

VENDOR CONCERN FORM

VENDORS WHO HAVE CONCERNS ABOUT MARKET OPERATIONS, IMPLEMENTATION OF VENDOR POLICIES, OR COMPLIANCE WITH MARKET RULES ARE INVITED TO SUBMIT THIS CONCERN FORM. ALTHOUGH INTENDED FOR NON-EMERGENCY SITUATIONS, TIMELINESS IS IMPORTANT IN PROBLEM SOLVING SITUATIONS. **THUS THE FORM MUST BE SUBMITTED DIRECTLY TO THE MARKET MANAGER (or if the matter involves the Market Manager, to the President of the Sowing Growth Board of Directors) WITHIN 7 DAYS OF THE MATTER TRIGGERING THE CONCERN WHICH IS DESCRIBED BELOW.**

IN PROCESSING THIS CONCERN FORM THE MARKET/SOWING GROWTH WILL NOT REVEAL YOUR IDENTITY TO ANYONE WITHOUT YOUR CONSENT.

DATE: _____

VENDOR BUSINESS NAME: _____

VENDOR NAME: _____

CONTACT INFORMATION: PHONE _____ EMAIL _____

DESCRIBE YOUR CONCERN: (If your concern involves a specific person and/or Vendor Manual Rule or Requirement please include this information in your description. Good guides to frame your description often include the “wh” questions: who involved, where, what happened, why concerned.)

MARKET DATE AND TIME: _____

WHAT ARE YOU LOOKING FOR IN RESOLUTION OF YOUR CONCERN?

SIGNED: _____ DATE: _____

For Market Purposes only: Date Received _____ By _____

Management's Response

Date: _____

Investigation Findings and/or Steps Taken to Achieve Resolution

Disposition

Submitted by

NOTE: If the above disposition is made by the Sowing Growth Board, the disposition is final.

If the above disposition is made by the Market Manager, and the vendor disagrees with the disposition of the Market Manager, an appeal may be made in writing to the President of the Sowing Growth Board of Directors within 7 days of the Market Manager's decision. The Board shall review the information submitted and provide a written disposition, generally within 30 days of receipt of the appeal, unless a policy change is requested. The Board's disposition of such an appeal is final.

The Board's disposition of an appeal of the Market Manager's response to a Vendor Booth Change Request must be made within 5 days of the Board's receipt of the appeal.