

# Vendor Product Addition Form



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

Vendor Company Name: \_\_\_\_\_

New products requested with brief description of how product(s) fit your product line and the market: \_\_\_\_\_

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## Notes to Vendor:

- Vendors must be members of the Market for a minimum of six months before new products may be added.
- New product additions are permitted by each vendor twice in a 12 month period. New product requests are submitted to the New Vendor Committee for review. If approved by the New Vendor Committee the addition would go in the weekly vendor update. If another vendor has concerns with the product addition they may attend the next board meeting and the board would vote on final approval of yes or no.
- If denied by the New Vendor Committee, vendors have the opportunity to come before the board for a board vote. Vendors would have to contact the Chairman or Executive Director to be placed on agenda prior to the agenda coming out.
- If the product addition is approved it is signed by the New Vendor Committee Chair and the Executive Director and put in your file.
- If the new products are substantially different from the original product categories, the vendor may be required by the Application Committee to make a presentation to the Board of Directors prior to approval. Otherwise, a presentation will *not* be required by the vendor.
- A copy of the signed agreement will be furnished to you. It will also be placed in your file and attached to your annual contract. Copies of our current policies, procedures, or contracts are available during normal scheduled business hours.

*Approved by:*

**New Vendor Committee Chair:** \_\_\_\_\_

**New Vendor Committee Vice-Chair:** \_\_\_\_\_

**Market Manager:** \_\_\_\_\_