



**Greetings –**

**Thank you so much for your interest in our market!**

**Something to note for the 2025 season - Angie Walls will be your new Wednesday Market Manager! She has been the assistant for the last two seasons and is a stellar human being and awesome manager. If you are accepted into the markets, you will receive more information about communications for each market and what to do if you are involved with both Wednesday and Saturday market days.**

**Once this application is received, it will be reviewed, and you will be notified by email of your acceptance status.**

**If you are a new or returning Seasonal Vendor, you will need to submit this application by the 21<sup>st</sup> of March 2025 to be considered for seasonal. Please do not submit payment with application, rather wait until you have received confirmation.**

**If you are a daily vendor, new or returning, please be sure to submit your application as soon as possible with as complete a list of dates as possible. You will be notified via email of your application status.**

**ALL applicants, daily or seasonal, will be notified by the 1<sup>st</sup> of April 2025 of their status. Anything received after the 1<sup>st</sup> of April will be on a rolling basis and will be notified of their acceptance within one week of receiving the application.**

**If you have any questions, please do not hesitate to reach out!**

**Be sure to read ALL the market agreements before signing please.**

**Cheers to another amazing market season,**

**Angie + Emily**



## Farmers Market Mission

*The farmers markets will cultivate a commitment to quality local products and produce in a pleasant, easily accessible location by offering goods that will enrich our community through healthy food choices, social exchange, and economic growth.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Social Media: \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Emergency Contact's Phone \_\_\_\_\_

List all persons who will represent your business at the market ("vendor personnel"):

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### Applying for:

SEASONAL – you attend every week and have the same stall each week.

Saturday Market Seasonal \_\_\_\_\_ \$300 due in full (\$410 for two stalls)

Wednesday Market Seasonal \_\_\_\_\_ \$150 due in full (\$210 for two stalls)

Both Sat/Wed Seasonal \_\_\_\_\_ \$400 due in full (\$550 for two stalls)

*\*seasonal payments are due upon acceptance into the market – do not send check until approved*



DAILY – you choose dates that work for you and pay each week. You will not be guaranteed the same stall location each week.

Wednesday \_\_\_\_\_ \$10 per week

Saturday \_\_\_\_\_ \$15 per week

*\*daily payments are due day of attendance only*

**If daily, please provide a list of the dates you would like to attend:** ex: 5/3, 5/27, 5/24 for ea. month.

Saturday Market	Wednesday Market
May	May
June	June
July	July
August	August
September	September
October	October

Check off which categories (and if organic) you will bring to the market:

VEGETABLE \_\_\_\_\_  Organic; FRUIT \_\_\_\_\_  Organic; MEAT \_\_\_\_\_  Organic;  
DAIRY \_\_\_\_\_  Organic; FLOWERS & PLANTS \_\_\_\_\_ BAKED GOODS \_\_\_\_\_  
CRAFTS/ART \_\_\_\_\_

OTHER \_\_\_\_\_

List all possible products you will be selling at the market:

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Please write a short description of your products/business to be posted on our website, marketing, and our weekly email distributions: **Please FILL OUT even if returning.**

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\*Please be sure to email a current photo of your product for our website and social media.

Business License - required. Provide copy of one of the following as proof you are a business:

Federal ID number \_\_\_\_\_

County Assumed Name: \_\_\_\_\_

Articles of incorporation/partnership/DBA \_\_\_\_\_

### Selling Licenses

Depending on the product(s) you sell, you must attach copy(s) of licenses and certifications required by Operating Guidelines. Check the attached appropriate non-shaded boxes for each product category you sell and provide the date of the last Health Inspection.

Note: A Health Inspection may be required on all products such as baked goods (Cottage Food exempt), candy, cider, poultry, honey, etc. The Health agencies that govern this market operation are: Washtenaw County Environmental Health: <http://www.ewashtenaw.org> and Michigan Department of Agriculture: <http://www.michigan.gov/mdard>. Copies of any inspections by these agencies and licenses must be attached with a sample of your label.



Check the appropriate license attached (white boxes only):

	Produce	Flowers/Plants/ Trees	Processed / Baked Goods	Meat/Eggs/ Poultry	Artisans
<b>Organic Certification (if applicable)</b>					
<b>Sales Tax License (Plants/Artisans only)</b>					
<b>Nursery Stock or Growers License</b>					
<b>Food Establishment License</b>					
<b>Food Warehouse License</b>					

No Food Establishment License required, as the business qualifies under 2010 Michigan Cottage Food Law.

By signing below, I certify that I have read and understand the Operating Guidelines and that all licenses and certification listed above are current and valid. I understand that should I, or any vendor personnel fail to comply with the Operating Guidelines, my participation in the Chelsea Farmers Markets can be terminated.

As a vendor wishing to participate in the Chelsea Farmers Markets, I along with vendor personnel agree to save, hold harmless and indemnify the markets and property owners from any and all liability or responsibility pertaining to any damages to person or property on the site assigned to me (us) by the market, when such damages or liability arise out of acts of my own or my vendor personnel.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign & return to: [coordinator@chelseafarmersmkt.org](mailto:coordinator@chelseafarmersmkt.org)

Questions: 734-593-6806

Our Policy: It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

For Market Use Only:

Date Approved: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Check# \_\_\_\_\_

Date Not approved: \_\_\_\_\_



## Farmers Market Mission

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## Operating Guidelines

### Vendor and Products

1. Vendors must live in Michigan and produce their product in Michigan, unless they qualify for the exemption outlined in (a) and (b) below. When reviewing vendor applications, the Market Manager will give preference to those potential vendors living and/or producing within a 100-mile radius of Chelsea.
  - a) If a vendor wishes to sell an out of state product, (s)he must present to the Market Advisory Committee and the market manager before being allowed to sell at market.
  - b) Any new vendor must complete a two-week probationary period at market during which a customer survey may be conducted. After two weeks, the Advisory Committee will vote on whether to allow the vendor a permanent space at market for the season.
2. All produce/products offered for sale must be grown or produced by the vendor, except as noted in the section "Products Definitions and License Requirements". Reselling is prohibited. Only those product categories listed on the application and approved by the market manager will be eligible for sale. Vendors wishing to sell products not listed on original application should discuss with Market Manager.
3. A scheduled farm visit may be implemented between May and August for any vendor selling fresh vegetables, fruits, meat, eggs or dairy. An appointment will be made after the acceptance of any such vendor to the market. These visits will be conducted at the discretion of the manager.

### Attendance

4. A seasonal vendor is encouraged to notify the Market Manager if they will not be in attendance. Notification is requested 48 hours in advance, if possible, by email ([coordinator@chelseafarmersmkt.org](mailto:coordinator@chelseafarmersmkt.org)) or phone 734-593-6806. (This provides the Market Manager the opportunity to fill your stall with a daily vendor.) An already accepted daily vendor must notify Market Manager at least 1 week in advance of the day they wish to attend and is subject to waitlist if the market is already full. Daily vendors must also alert the market manager of an absence within 48hrs of market when possible. Please note: **If a cancellation is made less than 24 hours in advance of the market the daily vendor will be charged the daily fee regardless of attendance.**
5. Vendors are expected to remain open the entire length of the market day unless they have sold out of produce/product prior to market closing and are okayed by the Market Manager to leave early. An exception to this is inclement weather, which may force the market to close early. **See Weather Policy below.**

### Stalls and Signage

6. Vendors must provide their own tables, tents, weights for tents, bags or containers for produce/product and change for use. If a vendor wishes to borrow a tent, they must pay a \$7 rental fee for the day. If they wish to borrow a table, they must pay a \$4 rental fee. Both tents, weights and tables are limited and may not be available.
7. Market stall will be a minimum of one (1) 10'x10' space. Designated walkways must be kept clear.
8. Vendors **MUST** bring weights if they plan on setting up a tent. Each tent must have 4 weights, one for each leg, and they must be firmly attached. Weights must each be a minimum of 10 pounds to ensure the tent is properly anchored.



If a vendor does not have weights, they are not allowed to set up their tent for the day, although they may set up a table and display. The market will not provide weights alone for liability reasons.

Damage to tents because of wind or other circumstances are the responsibility of the vendors and not the market unless the tent is the market's property.

9. The following information must be displayed on a product label, on a small sign by the product, or on a larger display board.
  - a) **Name of vendor business.** In lieu of a sign, the name can be displayed on apparel worn by all vendor personnel, such as hats or shirts.
  - b) **Product names and prices** are posted for all items being sold.
  - c) Cottage Food vendors must have appropriate labeling of all products. See the following website for labeling guidelines: visit [www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information](http://www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information) for more information.
10. Participating vendors must post the appropriate food assistance program signs provided by the Market, identifying them as an authorized vendor. **See Food Assistance Agreements.**
11. Vendors requiring electrical service should see the Market Manager to determine availability.

### Stall Fees

12. Seasonal vendors
  - a) For the Saturday market, vendors can purchase a seasonal stall for a fee of \$300. A maximum of two seasonal stalls can be purchased. The fee for an additional adjacent stall is \$110 per season. Seasonal fees must be paid no later than the first market, May 3<sup>rd</sup>, 2025, unless an alternative arrangement has been approved by the market manager. The fees must be accompanied by a completed and approved seasonal application or you will be subjected to daily status.
  - b) For the Wednesday market, vendors can purchase a seasonal stall for a fee of \$150. A maximum of two seasonal stalls can be purchased; with market manager approval three may be purchased for a limited number of vendors. The fee for an additional adjacent stall is \$60 per season. Seasonal fees must be paid no later than the first market, May 7<sup>th</sup>, 2025, unless an alternative arrangement has been approved by the market manager. The fees must be accompanied by a completed and approved seasonal application or you will be subjected to daily status.
  - c) For vendors that attend both Wednesday and Saturday a seasonal stall fee of \$400 may be purchased. The fee for an additional adjacent stall is \$150. Seasonal fees for both markets must be paid no later than the first attended market in 2025 unless an alternative arrangement has been approved by the market manager. The fees must be accompanied by a completed and approved seasonal application or you will be subjected to daily status.
  - d) Seasonal vendors are assigned a permanent stall for the entire season. Priority in the selection of stalls is given to the seasonal vendors from the prior season who have paid their current year fee in a timely manner and attended 80% of market days on time in the previous year. The assignment of a seasonal stall is at the discretion of the Market Manager, guided by the Market Operating Guidelines. **NO late applications will be considered for seasonal vending; however, you may vend as a daily for the season.**
  - e) Two seasonal vendors may share a stall. Each vendor needs to complete an application and pay their half of the stall fee.



### 13. Daily vendors

- a) Saturday daily vendors can purchase space at a rate of \$15 per stall; \$23 for two.
- b) Wednesday daily vendors can purchase space at a rate of \$10 per stall; \$16 for two.
- c) Applications must be approved at least one week in advance of attendance of Market Day and are subjected to space availability and product saturation.
- d) Two daily vendors may share a stall. Each vendor needs to complete an application and pay their half of the stall fee.

### Food Assistance Programs

- 14. Both Farmers Markets are USDA Supplemental Nutrition Assistance Program vendors and participate in SNAP/EBT, Double Up Food Bucks, Prescription for Health, and Senior Market Bucks. Vendor participation is highly encouraged of all eligible vendors but not legally required. If participating, vendors may be asked to display signs provided by the market identifying that they accept each program. **Food assistance agreements will be provided to vendors at the beginning of the season, and you will need to fill out a w9 if you are a new vendor for reimbursement.**
- 15. Reimbursement Checks will be issued at month end for the redemption of tokens and coupons for food assistance programs. Please be sure to keep good records and copies of your sheets to ensure prompt and proper payments. \*A W9 is required in order to reimburse for food assistance.
- 16. A list of products that are acceptable for purchase within the restrictions of each food assistance program will be provided to each vendor. If you accept food assistance payment and are not eligible to accept food assistance payment, the market is not responsible for reimbursing you. \*Please do not accept food assistance that you are not eligible for as it compromises the integrity of the programs.

### Market Day, Time, and Site

- 17. The Saturday market is held every week May- October from 8 a.m. until 1 p.m. in the Palmer Commons municipal open space. Vendors must unload their product and displays and then move their vehicle **BEFORE** setting up their stall display. You may move your vehicle to the lot behind the Purple Rose Theater, behind the Chelsea State Bank or to a side street to allow Palmer Commons lot parking for patrons. Exceptions: If the vendor has a handicap tag, parking in the lot where the market is held is allowed with approval by market manager. No trailers may remain in the Commons due to lack of space regardless of handicap status.
- 18. The Wednesday market is held every week May – October from 10:00 a.m. until 3:00 p.m. in the parking lot of the CSB on the corner of M52 and Old US 12. Vendors must unload their product and displays and then move their vehicle **BEFORE** setting up their stall display. You may move your vehicle to the lot closest to the road and other businesses to allow patrons closer parking. Exceptions: (1) If the vendor has a handicap tag, parking in the lot where the Market is held is allowed; (2) If the vehicle is part of the vendor's display and is approved by the manager **prior** to the start of the market season.
- 19. Saturday set-up can begin **as early as 6am** and must be completed by 7:50 a.m. for safety and for market operations. All vehicles must be removed from the space by 7:50 a.m. Failure to follow these guidelines more than 3 times results in the loss of a seasonal stall, or inability to return as a daily vendor.
- 20. Wednesday set-up can begin **no earlier than 8:30am** and completed by 9:50 pm. Failure to follow these guidelines more than 3 times results in the loss of seasonal stall, or inability to return as a daily vendor.





21. If a vendor dismantles their stall before the Market ends, their items must be carried to their parked vehicle; no loading in the market area is allowed until after market ends. If a vendor wishes to bring additional items to their stall during market hours, the vendor must carry those items from their parked vehicle

### **Product Definitions and License Requirements**

The Chelsea Farmers Markets are not liable for any non-compliance with USDA, Michigan Department of Agriculture (MDA), or Washtenaw County Department of Environmental Health regulations. The market manager at any time has the right to refuse vendor participation if (s)he feels the vendor is NOT in compliance with these requirements.

#### 22. Michigan-Grown Produce

- a) Fresh Michigan Fruits, Vegetables and Herbs. Produce must be fresh and of high quality. Produce must be sold in its harvested raw form, without slicing.
- b) Samples of food products given to the public must be handled as outlined by State and/or County regulations.
- c) The vendor must grow at least 80% of the product on his/her own farm. The 80% will be judged by the amount of product on the table at one time (i.e. only 20% of the product displayed may be from a different farm). **If the vendor is selling produce from another business, they must list the name, city and state of that source on the table for patrons to see.** Products sold from other businesses may only be those that *supplement* what the grower already produces and **MUST BE APPROVED** by the market manager one week prior to selling. All products must be Michigan grown, unless they meet the exemptions outlined earlier in this application.
- d) Produce labeled “organic” must have been grown on farms with organic certification. Otherwise, produce may be labeled “naturally grown” if using organic methods.
- e) Licenses required: Business License, Organic Certification (if applicable)

#### 23. Michigan-Grown Flowers, Plants and Trees

- a) The vendor must grow at least 80% of the product on his/her own farm. The 80% will be judged by the amount of product on the table at one time (i.e. only 20% of the product displayed may be from a different farm). **If the vendor is selling produce from another business, they must list the name, city and state of that source on the table for patrons to see.** Products sold from other businesses may only be those that *supplement* what the grower already produces and **MUST BE APPROVED** by the market manager one week prior to selling. All products must be Michigan grown, unless they meet the exemptions outlined earlier in this application.
- b) Licenses required: Business License; Michigan Sales Tax License; Nursery Stock or Growers License (for perennials, shrubs, etc.)

#### 24. Michigan-Processed Foods and Michigan-Baked Goods

- a) Processed food is any food product not sold in its natural raw state. Examples: jelly and jams, sauces, salsa, processed honey, cheese, vinegars, cider, maple syrup.



- b) The vendor must process / bake at least 80% of the product. If a component of the product is done by another source, then the vendor must display the name, city and state of that source.
- c) All processed foods and baked goods must be of high quality and made by the vendor in a Michigan licensed food establishment or in accordance with the Michigan Cottage Food Law.
- d) The raw ingredients used to create the Michigan-made product are not required to be Michigan sourced.
- e) Samples of food products given to the public must be handled as outlined by State and/or County regulations.
- f) License required: Business License; Food Establishment License or representation of qualification under the Michigan Cottage Food Law

25. Michigan-Raised Meat, Poultry and Eggs

- a) Products must be of high quality, properly refrigerated/frozen and properly labeled.
- b) The vendor must raise at least 80% of the product on his/her own farm. The 80% will be judged by the amount of product on the table at one time (i.e. only 20% of the product displayed may be from a different farm). **If the vendor is selling product from another business, they must list the name & city of that source on the table for patrons to see.** Products sold from other businesses may only be those that *supplement* what the vendor already produces and **MUST BE APPROVED** by the market manager one week prior to selling. All products must be Michigan grown, unless they meet the exemptions outlined earlier in this application.
- c) Meat must have been processed at a USDA inspected facility.
- d) Poultry must have been processed at a USDA inspected facility or MDA inspected facility.
- e) Vendors selling eggs must comply with USDA rules if applicable to the vendor.
- f) Product labeled “organic” must have been raised on farms with organic certification. Otherwise, product may be labeled “naturally raised” if using organic methods.
- g) License required: Business License, Warehouse License for storage if selling meat, Organic Certification (if applicable)

26. Michigan-Created Artisan Products

- a) All art and crafts must be hand-crafted and/or hand-assembled by the vendor based in Michigan.
- b) All crafts must be of highest quality
- c) License Required: Business License/DBA; Michigan Sales Tax License

**Other Vendors**

- 27. Non-profits and community groups may participate at the Market at no cost to help build community awareness for the market. Your non-profit will be accepted based on how your mission fits the market’s mission and availability for that week.
- 28. Each week one local business can participate as a Market sponsor for \$50 (display only). The Market will provide signage indicating that the business is that day’s Market sponsor and must be displayed by the business. See our sponsors/community partners page for more information. <http://chelseafarmersmkt.org/friends-of-the-market/>



29. **\*All Vendors MUST** carry Liability Insurance and name the market as additional insured.

### Events

30. Community programming will take place to help promote the market, such as musical performances or other entertainment, a Children's Booth providing kid-friendly activities, Youth Business Day, and food demonstrations.
31. Once a month vendor's at the Chelsea Farmers Market may participate in the Market's "Basket Giveaway". Vendors are encouraged to contribute products to help promote the market and may include their marketing materials with the product contributed. Participation is encouraged but optional.

### Market Regulations

32. No political solicitation is permitted inside of the market area.
33. Solicitation and the distribution of literature unrelated to Market products or the Farmers Market Mission are not permitted; an exception to this rule is allowed for the non-profit vendor or local business vendor.
34. The following pricing and product mix guidelines are followed:
- Collusion among vendors to raise or lower prices or to exert pressure or persuasion to cause any vendor to increase or decrease selling prices is prohibited.
  - No vendor can demand a monopoly on any given product. The product mix at each market is determined by the Market Manager with guidance provided by the Market Advisory Committee.
  - A vendor mix of 80% farmer and homemade food vendors and 20% artisans and nursery vendors is desired to maintain the mission of promoting healthy, local food at the market.
35. Market spaces are to be kept hazard-free and reasonably attractive. Farmers/vendors must remove trash and litter from around their stall (from any source) before their departure.
36. Vendors at the market shall always conduct themselves in a pleasant and courteous manner. Any disagreement between a vendor and the Market Manager or two or more vendors must be handled in a respectful and professional manner, and all conflicts needing further review are submitted to the Market Manager through the Market Grievance Guidelines.
37. **There is no cigarette smoking, vaping, consumption of alcoholic beverages or controlled substances allowed in the market area by patrons or by vendors at their stall.**

### Non-Compliance

38. Any grievances regarding displays, product or conduct of vendor or vendor personnel shall be resolved following the **Market Grievance Form and Dismissal Guidelines**.



39. Any vendor may be dismissed by the Market Manager for failure to comply with the Operating Guidelines or Covid -19 protocols (were they to be reinstated). **See Market Grievance Form and Dismissal Guidelines.**

### **Weather Policy**

40. Market Manager will cancel market before or during a storm only if a severe or dangerous storm warning has been called by the National Weather Service or the weather conditions are not tenable for a safe market, i.e.: flooding. If the market is cancelled, the Market Manager will attempt to contact vendors by cell if they are not yet in attendance at the market.
41. The market will be suspended if a rainstorm contains lightning and thunder. The market will only resume after the storm has cleared the area. All vendor personnel are requested to be in their vehicle or nearby building during a lightning and thunderstorm.

### **Market Management**

42. The two Market Manager positions average 20 hours a week respectively. These wages are paid by vendor fees, a grant from the 5 Healthy Towns Foundation and The Chelsea Hospital. These position's goals are to:
- Fulfill administrative responsibilities of the market including but not limited to: liaison with City and funding sources, vendor communication, applications, budgets and reporting, fee collection, complaint and dispute resolution, payments and other administrative matters.
  - Recruit and maintain food vendors of quality produce (vegetables and fruit) along with grains, protein, dairy, baked goods, and artisan.
  - Creatively "market the markets" to increase sales of quality fresh food to the community.
  - Improve low-income families' access to healthy food via food assistance programs; backend bookkeeping of said food assistance programs.
  - Volunteer recruitment
  - Seek out quality musicians for the market entertainment.
  - Research and seek out fundraising opportunities for the market.
  - Oversee the Market Assistance and Children's activities.
  - Manage the online ordering platform, orders and distribution when active.
43. The Market Manager oversees the market during operation days, having the authority to interpret and enforce these Operating Guidelines. In the absence of the Market Manager, the market assistant or a member of the Advisory Committee will assume oversight on a Market Day.
44. The Market Advisory Committee includes citizens and vendors interested in the long-term existence and viability of the Markets. The Committee supports strategic and grant planning, acts as advisor to the Market Manager and a committee member acts as liaison to the Chelsea Wellness Coalition. Contact the market manager if you are interested in being involved on this committee.
45. The market manager in conjunction with Trinity Health, Chelsea Hospital maintains the books and records for the Chelsea Farmers Markets and the hospital acts as the market's fiscal agent. They also hold our liability insurance.



## Chelsea Farmers Markets Vendor Grievance Form and Dismissal Guidelines

The Market Manager has the right to deny or restrict any vendor or vendor personnel's access to the market for failure to follow the Operating Guidelines. Problems, complaints or concerns must be directed immediately to the Market Manager. Any grievance that cannot be resolved between a vendor and the Market Manager may be submitted in writing to the Market Advisory Committee for settlement. Vendors who have disputes with each other are encouraged to work it out between themselves. If an arbitrator is needed the Market Manager will act as, or supply, a neutral party.

If the grievance involves the growth, raising, creation or other production of a product, the grieving vendor will write the suspected violation and give it to the Market Manager along with a check for \$20.00 made out to the Market Manager to cover the cost of a site visit. If the grievance is supported (proven true), the check will be returned to the vendor who filed the complaint, and the violation will be considered a first offense violation. In this case, the violation will be corrected by the next market day or will be considered a second violation. In the case that the grievance is not supported (proven false) the Market Master will retain the check.

The Market Manager shall take no more than two weeks to resolve grievances. If it is a violation of rules, the Market Dismissal Guidelines will be followed as outlined:

- 1) For a first offense of the market rules a vendor will be asked to correct the situation. If it is not corrected, they will be asked to leave by the Market Manager and the vendor will be allowed to return the following week.
- 2) A second violation of the market rules will result in a written notice from the Market Manager to the vendor that states that they will be suspended from the market for one month following the date of the most recent infraction. A continuation of an uncorrected violation from the previous market attendance will be considered a second violation.
- 3) If a third violation occurs again in the same market year, the vendor will receive a written notice from the Market Manager saying that they will no longer be able to be a vendor at either Market for the rest of the market season and that their name will go to the bottom of the list of potential vendors for the next market season.
- 4) A fourth violation of the rules, no matter when, will result in expulsion from the Market permanently.

The Markets strive to provide a fair and equal opportunity for all participants to sell and purchase only quality products at a fair and reasonable price. All vendors and the Market Manager have received a copy of the rules and understand the importance of their cooperation. The grievance procedure is in place to help insure this policy is followed.

If you feel a vendor or any other participant has acted in a way that harms the markets, please supply the following information:

· Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

· Email Address: \_\_\_\_\_

· Name of the vendor or person in question: \_\_\_\_\_

· Infraction(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

· Date of occurrence: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_