Procedures and indicate that you have read it and agree to abide by all of the rules and regulations by signing the Authorization Page and returning with your application.

**Step Two**
Fill out the vendor application and attach your list of items to be sold. If you are planning to sell items not grown or produced by you be sure to provide clear documentation of the source (ie: farm name, address and contact number).

**Step Three**
Submit the completed documents:
1) Application
2) Product list
3) Signed Operating Procedures/Agreement

**Step Four**
Once you have received written notification of your acceptance to sell at a market(s) you **MUST** obtain personal liability insurance in the amount of $1,000,000.00 with a rider of $1,000,000.00 in property damage. **You will not be allowed to sell at a market without a current insurance certificate on file.**
The insurance certificate must list the market location; Harvest Home Farmer’s Markets as an additional insured and based on the selected market location you must also list New York City Parks, City of New York or other entity as an additional insured. See Instructions for Filing insurance Certificate.

**Step Five**
Mail in your deposit no later than **March 15, 2020** to reserve your space. Please refer to Section VI of the Market Rules and Operating Procedures for rates.
INSTRUCTIONS FOR FILING INSURANCE CERTIFICATES

Harvest Home Farmer’s Market, Inc. must be the designated certificate holder.

Markets that require **City of New York Community Assistance Unit** (100 Gold Street; New York, NY 10038) and each corresponding market you intend to sell at listed as additional insured are:

- East Harlem
- Harlem Hospital
- Jacobi Hospital
- Kings County Hospital
- Lenox Avenue
- Metropolitan Hospital

**For Co-op City and 125th Street State Office Building,** please contact HHFM for special instructions required. HHFM will provide instructions via email to vendors at this location.

Markets that require **NYC Parks & Recreation** (The Arsenal, Central Park; 830 5th Avenue; New York, NY 10021) and each corresponding market you intend to sell at listed as additional insured:

- Brower Park
- Clinton Hill
- Coney Island Hospital
- Hunt’s Point
- Mt. Eden Malls
- North Central Bronx
- St. Mary’s Park

Please be sure to provide one certificate per market category you intend to sell at.

Please submit (or have your insurance company) by mail or email a copy of the insurance certificate showing the correct insured.

Mail: Harvest Home Farmer’s Market  
  8 West 126th Street  
  New York, NY 10027

E-mail: marketapplication@harvesthomefm.org

For additional information, please contact us at:  
marketapplication@harvesthomefm.org

We look forward to seeing you this summer!
VENDOR APPLICATION FORM  
(2020)

Business Name: _______________________________  Address: _______________________________

Owner Name(s): __________________________________________________________

Owner Phone: _______________________________  Office Mgr Name: _______________________________

Owner E-Mail: _______________________________  Office Mgr Phone: _______________________________

Fax: _______________________________

Please indicate which location(s) you are interested in by ✓ the respective boxes.

**Manhattan**
- [ ] East Harlem Market (Thursday)
- [ ] Harlem Hospital Mkt (Friday, Year-Round)
- [ ] Lenox Avenue Market (Saturday)
- [ ] Metropolitan Hospital Market (Friday)
- [ ] State Office Building Market (Tuesday)

**Brooklyn**
- [ ] Brower Park Market (Thursday)
- [ ] Clinton Hill Market (Tuesday)
- [ ] Coney Island Hospital Mkt (Friday)
- [ ] Kings County Hospital Mkt (Wednesday)

**Bronx**
- [ ] Co-op City Market (Wednesday)
- [ ] Hunt’s Point Market (Wednesday)
- [ ] Jacobi Hospital Market (Tuesday)
- [ ] Jacobi Hospital Market (Friday)
- [ ] Mt Eden Malls Market (Tuesday)
- [ ] Mt Eden Malls Market (Thursday)
- [ ] North Central Bronx Market (Wednesday)
- [ ] St. Mary’s Park Market (Thursday)

Are you looking to become a Daily Merchant? (as described in the Harvest Home Market Rules & Operating Procedures, Section VI, Subsection B)  ☐ Yes  ☐ No

If so, how often do you wish come to market? :
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Have you ever sold at a Farmers’ Market before?  ☐ Yes  ☐ No

If Yes, at which Market(s): ______________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Space Reservation:
- The first stall is up to 10ft x 10ft; each additional stall is 10’ x 10’.
- To reserve a space, you must submit a deposit equivalent to 3 days of your weekly rent (or 3 weeks).
- A 10% discount on stall fees is available for prepayments of 10 weeks.

**Number of 10’ x 10’ Spaces Needed:** Maximum ____________
Minimum ____________
# PRODUCT LIST

Please list all items you plan to sell at market

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<th>Items to be Sold</th>
<th>Description/Ingredients</th>
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