

## 2022 STANWOOD FARMERS MARKET RULES AND REGULATIONS

*A program of the Port Susan Food & Farming Center*

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**Annual Registration Fee: Required of all vendors: \$30**

**Weekly Stall Fees Pay-By-The-Week:**

10x10 (single): \$35

10x20 (double): \$50

**Charitable Non/Profit Organizations:** are not required to pay the annual registration fee but are required to pay a stall fee. **Please fill out a Non-Profit application.**

**MARKET OPERATION DATES/TIMES:** <sup>[1]</sup><sub>[SEP]</sub> Operation dates and times are June through mid October: 2:00 P.M. to 6:00 P.M. October dates will be "light" days where vendors may show up and sell without manager present. Vendors who participate in and pay for 10 market dates will be able to sell at the October dates at no cost. EBT and vendor sales forms will not be distributed these days.

Our market operates RAIN or SHINE. To grow our customer base, we are committed to building relationships that will be mutually beneficial for consumers, producers and the community. One of the quickest ways to lose customer loyalty is to not show up on days when customers have made the effort to brave the weather to shop at your booth.

**APPLICATION DEADLINE/PROCESS/APPROVAL: Prepared Food Vendors,** See additional requirements below. All Vendors must submit an application for approval. Applications must be received 14 days prior to the first market date requested. Some exceptions may be possible so please submit your applications ASAP. We will review your application and notify you of acceptance. **Upon approval, any applicable licenses/permits and fees must be received 7 days prior** to your first market day. Product exclusivity is not guaranteed but we are committed to providing a good selection of different products and not over saturating the market with too much of the same product.

**FEE SCHEDULE:** Vendors are required to pay their annual registration fee plus their first weeks' stall fee a minimum of 7 days prior to the first market day. Upon checking out each week vendors are required to pay for the next weeks stall fee if they will be attending the following Friday in order to qualify for the pay-by-the-week rate. If not attending consecutive weeks, all stall fees are due a minimum of 7 days prior to each market day to qualify for the pay-by-the-week rate. **If payment isn't received 7 days prior to each market day, you will not be guaranteed a spot and will be put on waiting list where applicable.**

**CANCELLATIONS:** Pay-by-the-week fees are transferable only to your next scheduled market day. No Refunds will be given. Transfers will be made **ONLY** if you cancel **NO LATER THAN 6 P.M.** on the **TUESDAY** before the scheduled date you are cancelling. If you cancel **after the**

**deadline** you will forfeit your space fee. If you cancel **by the deadline** your stall fee will be transferred to your next scheduled date. **This can be done only two times during the season.** On the third and subsequent cancellation you will forfeit your space fee. Payment for your next scheduled date must be received 7 days in advance to qualify for the pay-by-the-week rate. If no cancellation is given then it will be considered a no-show.

**NO-SHOWS:** No shows will automatically forfeit stall fees. **BEFORE** you set up for the next market day you are required to check in with the market manager and pay for the current week plus the next week's stall fee before you will be able to set up for the day. **Vendors who no-show twice will be ineligible to vend for the remainder of the season and will forfeit all fees.** Market bucks, Credit/Debit and EBT tokens will not be redeemed after the second no-show.

**BOOTH ASSIGNMENTS:** We love sunny days! We will do our best to place vendors out of direct sun and will give priority to perishable food vendors. However, it is impossible to accommodate all requests. Therefore, we recommend the use of an awning on your canopy to help shade your products. Awnings and weighted umbrellas are also great for your customers to get out of the hot sun or rain.

We will make every effort to keep your location the same from week to week. However, based on the total number of booths, you may be relocated in order to fill empty spaces between booths.

**SPACES WITH PARKING:** We have about 60% of our market spaces with the ability to pull in and park behind your booth. Please let us know if you have special needs that would require one of these spaces. Vendors who can't park by their market space must park in the vendor parking area and not in customer parking areas. **VENDOR PARKING SHOULD BE AT LEAST 2 BLOCKS FROM THE MARKET TO ALLOW ACCESS FOR CUSTOMERS.**

**MARKET PROFILE:** The Stanwood Farmers Market is a member of the Washington State Farmers Market Association and as such abides by the rules pertaining to vendors and what is and is not allowed for sale at the market. Our stall spaces are devoted to Washington State farmers and small food businesses. Farmers, fishers, ranchers, foragers, food processors and prepared food vendors comprise a minimum of seventy percent of market space and sell directly to the public what they grow or produce: fruits, vegetables, nuts, meats, poultry, eggs, seafood, dairy, honey, nursery stock, cut flowers and processed farm products such as jams, preserves, ciders, sausages, fresh breads, baked goods, confections and other specialty foods, with an emphasis, where possible, on foods made with local farm ingredients. The remaining thirty percent includes non-profit organizations and vendors of hand-crafted arts, crafts, bath and body products, fiber arts, and other handmade items.

#### **RULES AND REGULATIONS:**

The following Rules & Regulations are directly adapted from the WSFMA "Root Guidelines." The Stanwood Farmers Market is an active member in good standing with WSFMA and strives to abide by the procedures & processes as noted.

## I. WHO CAN SELL

**Farmers:** One who raises produce, plants or botanicals, or animals which they sell at WSFMA Member Markets on land they own, lease or rent, in the State of Washington or border counties (Please see “Appendix A: WSFMA Approved Bordering Counties”). The definition of **Farmer** may also include someone who processes produce, fruit, berries, botanicals, meats, honey, etc., which is grown, raised, or harvested on their own, leased or rented property, in the State of Washington or border counties and then turned into value added product(s) such as jams, cider, salsa, vinegars, alcoholic beverages(\*), essential oils or any other botanical use. It may also include **Farmers** who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing, either within Washington State or border counties, before creating the value added product. Such Vendors might include those **Farmers** selling certain essential oils, smoked meats or fish, etc. This excludes **Resellers** or those who might work on, or manage a corporately owned farm and have permission to dispose of surplus product.

- **SEAFOODS:** In the case of seafood, the vendor must own, lease, or operate the fishing vessel or own, lease or rent the parcel of land where the seafood is caught or harvested for sale at WSFMA Member Markets. The vendor must be a legal resident of the State of Washington.
- **SCALES:** Vendors that sell products by weight must provide their own scales, which must be “Legal for Trade” and subject to inspection by the Department of Agriculture’s Weights and Measurements Program.

**Resellers:** One who buys produce from farmers in Washington State, or the border counties listed in Appendix A only, transports it to a WSFMA Member Market, and resells it to the consumer. **Resellers** are allowed to sell at WSFMA Member Markets, but do have strict criteria to follow:

- **Resellers** are expected to be the only stop between the grower and the consumer.
  - The product they buy must not come from shippers, warehouses, jobbers or wholesale distributors.
- They must not sell any produce not grown in Washington State or the border counties listed in Appendix A (For example: oranges or bananas).
- They may sell any produce they grow themselves on their own property (see **Farmers**).
- **Resellers** are sellers of crops that cannot be grown reliably, or are not offered for sale in sufficient quantity, by **Farmers** selling at a given WSFMA Member Market, as determined by the individual WSFMA Member Market’s governing body.
- **Resellers** must have all crops pre-approved by the Member Market’s governing body before delivering the crops to market for sale. Approved, resold crops must be specifically limited, so as not to compete with the crops of **Farmers** within the geographic vendor boundaries of the WSFMA Member Market, as defined by the Market’s policies and by-laws.
- All **Resellers**, or **Farmers**, must label their products as being resold if they are not selling products which they have grown, raised, or harvested themselves on property that they own, lease, or rent.

- All information declaring which products are resold must be available and displayed for the consumer to easily read. Signage must clearly state which farm(s) produced the products; other terms synonymous with “resold” may be substituted.
- **Resellers from border counties are not allowed to sell at WSFMA Member Markets.**

**Processors:** One who sells foods that they have personally prepared or processed on property that they own, lease, or rent in the State of Washington. **Processors** are persons offering fresh food products (such as meats, seafood, ciders, wines, baked goods, jams, nuts, etc.) that have added value to their product through some sort of “hands-on” processing (e.g., hand-filleted fish, smoked or butchered meats, handmade candies/nuts, etc.), but have not raised the ingredients themselves. All **Processors** must meet all Federal, State, County and local Health Department requirements. All appropriate permits and licenses must be submitted and filed with the Market Manager. **Processors** must produce their products in Washington State only, or in the border counties listed in Appendix A. Processed food producers should use ingredients from Washington State farms or waters as much as possible, and WSFMA Member Markets should give stall preference to those **Processors** who use ingredients from Washington State farms or waters.

- **SEAFOODS:** *In the case of seafood vendors, the product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia.*
- **SCALES:** Vendors that sell products by weight must provide their own scales, which must be “Legal for Trade” and subject to inspection by the Department of Agriculture’s Weights and Measurements Program.

## **OTHER VENDORS:**

**Artisans/Crafters:** One who creates with their own hands the products they offer for sale at WSFMA Member Markets or providers of skilled craft services at the market, such as on-site knife sharpening or tool refurbishment. To qualify as an **Artisan/Crafter**, a majority of the tools and equipment used to produce their products must require skill, personal handling and/or manipulation, including second-hand items that are recycled, re-purposed and/or skillfully and creatively refurbished for new or improved use. **Artisans/Crafters** should incorporate materials grown or produced in Washington State as much as possible and create their products in Washington State only. **Artisan/Crafters from border counties, listed in Appendix A, are only allowed to sell at WSFMA Member Markets operating along the Washington State border;** WSFMA Member Markets should give priority to those **Artisan/Crafter** vendors who use materials from Washington State.

**Prepared Food Vendors:** (Concessionaires) offer freshly made foods, available for sale and immediate consumption on-site at WSFMA Member Markets. **Prepared Food** vendors shall submit and also possess and maintain all required State, County, and local Health Department permits. All appropriate permits and licenses shall be filed with the

management of the market. **Prepared Food** vendors should use ingredients produced in Washington State as much as possible. Further, when selecting **Prepared Food** vendors, WSFMA Member Markets are encouraged to provide a good variety of healthy foods and to give preference to those vendors using ingredients produced in Washington State only. **Prepared Food vendors from border counties, listed in Appendix A, are only allowed to sell at WSFMA Member Markets operating along the Washington State border**; WSFMA Member Markets should give priority to those **Prepared Food** vendors who use ingredients from Washington State farms or waters.

- **LIABILITY INSURANCE:**

- All market vendors must provide **General Comprehensive Liability Insurance** with a minimum of one million dollars (\$1,000,000) combined single limit per occurrence and one million dollars (\$1,000,000) aggregate for bodily injury to one or more persons and property damage. **The Certificate of Insurance must name Port Susan Food & Farming Center as the certificate holder as follows:** Port Susan Food & Farming Center, P.O. Box 1072, Stanwood, WA 98292-1072. **The Certificate of Insurance must name PSFFC as an additional insured as follows:** Port Susan Food & Farming Center, its Market Manager, elected officials, officers, agents, volunteers and the City of Stanwood are named as additional insured.
- **SUBMITAL OF PAPERWORK:** Concessionaires/Prepared Food Vendors must submit insurance, permits, licenses, and food handler's cards **no later than 7 days prior to first market day**. If you produce, prepare or wash any product used in the preparation of your products in a commercial kitchen you must also supply a copy of any permits/licenses necessary to certify the commercial kitchen you are using is approved. **You must have your permits with you every market day.**
  - **APPLYING FOR FOOD VENDING PERMITS AND FOOD HANDLERS CARDS:** Inquiries should be made directly with the Snohomish County Health District at 3020 Rucker Avenue, Suite 306, Everett, WA 98201 or by calling 425-339-5250. Ask for Environmental Health and/or the Farmers Market Coordinator. The Snohomish County Health District takes 14 days to process applications.
  - **COOKING WITH PROPANE AND/OR FLAME:** A working fire extinguisher must be immediately at hand.
  - **TRASH CANS:** Vendors selling ready-to-eat food are required to provide two trashcans, one inside the booth for the vendor and one outside the booth for customers. Plastic liners are required.
  - **CLEAN-UP: Pack out your own garbage.** Clean up your booth space and debris scattered by you and your customers. **Do not dump garbage in dumpsters near the Market. Do not dump vendor garbage in the garbage cans located around the Market area as they are for customer garbage only.**
  - **PRODUCT PRICING:** Concessionaires must submit a menu with pricing with their application. We will, to the best of our ability, try to avoid a situation where two vendors are selling the exact same product at different prices. We do not guarantee exclusivity of product.
  - **POST YOUR MENU WITH PRICES OF ALL ITEMS IN A PROMINENT PLACE**
  - **POST THE USE OF NUTS/NUT OILS IN A PROMINENT PLACE**
  - **PROVIDE YOUR OWN COMMERCIAL GRADE EXTENSION CORDS WHERE NECESSARY**

- **DISPOSE OF GREY WATER AND COOKING OIL OFF-PREMISE. NO DUMPING ALLOWED ANYWHERE IN OR ON THE PROPERTY**

### **What is NOT allowed at the Stanwood Farmers Market:**

Member Markets are not allowed to have the following vendors selling in their market, unless said vendor falls within an 'Exception'. In all cases, these items are restricted from being sold in a WSFMA Market because the products are either not produced, processed, or created in Washington State by the vendor, or funding, marketing, or other assistance given to vendors comes from a source separate from the vendor. However, vendors who are not allowed to sell at WSFMA Markets are allowed to sponsor market events/activities, as long as they are not selling or taking orders to sell.

- **No Commercial or Imported Items**
- **No Second Hand Items** (Exception: Those vendors who take a second hand item and recycle that item into a new use.);
- **No Franchises or MLM companies:** Those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement;
- **No Non-Owner Operated Businesses:** Only those businesses that are operated and controlled by their Washington State-based, or border county-based, owners are permitted at WSFMA Markets; and
- **No Out-of-State Processing:** All processed products sold at WSFMA Markets must be processed within Washington State, or the border counties listed in Appendix A.

### **REQUIRED LICENSES TO SELL:**

All vendors shall provide with their application current copies of all applicable permits and licenses that are required in connection with the sale of their products. Where applicable, these may include, but not be limited to, SnoCounty Public Health Permit, Washington State Department of Agriculture Food Processors License, Certification for Organically Grown Produce, Department of Fisheries Wholesale License. Vendors selling shellfish must have additional licenses from the Washington State Department of Health.

- All vendors must possess a valid Washington State Business License, also referred to as a UBI number.
- Vendors will need to add a **City of Stanwood** endorsement when they get their State of Washington Business license. Vendors can do that via the website link here: <http://bls.dor.wa.gov/>
- **Prepared food vendors**, vendors who provide samples of their products, and food processors must comply with the rules and procedures of the Stanwood Health District. For information on health permits and requirements contact **Snohomish Health District, 3020 Rucker, Suite 104; Everett, WA, (425) 339-5250.**
- **SCALES:** Vendors that sell products by weight must provide their own scales, which must be "Legal for Trade" and subject to inspection by the Department of Agriculture's Weights and Measurements Program.

**CHARITABLE ORGANIZATIONS:** Limited spaces are available for charitable organizations or groups supporting farmers in WA. <sup>[SEP]</sup>**Stall Fees for Charitable/Non-Profit Organizations: Due 7 days prior to market day.** Charitable/Non-Profit Organizations are not required to pay the annual registration fee but are required to pay a stall fee. See pricing on page 1.

**VALUE ADDED PRODUCTS:** All value-added products must be disclosed on your application and must be approved. If you want to add value-added products throughout the season they must first be approved by the market manager. Value added products must not exceed 20% of all items in your booth.

**MARKET START TIME: NO SALES ARE ALLOWED PRIOR TO 2:00 PM.** The market will remain closed until 2:00pm for customer safety and to allow vendors to secure cash boxes. If the Market Manager determines that everyone is set to begin, we may offer a soft-opening.

**SET-UP:** Unload quickly, move your car to the vendor parking area and **THEN** set-up your booth. **ALL VENDORS must check in by 1:00pm or risk losing your spot for the day.** Vendor set-up time is 12:00pm until 2:00pm. Vehicles must be parked by 1:30pm and vendors must be ready for business by 2:00pm.

**TEAR-DOWN:** Vendors may not move vehicles from the market area before closing time to ensure the safety of customers still at the market. Your booth and products must be completely removed by 7:00pm. **Early tear-down and departure are not permitted even if you've sold out of product. Unless you have sold out, vendors must have product on their table and be able to sell up to closing.** If an urgent need comes up, please see the Market Manager.

**SAFETY:** Booths must be constructed with the public's safety in mind. Vendors shall not cause or permit to be caused any injury to persons or defacement to the market premises. <sup>[SEP]</sup>

**SECURING YOUR CANOPY - MANDATORY:** Vendors will not be allowed to set-up a canopy without properly securing it. Each canopy leg must have a secure weight of 25lbs. Vendors provide their own weather cover and displays. We suggest you use a side wall on the back of your booth to discourage customers from walking through your booth. Stanwood is well known for its unpredictable weather and strong gusty winds. Be aware that canopies are most vulnerable to the wind during set-up and tear-down because there is no wall of protection from other canopies at that time. Be alert. **DO NOT LET YOURSELF BE INTERRUPTED** in the middle of these processes. There is no excuse for your canopy to take flight. In order to accomplish the goal of a safe environment for market customers and vendors the Stanwood Farmers Market Board has empowered the Market Director and/or other designated representative to determine, at their discretion, as to the safety of any structures, including awnings, tents, umbrellas, displays and product. Failure to comply may result in immediate removal from the market.

**KEEP YOUR DISPLAY WITHIN THE ALLOTTED BOOTH SPACE:** Do not obstruct aisles or your neighbor's booth

**BRING CHANGE:** There is no ATM at the market and change can't be provided with market funds. <sup>[SEP]</sup>

**RADIOS:** No radios or music. Since we are all sharing close quarters, please respect your fellow vendors.

**LIVE MUSIC:** Having live entertainment creates a more welcoming shopping environment and encourages customers to spend more time – and hopefully spend more money at the market. We can only pay our entertainers if we have sponsorship funds to cover the cost of providing a very small stipend. It is greatly appreciated when vendors “tip” our entertainers with product from their booth.

**NO SMOKING:** Smoking is not allowed in your booth or the market area. Walk completely away from the market area to smoke.

**CLEANLINESS:** Sellers are responsible for keeping their spaces clean and attractive. Vendors must leave their booth space and the area directly in front of their stall clean at the day's end. Tents, tables and signage must be in good working order and thoughtfully arranged and displayed.

**COURTESY:** Sellers will conduct themselves courteously. The “dumping” (selling prices way below market value, and undercutting another vendor) “Hawking” (Yelling at a customer, stopping the general flow of free motion to solicit a sale, and or aggressive and animated behavior to gain a patrons attention) or not properly representing products (labeling “organic” - or reselling pre-made products as your own) is not allowed and grounds for removal from the market.

**DRESS CODE:** Vendors are required to wear appropriate attire and appear neat and tidy at the market. Shirts and shoes are required at all times. Compliance of this rule is at the sole discretion of market management.

**PRODUCT QUALITY:** Vendors agree to sell products of quality and that are approved by Market Management.

**DATA COLLECTION:** Vendors will accurately report all sales numbers to the Market Manager each week using the form supplied. *These numbers are solely used for future planning and record keeping and individual vendor data is kept private.*

**NO LIVE ANIMALS** may be sold or given away. **CHILDREN:** Vendors must be actively responsible for their children. Children may not run around the market unsupervised. Please assist them in the port-a-potty.

**CLEAN UP:** Pack away your own garbage. Clean up your booth space and debris scattered by you and your customers. Do not dump water on the market area pavement. It makes our final sweep of the area much harder. Do not dump garbage, including flower stems or leaves, in the parking lot, on the sidewalk, in the driveway, or in the street. Do not dump garbage in dumpsters near the market. Do not dump vendor garbage in the garbage cans located around the market area. They are for customers’ garbage only.

**COMMUNICATION WITH THE MARKET MANAGER:** Outside of market hours the main form of communication between the market and current vendors is email:

[info@stanwoodfarmersmarket.org](mailto:info@stanwoodfarmersmarket.org) or call 425-280-4150.

**PHOTOGRAPHS:** The farmers market will photograph the market including vendor products. Photos taken by market staff or photos you submit may be used for any purpose at the discretion of the market, including but not limited to posters, blog posts, Facebook updates and print advertisement for the market.

**WEAPONS:** No illegal weapons are allowed at the market at any time.

**ALCOHOL:** Anyone under the influence of alcohol or any illegal substance will be removed from the market. Drinking is not allowed.

**VENDOR LIABILITY:** Stanwood Farmers Market is not responsible for loss or damage to booths or inventory caused by fire, theft, weather conditions, accidents, etc. The market does not insure vendors. Vendors may be liable for damage or injury caused by their actions, their employees, agents and/or volunteers, their equipment, goods etc. We recommend that vendors obtain liability and property insurance for their own protection. **The Market does not guarantee vendor sales.**

**LEGAL AND LICENSING INFORMATION:** Prepared Food Vendors see "Additional Requirements for Concession Vendors" above. By participating in the Farmers Market vendors certify that they have read, understand and agree to abide by the 2022 Stanwood Farmers Market Rules & Policies and Code of Conduct; that all information provided is truthful and; that they are in compliance with all licensing and insurance requirements for their business including collecting, reporting and paying sales tax to the Department of Revenue if applicable to their product. Vendors agree that they are solely responsible for their own actions as well as those that are employed to work in their booth. Vendors agree the Stanwood Farmers Market has the right to refuse service and if they are not allowed to sell there will be no refunds. At the time of applying, vendors are required to sign a hold harmless agreement that releases the Port Susan Food & Farming Center, its Market Manager, elected officials, officers, agents, employees, volunteers and the City of Stanwood from any and all claims to themselves, those they employ and personal property for loss, damage or theft which may arise out participation in the Stanwood Farmers Market and for any and all claims due to injury to themselves, those employed to work in their booth or to any person(s) due to the negligence of themselves or those working in their booth for reasons including but not limited to use of equipment, operation of a motor vehicle or consumption or use of products. The Stanwood Farmers Market Board of Directors has the right to update Market Rules and Policies, the Code of Conduct and Hold Harmless Agreement at any time during the Market season. In order to continue, vendors will be required to sign an updated agreement. If, at that time, a vendor decides they do not wish to sign the updated agreement they may withdraw from the market by notifying the Market Director in writing and any prepaid stall fees will be refunded.

**ACCIDENT REPORTING:** Vendors must report any and all accidents to the Market Info Booth. Accident report forms will be provided.

**CODE OF CONDUCT:** Being a vendor of the Stanwood Farmers Market is a privilege. All vendors, as well as their children, staff and representatives, whether at the Market site, board meetings, committee meetings or Market functions, will behave toward Market customers,

members, staff and volunteers in a professional, courteous manner that fosters a sense of community, camaraderie, and a spirit of cooperative involvement that promotes the Market as a whole to those it represents and serves.

The Market is a place of business. Polite, professional behavior as well as fair and honest business practices is expected. Healthy competition is encouraged however, bad attitudes, inappropriate and discriminatory behavior towards Market customers, members, staff or volunteers will not be tolerated.

Refrain from taking pictures of another vendor's booth, product or craft without their permission.

The Market is a family environment. Vendors and their representatives must demonstrate the highest standards of personal behavior and integrity at all times. Vendors and representatives must conduct themselves in a courteous and respectful manner and serve as positive role models.

**DISCRIMINATION:** No vendor or their representatives, whether at the Market site, board meetings, committee meetings or Market functions, will discriminate against any individual because of age, gender, race, creed, color, national origin, sexual orientation, or the presence of any physical, mental or sensory disability.

If you feel that it is necessary to make the Market Manager aware of a situation during Market hours it must be discussed in a quiet and respectful manner. Public airing of any concerns at the Market site, board meetings, committee meetings or Market functions is not permitted.

Complaints about other vendors, their products, pricing issues or about Market staff, volunteers or the operation of the Market are to be submitted as follows:

**GRIEVANCES:** Any vendor may challenge another vendor's product legitimacy. Any vendor, Market staff or volunteer may file a grievance regarding conduct that they feel is in violation of the Code of Conduct. All challenges and grievances must be submitted in writing to the Market Manager. All challenges and grievances must include the name of the vendor, staff or volunteer and the product(s) or situation/behavior they feel is not in compliance with the Code of Conduct. The Complainant must date the statement and deliver it to the Market Manager either in person or via email at [info@stanwoodfarmersmarket.org](mailto:info@stanwoodfarmersmarket.org).

All grievances will be reviewed by the Market Manager and/or the Board of Directors within **five business days** starting the day after the date of submission. In the case of a product challenge, an inspection of the vendor's premises may be carried out by the Market Manager and/or a member of the Board of Directors. If this can't be done within five business days the Market Manager will notify the complainant. All efforts will be made to complete inspections in a timely manner.

**GRIEVANCE CHALLENGES:**

If a grievance is deemed valid, notification will be sent to the party or parties named in the grievance who will be given **five business days** starting the day after the date of notification to

submit a grievance challenge. Challenges must clearly state why the grievance is incorrect, be dated and delivered to the Market Manager either in person or via email at [info@stanwoodfarmersmarket.org](mailto:info@stanwoodfarmersmarket.org). Once the Board of Directors has ruled on the matter all parties will be notified. All rulings are final.

The Market Code of Conduct will be strictly enforced and may result in dismissal from the Market. If a vendor is dismissed from the Market they will forfeit any prepaid fees.