



VENDOR APPLICATION INSTRUCTIONS

Step One: Read the Rules

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

Step Two: Complete the application

Fill out the farmer application and attach your crop plan and/or 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 (i.e.: farm name, address and contact number).

Step Three: Submit the completed documents:

- 1) Application
- 2) Product list
- 3) Signed Operating Procedures/Agreement

Step Four: Obtain Insurance

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 any market(s) without a current insurance certificate on file.

The insurance certificate must list the market location, Harvest Home Farmer's Market 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 Certificates.

Step Five: Mail in deposit

Mail in your deposit no later than Friday, **March 15, 2024**, to reserve your space. Please refer to Section VI of the Market Rules and Operating Procedures for rates. (See below)



INSTRUCTIONS FOR FILING INSURANCE CERTIFICATES

Harvest Home Farmer's Market, Inc. must be the designated certificate holder.	
<p>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:</p> <p>Brower Park • East Harlem • Harlem Hospital • Jacobi Hospital • Kings County Hospital • Lenox Avenue • Metropolitan Hospital</p> <p>For Co-op City please contact HHFM for special instructions required. HHFM will provide instructions via email to vendors at this location.</p>	<p>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:</p> <p>Coney Island Hospital • Hunt's Point • Mt. Eden Malls • North Central Bronx • St. Mary's Park • Utica Avenue</p>
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 (2024)

Business Name: _____	Address: _____
Owner Name(s): _____	_____
Owner Phone: _____	Office Mgr. Name: _____
Owner E-Mail: _____	Office Mgr. Phone: _____
	Office Mgr. Email: _____
Fax: _____	

Please indicate which location(s) you are interested in by ✓ the respective boxes. Click market name to view location.

Manhattan	Brooklyn	Bronx
<input type="checkbox"/> East Harlem Market (Thursday)	<input type="checkbox"/> Brower Park Market (Thursday)	<input type="checkbox"/> Co-op City Market (Wednesday)
<input type="checkbox"/> Harlem Hospital Mkt (Friday)	<input type="checkbox"/> Coney Island Hospital Mkt (Friday)	<input type="checkbox"/> Co-op City Market (Saturday)
<input type="checkbox"/> Lenox Avenue Market (Saturday)	<input type="checkbox"/> Kings County Hospital Mkt (Wednesday)	<input type="checkbox"/> Hunt's Point Market (Wednesday)
<input type="checkbox"/> Metropolitan Hospital Market (Friday)	<input type="checkbox"/> Utica Avenue Mkt (Wednesday)	<input type="checkbox"/> Jacobi Hospital Market (Friday)
		<input type="checkbox"/> Mt Eden Malls Market (Tuesday)
		<input type="checkbox"/> Mt Eden Malls Market (Thursday)
		<input type="checkbox"/> North Central Bronx Market (Wednesday)
		<input type="checkbox"/> 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 _____

