



APPLICATION INSTRUCTIONS

Harvest Home seeks motivated growers and vendors who will benefit from selling at our markets and who will tailor their crops, products and pricing structure to meet the needs of residents in the communities we serve. Our primary emphasis is on fresh, good quality and affordably priced fruits and vegetables.

We hope that you will join us at a Harvest Home Farmers' Market (HHFM) location this market season. We are adding the following new locations in 2011.

Bronx

Throgs Neck Market (Weekend)

Manhattan

Pier 40 Market (Weekend)

Montefiore Park Market (Weekday)

Queens

Merrick Blvd Market (Multi-day)

Step One

Fill out Farmer/ Vendor application. Attach a crop plan or list of items to be sold.

Step Two

Read the Harvest Home Market Operating Procedures/Agreement Form and indicate that you have read it and agree to abide by **all** of the rules and regulations by signing the last page (Authorization Page) and returning with your application.

Step Three

Submit or fax the three completed documents: 1) Application, 2) crop plan and 3) signed Operating Procedures/Agreement page **with** your deposit as soon as possible.

Step Four

Obtain personal liability insurance in the amount of \$1,000,000.00 with a rider of \$1,000,000.00 in property damage. **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 or City of New York as an additional insured.**

The break out for additional insured certificate listing is as follows:

<p>Markets that require Harvest Home and City of New York Community Assistance Unit 100 Gold Street, NY, NY 10038 as additional insured are:</p> <p>Forrest Avenue Market • East Harlem Market • Sunday Market • Metropolitan • Jacobi Market • Metropolitan Market • Bellevue • Jerome •</p> <p>For Coop City, Go Green, Lutheran, Merrick Blvd, Pier 40 and Throgs Neck Markets– Please contact office for special Instructions required. HHFM will provide instructions via email to vendors at these locations.</p>	<p>Markets that require Harvest Home and NYC Parks & Recreation the Arsenal, Central Park, New York, NY 10021 as additional insured:</p> <p>Mt. Eden Market • North Central Bronx • Echo Park Market • Montefiore Park Market • Mount Morris Park • Echo Park • West Farms • Coney Island</p>
<p>Please be sure to provide a certificate for each category if you are selling at multiple markets.</p>	

Step Five

Please submit (or have your insurance company) mail, e-mail or fax a copy of the insurance certificate showing the correct insured.

All certificates must be received by May 30th.

Mail: 104- 106 East 126th Street #4A,
New York, NY 10035
e-mail: maritzao@harvesthomefm.org
Fax: 212-828-3464
Phone: 212-828-3361

To ask questions or request additional information, please contact us at maritzao@harvesthomefm.org

We look forward to seeing you this summer!