



FARMER 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 (ie: farm name, address and contact number).

Step Three: Submit the completed documents:

- 1) Application
- 2) Crop Plan/Product list
- 3) Signed Operating Procedures/Agreement
- 4) Farm, Blot, Land Lease/Deeds

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)

Special Note: We have implemented a new program. The Farm-To-City program is an incentive designed to help small farms grow their business. If interested, please complete the supplemental application found on our website or contact Markb@harvesthomefm.org for more information.



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

Email: marketapplication@harvesthomefm.org

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

We look forward to seeing you this summer!



FARMER APPLICATION FORM (2024)

Business Name: _____	Address: _____	
Owner Name(s): _____	Office Mgr Name: _____	
Owner Phone: _____	Office Mgr Phone: _____	
Owner E-Mail: _____	Office Mgr Email: _____	
Fax: _____	Size of Your Farm (acres): _____	Total # of Acres in Production: _____

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

Manhattan

- [East Harlem Market](#) (Thursday)
- [Harlem Hospital Mkt](#) (Friday)
- [Lenox Avenue Market](#) (Saturday)
- [Metropolitan Hospital Market](#) (Friday)

Brooklyn

- [Brower Park Market](#) (Thursday)
- [Coney Island Hospital Mkt](#) (Friday)
- [Kings County Hospital Mkt](#) (Wednesday)
- [Utica Avenue Mkt](#) (Wednesday)

Bronx

- [Co-op City Market](#) (Wednesday)
- [Co-op City Market](#) (Saturday)
- [Hunt's Point Market](#) (Wednesday)
- [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 20ft; 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 _____



Farmer Growing Practices (Please check all that apply):

- Conventional; if so, are you currently on the path to transition to organic or sustainable growth? ____
- IPM (Integrated Pest Management)
- Organic
- Naturally Grown
- Biodynamic
- Hydroponic
- Free of synthetic chemicals (including manufactured pesticides and fertilizers)
- Free of growth hormones and antibiotics
- Grass-fed, pastured raised meat
- Other (please specify): _____

Do you possess any of the following **certifications**?

- USDA Organic
- Certified Naturally Grown
- NOFA- Farmer's Pledge
- Other (please specify): _____



**NEW YORK STATE FARMER'S
MARKET NUTRITION PROGRAM CROP PLAN (FMNP)
FARMER CROP PLAN-2024**

Name: _____

Farm Name: _____

Total Acres in Vegetables: _____ Total Acres in Fruit: _____

Name on Lease/Deed: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell phone: _____

Email Address: _____ Fax: _____

Marketing Season: _____	Vehicle Type/ Size: _____
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Farm location (Please be specific-If you are growing produce crops at more than one location, please list each farm location and the specific crops and number of acres in production at each):

I am a bona fide New York State Farmer and plan to grow vegetables and/or fruits on land owned or leased by me at the location(s) above for sale at the market to FMNP participants in 2024. The crops I plan to grow are listed below. I agree to abide by the rules of the farmers' market and the FMNP, and understand that violation of the rules may result in suspension or loss of my privilege to sell at the market and to participate in the FMNP. I understand that a farmers' market representative may verify the information provided on this application by visiting my farm or requesting other evidence of my status as a bona fide farmer. I agree to inform the market of any changes in my production or marketing that affect the validity of the information I have provided.

Signature

Date

*If you are renting or growing on other than your own farm you MUST provide signed copies of lease or land use agreements with the property owner.



Additional Goods

Please list all items from your farm which you plan to sell at the market on the previous crop plan:

Any goods from a neighboring farm should be listed here (limited to 30% of total crop plan maximum)

<u>Farm Name</u>	<u>Items to be Sold</u>