Our Market Accepts SNAP on the Michigan Bridge Card and Gives Double Up Food Bucks

NEW BALTMORE FARMERS MARKET
2022 STANDARD VENDOR Application
SUNDAYS ~ 9am-2pm

Homemade/Handmade Products ONLY
Including Businesses

Booth/Business Name _____
Primary Person's Name _____
Address/City/State/Zip _____
Cell Phone _____ Alt. Phone _____
Email Address _____
Emergency Contact _____ Phone _____

***MIFMA** MEMBER? YES_____ **(**10% Discount on Seasonal Only; not retroactive, up to $50 total, must include proof)
***Michigan Farmers Market Association Membership Details can be found at mifma.org**

Participants who paid Reservation Fee DO NOT remit Application Fee

$_____← APPLICATION FEE ENCLOSED $60 (+$50 each add'l space)
Fee = $50 per Space PLUS a $10 Processing Charge

➔CHOOSE ONE _____ *NEW* Vendor _____ Returning Vendor

➔_____← ENTER # of 10x10 Spaces No Vehicles in Stall without Approval
***Contact MM to Discuss Your Needs**

↓ CHECK ATTENDANCE CHOICE

_____ SEASONAL 25 weeks **$550 per Space** Paid by May 1st
$22/week See Page 13 Contact MM for Payment Plan Request

_____ WEEKLY **$25/week** Use calendar below for weeks of attendance
See Page 14

☒ **All Application Fees Held on Account & Rolled Season to Season**
☒ **Fee may be Used for any Balance Due on Account at which time, this fee may need to be remitted again to continue attendance with the NBFM**
☒ **Fees are Not Transferable & Non-Refundable (Returned if Not Approved)**

Email Sent if NOT Approved – Payment Returned

Participants are Approved First Come, First Serve

Farmers/Growers/Producers *APPROVED FIRST

****

↓ *OFFICE USE ONLY* ↓

Amount _____ Cash Check # _____

Postmarked Date_____

Cash Report_____ Website _____

Email Sent _____Spreadsheet (1)_____ (2)_____

Phone # _____ Emergency Contact_____

Forms Signed_____ Email Verify_____

↓CHECK ALL CATEGORIES THAT APPLY (See Attached for product listing REQUIRED)

_____ Farmer/Grower *Note Item I on Next Page Re: Items Not Grown or Produced by You
_____ Cottage Food *Include Cottage Food Certification Copy (See Regulations Section 3)
_____ Licensed Food *Include Copy of Food License (See Regulations Section 3)
_____ Artisan, Specialty, Crafter (Handmade Items Only)
_____ Food Truck/Trailer *Include Copy of All Licenses (See Regulations Section 3)

SEPARATE APPLICATIONS FOR FARMERS/GROWERS, DIRECT SALES-MANUFACTURED PRODUCTS, SPECIAL GUESTS, BUSINESSES

Partnership Opportunities Available with Some Levels Including Attendance Options ■ Separate Attendance Application for Partners
All Applicants are Asked to Attend the ANNUAL VENDOR FORUM in April 2022 ■ NEW Market Area Discussed ■ Details will be Emailed

2022 Season Dates - *please circle dates you would **like** to participate*

May	*June*	*July*	*Aug*	*Sept*	*Oct*
1 OPENING DAY	**5 SPRING INTO SUMMER!**	3	7	**4 ART ON THE BAY DAY**	2
8	12	10	**14 SUMMER FUN in the SUN**	**11 GRANDPARENT & SENIOR DAY**	9
15	**19 STREET FAIR MARKET**	17	21	18	16
22 / 29	26 NO MARKET (Bay Rama)	**BIRTHDAY MARKET** **24** / 31	28	**25 KIDS & FAMILY DAY**	23 / **HARVEST FESTIVAL BOO BASH** **30**

The New Baltimore Farmers Market is a 501(c)(3) non-profit community organization whose purpose is to provide a link to local foods, farmers, and artisans, with supportive access to fresh foods for all consumers, while educating, sharing and encouraging the health and economic benefits of local foods, entrepreneurship, and activities with partnerships and volunteers from the Macomb / St. Clair County areas.

PLEASE FILL OUT ALL SECTIONS THAT APPLY TO PRODUCTS THAT WILL BE ON YOUR TABLE
If this page does not apply to you ~ please disregard & take out of your application

*****RETURNING PARTICIPANTS: Please note all your products for this season. (See Regulations)***

YOU WILL NOT BE ALLOWED TO ADD ITEMS NOT LISTED WITHOUT PRIOR APPROVAL

Everyone Attending in Participants' Spaces MUST Know & Understand Information in this Document, Keep Copy on Hand, & Submit Completed Pages 4 and 5 to the Market Manager at Check In – Including 'Visitors' that Will Be in Space More Than ½ Hour. Adults May Complete Pages 5/6 for Persons Under the Age of 18.

(I) ALL PARTICIPANTS (FOR ANY RE-SELLING)

In order to uphold the integrity of the NBFM mission and vision, we require you **to list all products you do not grow or produce** as well as the name and contact information of the Michigan producer. ***As indicated in our policy, you are also required to clearly label where these products come from at your booth, at each market***. The NBFM MAY be conducting farm/site visits as deemed needed. Add more detail as Needed.

Producer/Farmer Name:

_____

_____

Address and/or telephone:

_____

_____

Products:

_____

_____

.

(II) COTTAGE FOOD PRODUCTS

Please describe all of the food products you wish to sell IN DETAIL below. ALL packaging and labeling requirements MUST be adhered to. **YOU WILL NOT BE ALLOWED TO ADD ITEMS NOT LISTED HERE TO YOUR TABLE WITHOUT MM APPROVAL.** Cottage Food vendors are required by the NBFM to have Michigan Cottage Food Law Food Safety Certification completed on a BI-YEARLY BASIS with a copy of their current year's certificate to be turned in with this application. This inexpensive course can be accessed at https://www.canr.msu.edu/cottage_food_law/online-michigan-cottage-food-law (link validated 1-11-2022)

Product(s) Description:

_____

_____

_____

_____

_____

_____

_____

Please add more detail as needed (you may use back of page or add additional sheets):

PLEASE FILL OUT ALL SECTIONS THAT APPLY TO PRODUCTS THAT WILL BE ON YOUR TABLE
If this page does not apply to you ~ please disregard & take out of your application

****RETURNING PARTICIPANTS: Please note all your products for this season. (See Regulations)***

YOU WILL NOT BE ALLOWED TO ADD ITEMS NOT LISTED WITHOUT PRIOR APPROVAL

(III) FARMER /GROWER - Fruits and Vegetables:

Please mark all products that you produce and plan to bring to the market and add more detail as needed.
Please see Re-Seller Page for items which you do not produce yourself.
Please add more detail as needed using the back of the page or an additional page if necessary.

___Apples
___Apricots
___Artichoke
___Asparagus
___Arugula
___Bok Choi
___Basil
___Beans
___Beets
___Blackberries
___Blueberries
___Broccoli
___Brussels Sprouts
___Cabbage
___Cantaloupe
___Carrots
___Cauliflower
___Celery
___Cherries
___Collards
___Corn
___Cucumber
___Flowers (Cut)
___Flowers (Potted)
___Garlic
___Gourds
___Grains _____
_____
___Grapes
___Jerusalem Artichokes
___Kale
___Kohlrabi
___Leek
___Lettuce
___Melons
___Mulberries
___Mushrooms
___Mustard Greens
___Okra
___Onion
___Parsley
___Parsnips
___Peaches
___Pears
___Peas
___Peppers
___Plums
___Potatoes
___Pumpkins
___Radish
___Raspberries
___Rhubarb
___Rutabaga
___Scallions
___Spinach
___Summer Squash
___Strawberries
___Sweet Potatoes
___Swiss Chard
___Tomato
___Turnip
___Watermelon
___Winter Squash
___Yams
___Zucchini

__Eggs_____
_____
_____

__Herbs_____
_____
_____
_____

___ Plant Starts_____
_____
_____

Other:_____
_____

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PLEASE FILL OUT ALL SECTIONS THAT APPLY TO PRODUCTS THAT WILL BE ON YOUR TABLE
If this page does not apply to you ~ please disregard & take out of your application

****RETURNING PARTICIPANTS: Please note all your products for this season. (See Regulations)***

YOU WILL NOT BE ALLOWED TO ADD ITEMS NOT LISTED WITHOUT PRIOR APPROVAL

(IV) ARTISAN, SPECIALITY ITEMS, CRAFTER (Handmade Items Only)

All arts and crafts sold at the market must be an individual's creative effort and sold by the Michigan artist or a representative thereof. The sale of items not created by you must be approved by the market manager. Please briefly describe the art or craft item(s) you wish to sell. If you did not make the items yourself, please name the artist or craftsperson.

Product(s) Description:

_____

_____

_____

_____

Please add more detail as needed using the back of the page or an additional page if necessary.

(V) FOOD TRUCK/TRAILER 'CART' VENDOR (READY-TO EAT)

Please briefly describe all the food item(s) you wish to sell. **A COPY OF YOUR LICENSE MUST BE INCLUDED.**

_____

_____

_____

_____

Please add more detail as needed using the back of the page or an additional page if necessary.

(VI) LICENSED FOOD VENDOR - MUST BE PRODUCED IN LICENSED FACILITY

****LICENSE NUMBER**_____ *Must Include VALID License Copy*

____Pickles/Pickled Items
____Salsas
____Sauces
____Meats
____Jams/Jellies (*with certain ingredients) *Please visit the link for Michigan Cottage Food Law for more information*
____Other _____

_____

Please add more detail as needed using the back of the page or an additional page if necessary.

Please Read the Following Pages before Signing the Next Pages

ACKNOWLEDGEMENT AND RECEIPT OF MARKET RULES

Returning Participants Need ONLY Complete & Submit Cover Page & Pages 4 and 5
As well as Must Be Familiar with, Understand, and Follow Rules & Regulations (*May Change)
Everyone Attending in Participants' Spaces MUST Know & Understand Information in this Document, Keep Copy on Hand, & Submit Completed Pages 4 and 5 at Check In – Including 'Visitors' that Will Be in Space More Than ½ Hour. Adults May Complete Pages 5/6 for Persons Under Age 18.

I acknowledge that I have a copy of the New Baltimore Farmers Market (NBFM) Rules & Regulations including the payment policy. I have read & agree to abide by the NBFM's rules, regulations, and policies as well as to hold the New Baltimore Farmers Market harmless from legal or financial liability from this date forward.

Booth/Business Name: _____ Date: _____

Printed Name _____ Signature_____

PLEASE RETURN THIS FORM WITH APPLICATION

AUTHORIZATION, RELEASE, WAIVER AGREEMENTS

PHOTO RELEASE AUTHORIZATION

The New Baltimore Farmers Market will, from time to time, have an on-site photographer, as well as local and regional professional media outlets on site to help promote the market. Photos may be taken with or without knowledge of the subject, depending on the situation. This written authorization and completed information/signature give permission to utilize any and all photos taken for publicity and advertising purposes. If you would like to opt out of this option, initial here _____instead of completing below.

Booth/Business Name: _____

Date: _____ Printed Name _____

Signature_____ _____

LIABILITY WAIVER: I acknowledge that I have been given a copy of the New Baltimore Farmers Market (NBFM) Rules & Regulations, have read and agree to abide by these regulations as stated, including the Release & Indemnity Clause. I also agree to hold harmless from legal or financial liability the NBFM from this date forward.

Date: _____ Printed Name _____

Address _____ City / State/ Zip_____

Signature_____

RELEASE & INDEMNITY CLAUSE: I agree to indemnify and hold harmless the New Baltimore Farmers Market (NBFM), and the directors, officers, employees, agents, attorneys, and volunteers of these entities from all claims, causes of action, liability, judgments, obligations, or costs of any nature whatsoever, including but not limited to costs and attorney fees, in connection with any such claims or the like made by or on behalf of any individual and/or entity and/or the individual's and/or entity's spouse, children, heirs, assigns, insurers, guarantors, officers, directors, agents, or persons or entities claiming by or through an individual and/or entity from this date forward.

By signing below, I, both on behalf of my business, if any, and individually:

(1) acknowledge that I have read and understand the NBFM Rules and Regulations;
(2) agree to be bound by and comply with the New Baltimore Farmers Market Rules and Regulations;
(3) acknowledge that I have read and understand the Release and Indemnity clause in the Application;
(4) and agree to be bound by and comply with the Release and Indemnity clause in the Application.

Booth/Business Name: _____

Date: _____ Printed Name _____

Signature_____ _____

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New Baltimore Farmers Market
2022 Market Rules & Regulations

PARTICIPANT COPY - Each Person Attending Space Needs to KEEP THESE Pages on Hand For REFERENCE

Sundays–9 am to 2pm ■ First Sunday of May thru Last Sunday of October (not 31st) ■ May1 to October 30, 2022

SEPARATE APPLICATIONS AVAILABLE FOR FARMERS, DIRECT SALES-MANUFACTURED PRODUCTS, COMMUNITY GROUPS, BUSINESSES
Partnership Opportunities Available with Some Levels Including Attendance Options ■ Separate Attendance Application for Partners

Applicants are to Attend the Annual Vendor Forum ■ Info Regarding NEW Site Discussed ■ TBD April 2022 ■ Details Emailed

Returning Participants Need ONLY Complete & Submit Cover Page & Pages 4 and 5 IF there are No Changes to any Portions of Application from Previous Season. If it has been a whole season or longer since previous attendance, all pages of application need to be completed and submitted.

Returning Participants & Anyone Attending in Space(s) MUST be Familiar with Rules & Regulations EACH SEASON.

CONTACT & GENERAL INFORMATION

**Important to KEEP A COPY OF THIS Information AVAILABLE for ALL PERSONS attending in a Market Space(s) to Reference*

YOUR 2021 MIFMA-Certified MARKET MANAGER (MM) IS Debra Williams 586-215-7484 Texting Preferred
NBFM Participants: Market Day Attendance Information – TEXT Future Attendance Dates – EMAIL
EMAIL: marketmanager@newbaltimorefarmersmarket.com

- For the Purpose of this Document – the term 'Participant' refers to Any Person Attending in a Market Space, Assisting in Check in, set up, in Space Operations during market hours, Tear Down, and/or Exit from Market Area (and their Vehicle if Applicable). Market 'Partners' (Sponsors) May be Exempt by Approval of the Board of Directors from some Guidelines.
- The New Baltimore Farmers Market (NBFM) is a self-sustaining Non-Profit Community Organization that operates outside of-but in cooperation with the City of New Baltimore, Anchor Bay Chamber of Commerce, the New Baltimore Business Alliance, and any other municipal or community organizations.
- The NBFM is operated and organized under the direction of the New Baltimore Farmers Market Board of Directors (BOD) with a staff that includes a Michigan Farmers Market Association-Certified Professional Market Manager, a Market Day Assistant, two Market Clerks, and Market Volunteers.
- The New Baltimore Famers Market does not have a Physical Location (outside of market dates) at this time.
- Market Concerns, Questions Outside the Realm of the on-site Market Staff, etc. are to be Directed to the NBFM Board of Directors at marketmanager@newbaltimorefarmersmarket.com or NBFM, PO Box 116, New Baltimore, MI 48047 using the Suggestion / Complaint / Grievance Form available at the End of these Pages.
- The Michigan Farmers Market Association (MIFMA) can be contacted at (517) 432-3381 and is located at 480 Wilson Rd, Room 172, East Lansing, MI 48824. Website www.mifma.org
- MIFMA Membership is Available to Everyone with SUPPORT, GUIDANCE and BENEFITS AVAILABLE to All Members.
- MIFMA Membership is Encouraged for ALL NBFM PARTICIPANTS and may be Mandatory in Future NBFM Seasons.
- The Park *including Restrooms is managed by the New Baltimore Parks & Recreation Department (NBPR).
- The New Baltimore Parks & Recreation Department can be contacted at (586) 725-0291 with Offices/Rec Center located at 35248 Cricklewood Blvd., New Baltimore, MI 48047. Pavilion Rental Info also available at NBPR.
- Please leave Messages for the NBPR at the above contacts regarding any Appreciations and/or Park Concerns.
- All market area/sites are managed by the City of New Baltimore (NB) with the market having to apply for special permission on an annual basis to use for market season period.
- The City of NB can be contacted at (586) 725-2151 & Offices located at 36535 Green St, New Baltimore MI 48047.
- After Hours (market times) the NB Police Department Dispatch can be reached at (586) 598-9780.
- Please leave Messages for the City of New Baltimore at the above contacts regarding any Appreciations and/or concerns Involving the City of NB properties.
- The New Baltimore Police Department can be contacted at (586) 725-2181 and is located at 37885 Green Street, New Baltimore, MI 48047. EMERGENCY call 911.

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ATTENDANCE DETAILS

1 GENERAL INFORMATION

- Annual Market Season begins every year the First Sunday of May and ends the Last Sunday of October (not 31st)
- OPEN Sundays only from 9:00 a.m. to 2:00 p.m. (Additional Special Markets or Events may be Announced via Email)
- Located in Northeast Corner of Macomb County in Downtown Historic New Baltimore: Washington/Front Streets.
- Address for Googling Directions ONLY: 50976 Washington Street (not a physical or mailing address).
- Market is Located near the Shores of Anchor Bay in Lake St. Clair with Public Waterfront Park that includes a Beach, Volleyball Sand Courts, Boardwalk, Pier, Fishing Availability, Playgrounds, Open Grassy Areas, Picnic Tables & Benches, Kayak Rental, Indoor & Outdoor Pavilion Rental as well as Reservations for Parties of over 8 People to Set Up Area in Open Grassy Areas. Contact (info above section) NBPR for Information/Reservations.
- Market ALWAYS opens on all scheduled market dates ~ including rain, storms, wind, heat index, humidity, etc.
- In the case of severe, dangerous weather ONLY, the Market Manager will make the determination regarding closing the entire Market early upon advisement of the NBFM Board of Directors.
- Heavy Winds are Often Experienced during Market Hours (open location on the lake waterfront).
- Vendor spaces are 10x10 feet in size with some being slightly 'irregular' as necessary for layout purposes.
- Seasonal Participants will be located in the same general area throughout the season as allowed in layout.
- Spaces are assigned by MM & information on each market with space numbers will be sent out via 'weekly email'.
- It is ABSOLUTELY NECESSARY to Read Weekly Emails AND/OR Forward to Individuals who Will be Attending in Your space(s). It is IMPERATIVE that Everyone is Informed, Understands Market Guidelines, etc. (More in Last Page).
- ALL INDIVIDUALS who will be Attending in Your Space(s) (Bringing Vehicles onto/into Site, etc.) MUST Read, understand & COMPLETE Pages 4 and 5 which MUST be Turned into Market Manager BEFORE they Participate AND have the information of each weekly email available to them before they attend the market.
- Displays, activities, interactive information, etc. IS GREATLY ENCOURAGED. Participants MAY BE ABLE to receive as much space as necessary to provide whatever they would like to do at the market (possibly for cut rate or no charge!). The Market Manager encourages participants to discuss any ideas, thoughts for activities, etc. with the MM anytime.
- While the MM will work with Participants to accommodate their needs and desires, weekly Participants cannot be guaranteed the same space(s). Regularly Attending Participants are Assigned as Close to the Same Area as Possible in Layout Plans for Each Market Date.
- SEASONAL PARTICIPANT status is greatly encouraged and SAVES MONEY in Attendance Fees. This STATUS may be more Applicable to Your Attendance Situation than You Realize with Allowances for Absences and Payment Plans.
- A **PARTNERSHIP PROGRAM** with many choices of Levels to Participate is Also Available to Any/All Persons, Businesses, Vendors, Organizations, Groups, Clubs, etc. Partnership includes opportunities for market participation, advertising, promotion, product distribution, and one-on-one interaction with an extremely large number of community members that attend the NBFM each Market date. Partnership Program Packets are distributed by email at any time during the year with inquiry to marketmanager@newbaltimorefarmersmarket.com Individual Meeting with NBFM BOD Available by Request.

2 WEEKLY EMAIL (ALL PARTICIPANTS & PERSONS ATTENDING IN SPACE Must READ EVERY WEEK)

- An Email is Sent Out Every Market Week by Saturday Morning before the Market at the Latest.
- Email Contains DETAILS THAT ARE PERTINENT to the WEEK'S MARKET DATE as Well as Instructions to Access the market Sites, Parking, & Some Rule Reminders of Items that Have Been Brought to the NBFM Board of Directors Attention as well as Any Changes Made that Effect Participants.
- Space Assignments are in the Weekly Email. EACH Participant MUST KNOW their Space # for Check In.
- Participants that Do Not Know Space # Assigned to Them at Check in MAY be Asked to Move to an Area Outside of Check in Entrance and Wait until their Assigned Space can be Looked Up by Market Personnel working Check in.

3 PARTICIPANTS CHECK IN *Must Be Performed for EVERY Participant before Beginning Setting Up*

- Participants will be Given up to three 'NBFM Participant Placard' at Check in of Their First Attendance Date (more than one vehicle entering site, etc.). Placard MUST BE displayed in Lower Corner of the Driver Side of All Vehicles Used by the Participant from the Time of Arrival for Check in Until the Vehicle Completely Leaves the Market Area for that Day. Participants 'Walking In' Must Also Have their Placard Displayed in All Vehicles Used for Attendance of a Market.
- Vendor Vehicle Cards MUST be used for all markets in 2022 and are the responsibility of the participant.
- Replacement Vehicle Cards are Available at the NBFM Info Tent for $3.00 each.
- Vehicles without a Placard Will Not be Allowed to Enter any Part of the Market Area.
- Participants Vehicles Placard MUST be Displayed while Parking from Check in thru Close Out of the Market Date.
- Required Arrival/Check In times MAY Vary by Assigned Location in the market area & Are Noted in Weekly Email.
- Once 'checked in' for a market date, the participant is considered as 'attending' that date and payment is due.
- Any participant not 'checked in' to reserved/assigned space(s) 'by time designated for that space(s)' may forfeit the reserved/assigned space(s) for the day.
- Participants NOT 'checked in' to assigned space(s) on time MAY be given choice to 'GET IN LINE' by waiting where they are directed to wait' for a 'Fill In' space(s) Assignment at Market Manager's Discretion.
- Proper Arrival Times and Check in Procedures Enable NBFM Staff, Board Members, & Volunteers to provide the most organized and efficient market day for everyone.

4 SETTING UP, OCCUPYING, & VACATING PARTICIPANT SPACE(S)S

- ALL Participants must be set up & ready to sell by 8:45 a.m. and Must Fully 'Occupy' All Space(s) Approved to Attend.
- Participant Vehicles will not be allowed on the market after 8:15 a.m. UNLESS approved by Market Manager.
- All Vehicles MUST be MOVED OFF-SITE by 8:30am without Exception for Public Safety Reasons.
- Displays shall not block the view of nearby space(s)s or create hazardous conditions to neighboring Participants.
- All Items shall be contained within no more than 2 feet into customer area(s) and CANNOT be higher than 3 feet = i.e., stand up signs, decorations, other advertisements, etc. NO tables, racks, mannequins, etc. higher than 3 feet.
- Participants must supply all their own equipment necessary to abide by the NBFM Rules & Guidelines.
- Participants must have Materials Available to 'Block Off' Openings that may Allow Customers to 'Squeeze thru to Enter the Market. Acceptable Materials include Banners, Bungee Cords, Flag Ropes, Rope – in length of 40 fee minimum.
- Caution Tape & Stacked Items are not Acceptable Blocking Off Materials. Please contact MM for any questions.
- ONLY **10x10** (10x20 for two spaces, etc.) **Straight-Legged** Canopies are ALLOWED.
- Participants that set up with slant-legged canopies or canopies larger than 10x10 WITHOUT previous Approval from MM will be asked to conduct their business that market without a canopy or to vacate & forfeit their space for that market.
- All Items, equipment, tents, etc. included in participant's market space(s) MUST BE safe & secure for winds up to 35 mph with heavier gusts regularly possible. Market site may receive higher than expected gusts off the lake.
- **All canopies/tents must be weighted for *35 mph winds* with a minimum of 40 lbs. PER LEG.**
- **Participants are recommended to Hold onto Canopy Legs when winds pick up until the strength of the wind seems to stay steady (or die down). When Canopy seems to be rocking, swaying, 'Lifting' or trying to Lift off the ground during wind - the Canopy NEEDS to be LOWERED to a minimum of 4-foot off the ground and either held in place by persons or adequately tied down UNTIL WINDS have completely ceased.**
- **Canopies MUST BE weighted IMMEDIATELY upon SET UP & LEFT WEIGHTED until COMPLETELY TAKEN DOWN.**
- Participants are responsible for damages due to fly-away of their display, canopy, inventory, covering, and/or supplies AS WELL AS any/all Damage Incurred by/to other Participants, Market Personnel, Members of the Public.
- Participants are required to stay during the entire time the Market is open, unless otherwise stated during market.

4 cont'd SETTING UP, OCCUPYING, & VACATING PARTICIPANT SPACE(S)S

- In the case of 'sell out', permission can be asked of the Market Manager to 'shut down' market space(s) early. This requires participant to LEAVE DISPLAYS, PRODUCTS, ETC. IN PLACE and Lower Higher Items, Pulling Items Back from Sides of Canopy – then Lowering Canopy to a Minimum of 4-feet High with Weights Left in Place and Additional Weight and/or Tie Downs Applied. In some cases, departure may be possible per official notice of Market Staff.
- Participants are Responsible for Market Space(s) and Everything in It Even when space(s) is 'shut down'.
- It may be possible for 'sold out participant' to vacate their market space(s) entirely with MM approval FIRST before beginning ANY pre-closing tasks; however, most times the space(s) will not be able to be vacated until close.
- All business/sales/customer interactions must be completed by close of the market day at 2pm.
- **NO SALES ALLOWED AFTER 2pm WITHOUT EXCEPTION during ALL Market Dates (Including Events).**
- Participants are NOT to 'tear down' their market space(s) until after 2:00 p.m. WITHOUT EXCEPTION.
- The NBFM Info Tent/Market Clerk/SNAP-DUFB Services as well as any other 'market-run' space(s)s, signs, etc. MAY begin 'Pre-Closing'/Vacating at times deemed Necessary to the NBFM BOD and/or Market Staff.
- **ANY ACTION taken on behalf of the market-run space(s)s & activities to 'Pre-Close' / Vacate (Tear Down) DOES NOT give indication to OTHER PARTICIPANTS to do the Same. 'We' are not Participants & Have Other Rules.**
- NOTE: The NBFM Info Tent / Market Clerk / SNAP-DUFB Services CLOSES at 1:45 p.m.
- 'Pre-Closing' of market space(s) may be performed beginning by no sooner than 1:45 p.m.
- 'Pre-Closing' does NOT include any fashion that indicates a market space(s) as 'Closed – No Longer Selling'.
- Tables, Stands, Display Structures, Canopy Tops, Canopies, any other part(s) of space(s) that is 'structural' may NOT be taken down, folded up, packed away, etc. until after 2:00 p.m.
- All parts of / sites in the market area MUST BE completely vacated by 3:00 p.m.
- Participants that may need longer than 3:00 p.m. to completely pack up on a regular/semi-regular basis NEED TO discuss their situation with the Market Manager to have an exit plan approved by the Market Manager.
- The Market Area (all sites) MUST be completely cleaned up and Vacated including all barricades, cones, signs, etc. by 3:45 p.m. with Street(s) and Parking Lot(s) open by 4:00 p.m. at the latest (per City of New Baltimore).
- **Market Clerk (SNAP-DUFB) ('Tokens Turned In') will NOT be available after 1:45 pm – Staff available until Streets Cleared**

5 CONDITION OF PARTICIPANT SPACE(S)

- Every market participant is held responsible for keeping their market space(s) and 'community/market' areas in the near vicinity of their market space(s) clean and free of safety hazards from the time of 'check in' until space(s) are completed vacated by participant.
- Every market participant is held responsible for finding and cleaning up any and all items that may have left their market space(s) due to high winds, rain, or other situation causing participant's items to leave their space(s) and near vicinity of their space(s).
- All Participants MUST leave their market space(s) completely free of any and all debris. If debris is present upon checking in to / setting up in market space(s) that the participant will not be cleaning up /removing when they vacate the space(s), the participant must bring the situation to the attention of the Market Day Assistant or Market Manager as soon as possible upon arrival.
- **All Participants MUST take their waste – of all kinds, size, type - with them upon vacating their market space(s).**
- **City Trash Receptacles on the Corner of the Downtown City Streets ARE NOT to be used by Participants.**

6 REFUSE CONTAINERS / DUMPSTERS

- Refuse containers provided anywhere EXCEPT inside Market Site are for public use only; including any and all trash receptacles/dumpsters on street corners and in nearby Mary & Walter Burke (waterfront) park (per City of NB).
- Large refuse of any kind from any situation CANNOT be left behind at ANY time (per City of New Baltimore).

7 PARTICIPANTS CHECK OUT *Must Be Performed for EVERY Participant unless Prior Approval by MM only*

- Participants MUST NOT Bring Vehicle into Market until 'CHECK OUT' time of approximately 2:15pm. Check Out Begins ONLY when NOTED by Staff Opening Barricades for Vehicles to Drive onto Market Site(s).
- Do NOT 'Line Up' with Vehicle to Enter Site UNTIL space is Completely Packed & all Items Ready to Load.
- 'Walking Off'-Vacating Space without Bringing in Vehicle IS ALLOWED ONLY if not vacated before 2:00pm.
- Vehicles may not be allowed to drive into any Market Sites if the VENDOR VEHICILE CARDS is visible.
- VENDOR VEHICLE CARDS need to be displayed in the corner of Windshield in Lower Drivers.
- Participants will need to make their 'VENDOR VEHICLE CARD' completely visible to Bring Vehicle onto Site.
- Vendor Vehicle Cards MUST BE KEPT in Place until Completely Gone from All of Market Area for that Date.
- Vendor Vehicle Cards MUST be used for all markets in 2022 and are the responsibility of the participant.
- Replacement Vehicle Cards are Available at the NBFM Info Tent for $3.00 each.

8 COMPLANTS, SUGGESTIONS, & GRIEVANCES

- All Complaints, Suggestions, Grievances MUST BE submitted using the form included at the end of the application packet to be reviewed by the NBFM Board of Directors. Complete Details are Included on the Form.
- Complaints, Suggestions, and Grievances communicated in ANY other fashion WILL NOT be given consideration.

9 MISCELLANEOUS

- Solicitations are not permitted anywhere in or within 30 feet from any/all Market Areas.
- ABSOLUTELY No political activity is permitted within 30 feet from Market Areas & Following City of NB Guidelines.
- Participants will not smoke within 30 feet of all Market Sites and the Market Area as a whole.
- Alcohol shall not be consumed in the market site or public lot per City of New Baltimore ordinance.
- Participants may not bring / have pets at the Market without Prior Approval/Arrangements, for sanitary reasons.
- The Public MAY bring/have pets within the Market Areas UNLESS posing a Safety or Sanitary Issue.
- Participants Must Bring Issues with Public (People &/or Pets) MM's Attention & are Encouraged to Contact Police Department (if necessary) AFTER MARKET MANAGER has been informed & AWARE Police Contact will be made.
- The NBFM board reserves the right to restrict the use of our logo. Please contact MM for an official copy.

10 SNAP (Supplemental Nutrition Assistance Program) and DUFB (Double Up Food Bucks)

- The NBFM Participates in SNAP (State of Michigan) which offer an opportunity for Food Assistance Benefits to be redeemed at the NBFM Information Tent and Spent on Most Foods Offered at the Market.
- DUFB (Federal Program) are also Awarded for Each SNAP Customer Redeeming Benefits to be Spent at the Market. These are FREE FOOD FUNDS given to Dollar for Dollar to Match SNAP Funds Redeemed at the market. A $20 Limit applies to DUFB – HOWEVER this limit has been Lifted in the Current Pandemic Situation.
- Vouchers, Coupons, etc. from other Food Assistance Programs may be accepted by Individual Farmers/Growers attending the Market. Customers/Participants are Encouraged to Speak with Farmers/Growers about the Programs that they accept.
- These Programs are Offered for Customers to Purchase FOOD Products and FOOD-BEARING Plants/Trees & Seeds.
- All NBFM Participants are ASKED to be informed regarding the SNAP/DUFB Programs, in that, the responsibility of accepting SNAP/DUFB tokens for payment is placed on each participant.
- Customers inquiring of Programs Must be Directed to the NBFM Info Tent. Information regarding these Programs will be Distributed to All Participants at time of Approval to be Reviewed and Completed/Submitted as Necessary.

PRODUCT INFORMATION

1 PRODUCT GUIDELINES & GENERAL PRODUCT INFORMATION

- All items sold at the Farmers Market are subject to approval by the NBFM Board of Directors.
- Displays must be neat and orderly at all times. Food must be fresh and appealing for sale.
- Food items shall be displayed off at least 2 feet from ground level (on table, etc.) or enclosed in a container.
- All Participants must comply with state and local guidelines for handling and storing food.
- Pre-packaged and prepared items must comply with current labeling laws.
- Participants are encouraged to provide a Farmers Market display sign, which should be clean, legible and appropriately displayed. The sign should list the name of the business as well as the location (city/village, etc.) of the farm or business. This sign should be in a prominent location at the Participants stand.
- We prefer that Participants clearly display the prices of their goods clearly for the public to see.
- Items Not Grown/Produced in Michigan Shall Have the Location in which it Came from Noted by Item.

2 OTHER PARTICIPANT CATEGORIES

- LIMITED Participation AT NO CHARGE in the New Baltimore Farmers Market is also available to Community Organizations, Educational Groups, Entertainers/Activities, Service Individuals & Organizations, Clubs of a Family Friendly Subject.
- ATTENDANCE PRIORTY may be given as necessary if space limitations to these type Participants who Offer Activity, Contests, Giveaways on Market Date(s).
- The Market Manager encourages participants to discuss any ideas, thoughts for activities, etc. for a market date.
- Separate (different) Applications (and Reservation Forms) are to be submitted for participants who belong (or may belong) in this category. Please email an inquiry to marketmanager@newbaltimorefarmersmarket.com
- Participants of types mentioned in this section may need to remit a space fee relative to above categories IF SELLING any Product or Service from their market space while participating. This decision is made by the NBFM BOD.

The NBFM Board of Directors Reserves the Right to Reject any Application. In the Case of Non-Approval of Application, Application/Reservation Fee(s) Will be Returned (or Refunded if Situation Requires).

3 COTTAGE FOOD and PROCESSED, PACKAGED, VALUE-ADDED FOOD PRODUCTS

- **Food Safety Hotline at 877-643-9882** includes links to health departments, forms, online training & general information. Food Safety Information may also be Found at: https://www.michiganfoodsafety.com/index.php
- ALL Processed /Packaged /Value Added Foods must comply USDA Food Safety Regulations regarding food processing and handling. For more info, please visit: www.usda.gov.
- Samples must follow MDARD Safe Sampling Guidelines ~ See newbaltimorefarmersmarket.com Participant Page.
- Cooking to Serve Customers at Market without Prior Approval is prohibited.
- Prepared food for onsite consumption must comply with Macomb County Health Dept: http://health.macombgov.org/Health-Programs-EnvironmentalHealth-FoodService-FoodLicensing
- Cottage Food vendors are required by the NBFM to have **Michigan Cottage Food Law Food Safety Certification** completed on a **BI-YEARLY BASIS** with a copy of their current year's certificate to be turned in when Renewed.
- Cottage Food Certification is a stipulation applied by the NBFM Board of Directors (not the State of Michigan)
- Michigan Cottage Food Questions as well as Certification Information, Contact Information and Certification Course can be accessed at https://www.canr.msu.edu/cottage_food_law/online-michigan-cottage-food-law

4 HOMEMADE / HANDMADE / HOMEGROWN (HO/HA/HG) PRODUCTS

- All items must be an individual's creative effort and sold by the artist or a representative thereof. The sale of items not created by you must be approved by the Market Manager.
- Products may include 'handmade efforts' such as photography & repurposing – Approval from NBFM BOD.
- Farming/Growing/Producing/Arranging Flowers, Plants, Produce, Trees, etc. is considered HO/HA/HG.
- The Product Mix of Market Attendees is set by the NBFM Board of Directors and Monitored by the Market Manager.
- Being the 'Sole Participant' to Offer an Item or Type of Item on any Market Day(s) is not guarantee of such situation.

5 DIRECT SALES / MANUFACTURED PRODUCTS (RETAIL ROW)

- Any items that are not an individual's creative effort such as products from a direct sales company, manufactured products, reselling items such as antiques, jewelry, clothing, shoes, etc. Product category at discretion of BOD.
- Participants with these types of products are offered an opportunity to present their products to the community in keeping with the NBFM's Mission of providing opportunity for local entrepreneurs and to maintain a variety of interesting and appealing products to the largest number of community members as possible.

****IN KEEPING WITH THE NBFM'S PRIMARY STIPULATION OF OFFERING LOCAL, COMMUNITY-MADE PRODUCTS:**

- Retail Row is typically several participants of this category lined up together within a market site/market area.
- The number of Retail Row products will not exceed the number of HO/HA/HG Products at any Given Market Date.
- Separate (different) Applications (and Reservation Forms) are to be submitted for participants who will offer ANY products from this category in their space(s).
- Participants offering these types of products have a differing payment policy from HO/HA/HG participants with space fees applicable to Retail Row Inclusion.
- Participants carrying items from this category MAY apply to also offer HO/HA/HG items from their space.

PAYMENT (Attendance) POLICIES

1 APPLICATION FEES and ATTENDANCE DATE SELECTION

- Completed Applications must include the $60 application fee (plus additional $50 per Additional space(s), if any – unless the participant submitted a Reservation Form with Reservation Fee in the Fall of the Previous Year. This includes any participant applying for two or less attendance dates as well, unless approval otherwise is received.
- Application Fees/Reservation Fees are Held on Account & Rolled into the Next Year's Season. Fees are Non-Refundable. If a participant does not attend any dates in a season, they must remit a full application fee when they apply to return.
- Payment of $50 (per space) will be collected at each participant's first market attendance date to pay for that date and to pre-pay for the next date they will be attending. Each market after the first market a $25 per space fee will be collected. The last date of attendance there will not be a payment due (because each market date of attendance is prepaid).
- Payments collected by the NBFM are non-refundable. Application Fees will be returned if application is denied.
- Attendance Dates for the Season are to be noted in the Calendar on the First Page of the Application. Attendance Dates that are not Indicated at time of Initial Application Submission may be Emailed to the Market Manager. Participants are Welcome to Email for addition of Attendance Dates at any time during the Season. All efforts will be made to Approve Added Dates; however, attendance is not guaranteed for added dates.

2 SEASONAL STATUS (Scheduled & Paid in Advance to Attend All Season Market Dates)

***Seasonal Status is Greatly Encouraged and SAVES MONEY in Attendance Fees.**

***Status may be More Applicable to Your Situation than Realized with Allowances for Absences & Payment Plans.**

- Full Payment is Required to be Paid by the First Market Date of the Season to be Granted Seasonal Status.
- Payment Plans for Seasonal Status may be Approved by Request to the Market Manager in an Email.

2 cont'd SEASONAL STATUS (Scheduled & Paid in Advance to Attend All Season Market Dates)

- Participant May be Approved to Change their Attendance Status to Seasonal before July 1st with Emailed Inquiry
- Seasonal Participants Receive a Discount on the Weekly Space Fees as Noted on Application.
- Seasonal Participants are Allowed up to 5 Dates off at no charge with notice given at least two weeks in advance.
- Seasonal Fees are Prorated to Include No Payment for Market Dates Scheduled to be Off.
- Participants Choosing Seasonal Status After Season Opening Will Have Seasonal Fee Prorated.
- Seasonal Participants NOT Selecting Attendance Dates on the Application when Submitting, will be Responsible for paying Fee for Entire Season, regardless of if Every Market Date is Attended or Not.
- Seasonal Participants are in the Same General Area (in same order of line-up) at Each Market Date unless the participant, Board of Directors, or Market Manager determine that another location may be more suitable.
- Seasonal Participants MUST follow Attendance Policy and Will Owe a Fee equal to one date of attendance for each space typically occupied upon return date. This absence fee is to be submitted at Check In per policy.
- Absence(s) for Seasonal Participants MAY be Selected/Adjusted with 2-week Notice/Approval in Text/Email.

3 WEEKLY STATUS (NOT Scheduled & Paid in Advance to Attend All Season Market Dates)

- Participants Without Seasonal Status are Attending on a Weekly Status. I.E; if You Do Not Pay Ahead for All Dates.
- Weekly Participants Pay Fee Each Attended Market until the End of their Attendance for the Season.
- Space Fees are Collected Each Market for the Next Market Date Participant is Scheduled to Attend.
- Weekly Participants will need to remit $50 at their first attendance date: $25 for that day & $25 for their next date.
- Space Fees are then Collected at each Attended Market Date to Cover the Next Market Date Scheduled to Attend.
- Advance Payments are Welcome and Encouraged for Those Who Select Multiple Days.
- Fees Paid Ahead for a Market Date will be Forfeited if Participant Does not Attend unless Scheduled Absence.
- Weekly Participants with Unscheduled Absence MUST Pay $50 at Check in on the Date that They Return to continue attending the market: $25 for Unscheduled Absence Date and $25 for the Next Date Scheduled to Attend.

4 ABSENCES / CANCELLATIONS

- Participants may Cancel an Attendance Date for a Scheduled/Excused Absence by Notifying the Market Manager in Text and/or Email by no later than 6:00am on Thursday of the week of that Date.
- Scheduled/Excused Absences will allow Participant's Space Fee to be Moved to the Next Date they Attend.
- ANY Absence for Any Reason that is Not Excused will be Counted as an Unexcused Absence.
- In the Case of Non-Excused Absence, the prepaid attendance fee for the day of the non-excused absence is not transferable. Participant MUST Pay the space fee for the non-excused absence date along with the space fee for that day's attendance at Check in the Next Market Date Attended after.
- Repeated Absences for Seasonal & Weekly Participants, Scheduled or Unscheduled may Result in Reassignment of Space.
- Payment of Space(s) Applied to Attend/Notified of Change ARE TO BE PAID even if that Number of Space(s)s are not used at Market Date. I.E., if a Participant has Applied/Requested to have 2 Spaces for a Given Market Date and chooses to Only Occupy 1 Space when Checking into Market Date…the Fee for 2 Spaces is Required to be Paid.
- Fees are Not Transferable & Non-Refundable including Weather Conditions, Participant Emergency Situations, etc.
- Refunds are Not Given for Any Weather Conditions; including if the Market is Closed for Weather.
- In cases determined EXTREME WEATHER on a Market Date by the NBFM Board of Directors and Announced by the Market Manager – Unscheduled Absences will have Space Fee(s) Transferred to the Next Attended Date.
- Participants who Check In for market attendance and chose to leave for weather conditions will not have their space fee transferred to next attendance date.
- All Communication Regarding Attendance (Dates, Absences, End of Attendance for the Season, etc.) MUST be Reported to the Market Manager in Text or Email ONLY. Verbal Communication is not Recognized.

5 PARTICIPANT REQUIREMENTS

- A New Baltimore Farmers Market COMPLETE Application (all pages, signed & dated accordingly) and Copies of applicable Licenses MUST be Submitted Before Beginning Attendance at the Market.
- Completed Applications may be Accepted at Check in on First Scheduled Market Date by MM Approval ONLY.
- Participants are Encouraged to Apply for All Licenses and Permits as Required by the Local, State & Federal governing Bodies. These are not required EXCEPT Participants Offering Food Products for Sale (Note Requirements in Previous Sections)
- All Participants Will Abide by all New Baltimore City Ordinances & Michigan Laws While in or Near any Market Site of Complete Market Area INCLUDING during Line Up of Vehicles During Check in or Check Out.
- Participants are Expected to Act in a Professional and Courteous Manner During Entirety of a Market.
- Participants are Strongly Encouraged to Carry Liability Insurance for their Market Business.
- Information Regarding Liability Insurance & Other Benefits for Market Participants may be Obtained from the Michigan Farmers Market Association (MIFMA). Membership may be Required per MIFMA's Discretion.
- *Once Applications are Processed the Participants Information is added to the NBFM Website; www.newbaltimorefarmersmarket.com under the '2022 Participants' Page as Well as 'Welcomed' on our Facebook Page & in our Newsletter using the (Information from your Application.*

***It is YOUR RESPONSIBILITY to Check this Information and Email the MM of any Changes, Updates or Omission of Information. Participants NOT WANTING this Information Posted MUST Notify MM in Email or Text.*

6 ENFORCEMENTS OF RULES

- All Market Participants and Attendees in Participants' Space(s) Must Conform to the Market Rules at All Times.
- Members of the NBFM Staff have Authority to Enforce all Rules as hereby stated under the Supervision of the MM.
- All Participant Complaints, Disputes of Decisions, etc. MUST BE Presented in Writing Utilizing the Grievance Form.
- Failure to Follow Policies, Rules, Regulations, and Decisions of the NBFM may Result in Immediate Removal on market Date and/or Permanent Removal of Involvement with the NBFM Season of the Infraction.
- No Refund of any Previously Paid Fees is Given in the Case of Removal Due to an Infraction.

MARKET AREA INFORMATION

1 PARTICIPANT PARKING

- Public Parking Available on the Near Streets & Parking Lots is Give Priority for Customers Parking.
- Participants are NOT to Park ANYWHERE along Washington, Front, or Main Streets or in the Library Parking Lots.
- Participants are NOT to Park in Any Downtown Business(es) Allotted Parking Areas or Anywhere in the Alleys.
- Participants MAY Park on Side Streets that Are at Least 1 Block Away from the Market Area.
- There is Also Parking Down the Alley Behind the Large Purple Building Across from Huntington Bank.
- Participants with Disability Plates or Placard that is Visible ONLY May Park Inside these Parameters.
- Customers are **NOT** Allowed to Drive into Market Area at ANY Time.
- Participants Will Drive Onto/Up To/Through Market Area for Loading/Unloading Purposes ONLY.
- Driving Onto/Up To/Through Market Sites by Participants MUST ONLY be Done at Time Appropriated.
- Participants May NOT Drive onto the Market Area During Hours of Operation without Prior Approval.

2 RESTROOMS FOR PARTICIPANT USE

- Public Restrooms are Available in the Indoor Park Pavilion at Walter & Mary Burke Park (other options may be available).
- Public Restrooms are Provided and Maintained by the City of New Baltimore's Park and Recreation Department.
- All Information Regarding Restrooms, Pavilion or Park Need to Be Addressed to the NBPR at 586-725-0291.
- Participants ARE NOT to Enter ANY Businesses Asking to Use the Restrooms.

The New Baltimore Farmers Market is a 501(c)(3) non-profit community organization whose purpose is to provide a link to local foods, farmers, and artisans, with supportive access to fresh foods for all consumers, while educating, sharing and encouraging the health and economic benefits of local foods, entrepreneurship, and activities with partnerships and volunteers from the Macomb / St. Clair County areas.

3 LOCATIONS IN NEW BALTIMORE

- The NB Police Station can be Accessed by Taking Washington St. to Green St., Turn Right, About 1 Mile, on Left.
- Biggby Coffee of NB is Located to the Right of the Intersection of Washington & Green Streets & are Open Early.
- Biggby Coffee of NB Donates Coffee to the Market for Participants/Guests to Enjoy by Donation-that go to NBFM.
- Coffee is Typical Available at the NBFM Information Table by 8:45 am at the Latest for Persons to Help Themselves.
- Water Bottles are For Sale at the NBFM Information Table with Proceeds Benefiting the Non-Profit NBFM.
- Drive-Up or Walk-Up ATM is Available at Huntington Bank Just 'Up' Washington Street on the Right.
- Drive-Up ATM is Available at Advia Credit Union: Washington Street Green Street, Turn Left, Down on the Left.
- Bags of Ice May be Available at the Party Store: Take Washington Street to Green Street, Turn Right on Right.
- Walgreens is Located Take Washington to Green Street (Stoplight) – Located on Right Corner Across Street.
- Gas Stations & Fast-Food Restaurants: Take Washington St. to Green St., Turn Left, All on Left-hand Side.
- Several Restaurants, Eateries, and Treats are Available throughout the Downtown New Baltimore Area.
- Restaurants also Available Outside of Downtown by Nearby, Most Can be Reached by Turning Left at Green Street.

NOTES

New Baltimore Farmers Market
Suggestion / Complaint / Grievance Form
(Please use the back of the form if more space is necessary)

□ I would like to make suggestions for the betterment of the market (no fee).
□ I would like to report a Farmers' Market rule violation AND AM
INCLUDING A CHECK FOR $50.00. I understand this check will be held by the NBFM until the claim has been verified. If the claim is found to be valid, the check will be returned. If the claim cannot be proven/is not found to be valid, the check will be cashed by the NBFM.

Please consider and present this issue in the context of the welfare of the market as a whole.
Please use the Back of this Page or Additional Pages if Necessary.
Mail to: New Baltimore Farmers Market, P.O. Box 116, New Baltimore, MI 48047 WITH A CHECK FOR $50.00

GENERAL SUGGESTION(S)
Please share suggestions for the betterment of the New Baltimore Farmers' Market:

How can you help make this idea possible?

Are there costs that may be associated with this suggestion? Who would bear the cost?

RULE VIOLATION(S) (*Must be Postmarked within 5 days of incident & processing FEE INCLUDED*)

Date, time, and location of incident: _____

Please list which Farmers' Market Rule(s) is being violated:

Description:

Please list names and telephone numbers of witnesses (if applicable). Would you or any of the above witnesses prefer to have your name kept confidential, if possible? ___yes ___no

Participant Name (Print):_____

Signature: _____ Date: _____

Market Rep. Name (Print):_____

Signature: _____ Date: _____

This form will be reviewed by the Market Manager, NBFM Board of Directors and Advisory Committee. A written response will be given to all named in the complaint within 2 weeks of receipt of the written and signed complaint.