



Hello Farmers Market Vendor Applicants,

I am so excited about the 2022 market season! We have had quite a couple of years together and I will look forward to reviewing your applications for participation in the Chelsea Farmers Market! The goal of the markets is to provide a venue that will improve your financial success, as well as provide healthy food access and education in the community.

Every year we offer a Vendor Orientation with information about our rules, food assistance programs, stall assignments, marketing, etc.. This year will once again look a little different and is yet TBD. Once you are accepted to the market I will send you information that is pertinent to the season and we may have an outdoor gathering at the Palmer Commons to help orient new & old vendors alike.

The Wednesday Market will be held from 1:00 to 5:00 pm in the parking lot of CSB on the corner of M52 and Old US 12. The market will begin Wednesday May 1st and run through October 26th.

The Saturday Market will be held from 8 am – 1 pm in the Palmer Commons across from the police station on Main St. The market will begin Saturday April 30th and run through October 29th.

Attached please find the 2022 Application for the Chelsea Farmers Markets. Once accepted an additional agreement pertaining to Covid -19 Pandemic rules and protocols for the market will be required in order to participate in the market this season.

A quick note that preference will be given to returning vendors (seasonal and daily) for market participation as long as their product(s) continue to reflect the mission of the market. If you are a **returning vendor**, please submit this application to the market manager **by Friday March 19th** in order to reserve your spot, otherwise your space cannot be guaranteed and you may be subject to daily fees. You will be notified no later than April 15th of your acceptance.

All other applications are on a rolling basis and will be notified of their status within one week of their submission.

Below is contact information for the Farmers Markets in the other 5 Healthy Towns. Please consider participating in these markets as well!.

I am so looking forward to sharing another amazing year with you all, new and seasoned vendors! Hope to see you soon, and please contact me with any questions!

Sincerely,

Emily Griswold

Farmers Market Coordinator
734-593-6806
coordinator@chelseafarmersmkt.org



Chelsea	Dexter	Grass Lake	Manchester	Stockbridge
<u>Wednesday</u> 1 – 5 pm <u>Saturday</u> 8 am – 1 pm Contact: Emily Griswold 734-593-6806 coordinator@chelseafarmersmkt.org	<u>Tuesday</u> 2 – 6 pm <u>Saturday</u> 8 am – 1 pm Contact: Sam farmersmarket@dexter.mi.gov	<u>Wednesday</u> 4-7 pm Contact: Sabrina Edgar grasslake.farmersmarket@gmail.com	Acorn Market Contact: Laura Wohlgamuth 586-703-4549 Farmersmarket48158@gmail.com	<u>Friday</u> 4 – 7 pm Contact: Suzi Greenway 517-740-1606 suznort@juno.com

Directions:

1. Fill out the entire application, if you have any questions, please contact the market manager at 734-593-6806. Submit no later than Friday March 19th for returning vendors in order to secure a space
2. Sign the waiver statement and agreement to abide by the Operating Guidelines
4. Attach a copy of your insurance and business licenses as needed

Submit the Application and fees:

1. *Please make checks payable to: SJMC*

***cash is also accepted**

2. Preference is to fill out the application and scan and email to coordinator@chelseafarmersmkt.org (this is the fastest way) or fill out our fillable PDF. If you need to mail a hard copy of this application, please call the market manager at 734-593-6806 to work out details.

Some useful internet sites for Farmers Markets and vendors.

1. Michigan Business license and sales tax license
http://www.michigan.gov/lara/0,4601,7-154-61343_35413---,00.html and
<http://www.michigan.gov/uia/0,1607,7-118--89978--,00.html>
2. State of Michigan Department of Agriculture & Rural Development site
http://www.michigan.gov/mdard/0,4610,7-125-1569_16958-169359--,00.html
3. Michigan Farmers Market Association, <http://mifma.org/>
4. Chelsea Farmers Market <http://chelseafarmersmkt.org/>



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: _____ Business Name: _____
 Address: _____ City _____ State: _____ Zip: _____
 Phone: _____ Email: _____
 Website: _____
 Emergency Contact _____ Emergency Contact's Phone _____

Applying for:
 Saturday Market Seasonal _____ \$250 due in full (\$375 for two stalls)
 Wednesday Market Seasonal _____ \$110 due in full (\$165 for two stalls)

Both Sat/Wed Seasonal _____ \$325 due in full (\$500 for two stalls)
 *seasonal payments are due upon acceptance into the market

Daily vendor _____ \$8 for Wednesday
 _____ \$13 for Saturday
 *daily payments are due day of attendance

If daily, please provide a general idea of the dates you will attend:

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:

Please write a short description of your products/business to be posted on our website, marketing, and our weekly email distributions:

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

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

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
Organic Certification (if applicable)					
Sales Tax License (Plants/Artisans only)					
Nursery Stock or Growers License					
Food Establishment License Food Warehouse License					

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 scan & return to: 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# _____ Cash _____
 Date Not approved: _____





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Operating Guidelines

Vendor and Products

- 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.
 - If a vendor wishes to sell an out of state product, (s)he must present to the Market Advisory Committee before being allowed to sell at market
 - The 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.
- 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.
- A scheduled farm visit will be implemented between May and July 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 every other year for each farm.

Attendance

- 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) or phone 734-593-6806. (This provides the Market Manager the opportunity to fill your stall with a daily vendor.) A daily vendor must notify Market Manager at least 48 hours in advance of the day they wish to attend and is subject to waitlist if the market is already full.
- 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

- 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.
- Market stall will be a minimum of one (1) 10’x10’ space. Designated walkways must be kept clear.
- 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.
- The following information must be displayed on a product label, on a small sign by the product, or on a larger display board.
 - Name of vendor business.** In lieu of a sign, the name can be displayed on apparel wore 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: http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html
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 \$250. A maximum of two seasonal stalls can be purchased. The fee for an additional adjacent stall is \$125 per season. Seasonal fees must be paid no later than the first market (May 7th) in 2022, unless an alternative arrangement has been approved by the market manager. The fees must be accompanied by a completed application or you will be subjected to daily status.
 - b) For the Wednesday market, vendors can purchase a seasonal stall for a fee of \$110. A maximum of two seasonal stalls can be purchased. The fee for an additional adjacent stall is \$55 per season. Seasonal fees must be paid no later than the first market (May 4th) in 2022 unless an alternative arrangement has been approved by the market manager. The fees must be accompanied by a completed application or you will be subjected to daily status.
 - c) Seasonal vendors are assigned a permanent stall for the entire season. Priority in the selection of stalls is given to the season 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 season stall is at the discretion of the Market Manager, guided by the Market Operating Guidelines. **Late applications will be considered based on stall availability, product mix, etc.**
13. Daily vendors
- a) Saturday daily vendors can purchase space at a rate of \$13 per stall; \$20 for two.
 - b) Wednesday daily vendors can purchase space at a rate of \$8 per stall; \$11 for two.
 - c) Applications must be approved at least one week in advance of attendance of Market day and are subjected to space availability.
 - d) Two daily or seasonal vendors can share a stall. Each vendor needs to complete an application and pay the half 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, WIC Project Fresh, Senior Project Fresh, and Senior Market Bucks. Vendor participation is highly encouraged of all eligible vendors but not legally required. If participating, vendors must 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.**
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.

Market Day, Time, and Site



16. 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 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: (1) If the vendor has a handicap tag, parking in the lot where the market is held is allowed. No trailers may remain in the Commons due to lack of space regardless of handicap status.
17. The Wednesday market is held every week May – October from 1:00 p.m. until 5:00 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 to the lot closest to the road and other businesses as possible 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.
18. Saturday set-up can begin **as early as 6am** and must be completed by 7:50 a.m. for safety and for market operations. 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.
19. Wednesday set-up can begin **no earlier than 11am** and completed by 12:50 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.
20. 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.

21. 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)

22. 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.)

23. 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

24. 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)

25. 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; Michigan Sales Tax License

26. ***Vendors MUST** carry Liability Insurance and name the market as additional insured.

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 availability 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/>

Events

29. 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.
30. Once a month vendors at the Chelsea Farmers Market can 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

31. No political solicitation is permitted inside of the market area.
32. 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.
33. The following pricing and product mix guidelines are followed:
 - a) 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.
 - b) 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.
 - c) 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.
34. 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.
35. Vendors at the market shall at all times conduct themselves in a pleasant and courteous manner. Any disagreement between a vendor and the Market Manager 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.
36. **There is no cigarette smoking, consumption of alcoholic beverages or controlled substances allowed in the market area by patrons or by vendors at their stall.**

Non-Compliance

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



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

Weather Policy

39. 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. 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.
40. The market will be suspended if a rain storm 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 thunder storm.

Market Management

41. The Market Manager position is an average of 24 hours a week, paid by vendor fees, a grant from the 5 Healthy Towns Foundation and St Joseph Mercy Chelsea. This position's goals are to:
- a) 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.
 - b) Recruit and maintain food vendors of quality produce (vegetables and fruit) along with grains, protein, dairy, baked goods and artisan.
 - c) Creatively "market the markets" to increase sales of quality fresh food to the community.
 - d) Improve low-income families' access to healthy food via food assistance programs.
 - e) Volunteer recruitment
 - f) Research and seek out fundraising opportunities for the market.
 - g) Manage the online ordering platform, orders and distribution
42. The Market Manager oversees the market on Market 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.
43. 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.
44. St. Joseph Mercy, Chelsea Hospital maintains the books and records for the Chelsea Farmers Markets and 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: ____ / ____ / ____