



## **Kenosha HarborMarket 2025 Outdoor Season Vendor Rules & Information**

In order to ensure a safe, efficient, customer-friendly Market, all vendors are required to comply with the following rules. All vendors must apply every year by completing a vendor application — previous participation does not guarantee acceptance to the current year. Participation is not open to groups whose primary focus is political or religious. Acceptance to Kenosha HarborMarket does not guarantee acceptance to other HarborMarket events and vice versa.

### **Application Submittal**

Vendor applications must be received at least fourteen (14) days (end of the business day on Friday) prior to the date requested for participation. All applications are electronic and require an email address. Please apply at: <https://www.kenoshaharbormarket.com/vendor-application.html>

Returning vendors should login to their vendor account in MarketWurks. Instructions can be found at the above link.

Please do not email date requests.

As part of their application vendors are also required to electronically sign this Vendor Rules & Information document (and equivalent documents for attendance at other HarborMarket locations) and HarborMarket's Vendor Payment Policy annually. Applications will not be active until both documents are electronically signed.

## 2025 Operating Schedule

**Day:** Saturday

**Dates:** May 10 through October 25 (25 weeks)

**Time:** 9am to 2pm. Hours may be extended to take advantage of special events in the area at the discretion of the Market Board. The market operates “rain or shine,” but does close in the event of thunderstorms. Any deviations from normal operating hours will be communicated by HarborMarket board and staff members and posted on the Kenosha HarborMarket Facebook pages.

**Where:** On 2nd Ave between 54th St. & 56th St, and the adjacent Place de Douai at the intersection of 2nd Ave & 56th St. Locations may expand, if needed.

**Weekly stall assignments** can be found on the HarborMarket website, [kenoshaharbormarket.com/vendor-map](http://kenoshaharbormarket.com/vendor-map). The vendor maps are posted no later than Wednesday for the following Saturday’s market. Find your name and booth /number, then locate the booth number on the map. These numbers are indicated by flags or chalk markings. While all attempts are made to avoid it, sometimes changes to booth location are needed. Please check the map every week. Booths will be compressed so as to limit open spaces. **Booth assignments are NOT suggestions; please set up where assigned.**

**Payment:** Payment must be received **two weeks prior** to your start date. You will not be assigned a stall space until payment has been received. Credit cards and checks accepted; no cash. Vendors who have outstanding invoices must pay invoices in full before any future HarborMarket dates will be approved.

**Absence:** If you must cancel your attendance please email [aforgianni@kenoshaharbormarket.com](mailto:aforgianni@kenoshaharbormarket.com). Refunds, if requested, will be handled on a case-by-case basis by the Board and by request only. Approved refunds for credit card transactions are subject to withholding of funds to cover fees associated with both the initial charge and the refund. (Please see attendance policy below.)

**Set-up:** Set-up 7:00 am to 8:45 am. For customer safety, no vehicle is allowed on Market grounds after 8:45 am. Vendors may not SELL before 9am, except to other vendors who are selling that day and to distribute CSAs. **ALL VEHICLES MUST BE REMOVED BY 8:45.**

**Take-down:** No sales after 2:00 pm. Do not pack up before 2:00 pm. Take-down must be completed by 3:30 pm. For customer safety, no vehicle is allowed on Market grounds before 2:15 pm. Because of traffic congestion on 56th St., vehicles may not line up on 56th St. prior to 2:15 pm. Barricades are to be moved by market staff ONLY; vendors are not to remove barricades. This is a safety issue for customers, staff and vendors and must be followed.

Vendors may be assigned times to line up on 56th Street. No SALES after 2:00 pm, so customers will clear the Market grounds quicker.

## Waste and Cleanup

Any boxes, containers, waste or other materials belonging to the vendors must be removed at the completion

of the day. **Vendors are responsible for clean-up of their area including food or other product spills and will be charged if additional clean-up is required.**

On-site trash containers are for HarborMarket customers only. Do not leave garbage, garbage bags, recycling, boxes, ashes, produce or flower trimmings, etc. next to bins, on the curb, or anywhere else at the market site.

If you see a garbage or recycling bin that is close to full or full, please let a staff member or volunteer know.

## **Emergencies**

If you see an emergency (medical, fire, safety, etc.) please assure your own safety and call 911 first. Then ask someone else to alert Market staff who will assist in handling the situation. Stay on the line with the 911 dispatcher.

## **Logistics**

### **Parking and Loading**

Free public parking is located east of both the Kenosha Public Museum and the Kenosha Civil War Museum. Please park on surrounding residential streets (preferred) or on the far east side of the museum parking lots or in the grass east of the lots. Please do not obstruct driving lanes, walking areas, or areas in which parking obstructs the view of either of the above. All vendors must provide the license plate numbers of all the vehicles expected to be used. Please be sure to complete this information on your application.

Vehicles parked in the mid- to west- side of either museum parking lot are subject to the vendor discipline policy. Inappropriately parked vehicles may also be ticketed or towed.

### **Unloading and Loading**

Traffic on 2nd Ave. for vendor unloading and reloading is one-way from 56th St. northbound toward 54th St. Vehicles may not enter 2nd Ave. from 54th St. Vendors will line up along 56th St., preferably facing West. **Vendors must unload and park their vehicles prior to setting up their booth.** Traffic is one-way on Place de Douai entering from 56th St., and exiting the Plaza at its southwest corner along the concrete path. Even if you are near an exit point, do NOT back in.

**Similar to unloading, in order to minimize wait times, vendors must completely break down their booth and collapse their tent before moving their vehicles in for pickup.** The tent may stay up over your products if it is raining. For customer safety, no vehicle is allowed in the Market, neither Place de Douai or on 2nd Ave, before 2:15pm. Because of substantial traffic congestion on 56th St., do not move your vehicle from the parking spot until 2:15pm. At Market closing the first vehicle leaving the parking lot, MUST wait for an official signal, "it is safe to drive into the Market." **Those who attempt to enter prior to 2:15 and/or attempt to move the barricade are subject to the discipline policy.**

## Vehicles

**All vehicles are prohibited on the Market grounds during the hours of operation unless a special request is approved by the Market Board and management team in advance.** A vendor may submit a request for a vehicle, including food trucks, in the product description section of their application; a picture of the vehicle must be included. Approval will be based upon necessity, appearance and space availability. Management reserves the right to reject the application or issue a conditional approval.

## Stall Size

Stall size shall be approximately ten feet wide and fifteen feet deep (10' x 15'). The width represents the front area that is open to the public. The back of the stall may be used for merchandise and equipment storage. Total stall space is approximately 150 square feet. Vendor tents or equipment may not obstruct or cover public sidewalks. Special requests for a double stall (or more) can be requested on your vendor application and will be considered based on availability.

## Tents

Tents are REQUIRED in order to produce an overall visual effect to HarborMarket. A standard 10 x 10' EZ-UP, or equivalent, is recommended. Tents are required to have white fabric canopies. **An exception to the white canopy may be granted by HarborMarket management if requested in writing in advance, but only if the alternative is required as a part of a company logo or trademark.** Send us a photo of the non-complying canopy for consideration. Vendor is responsible for the purchase and maintenance of their tent.

Vendors must secure their tent with weights. A minimum of 25 pounds per corner is REQUIRED. If weights containing water are to be used, they must be sealed. Vendors with tents that are not properly weighted down may be asked to take the tent(s) down. If weather conditions warrant (ie. high wind) then tents may be taken down.

Tents on 2nd Ave must be placed so one foot of the back of the tent is on the curb. This is to allow for emergency vehicle clearance, should the need arise. This is required by our agreement with the City.

## Tent Availability

HarborMarket management has a **very** limited number of tents available for rent as a courtesy under extenuating circumstances. We do not rent tables or chairs. Tent availability is not guaranteed.

## Electricity Requirements

Electricity is available on a limited basis, and is allocated to vendors based on absolute necessity (e.g. food

refrigeration or preparation). Cords are not available to plug in phone chargers, fans, or other non-essential devices. A fee of \$5 per line of electrical service per day must be paid in advance. Only cords provided by HarborMarket management may be used as they are custom made. Please be sure to request a cord (or cords) on your application. Please do not use cords reserved by other vendors. If your usage trips the circuit, you will either need another electrical line (if available) or to decrease the electric draw.

Generators that operate below 50dB are allowed on the west side of Place de Douai. They must be placed so as to minimize noise in selling areas; people must be able to easily converse, without yelling.

## **Pets and Animals**

Customer or vendor pets are not allowed in the Market corridors. Vendors must do business with pet owners at the rear of their stalls. ADA approved service dogs are allowed anywhere in the Market. These regulations may change based on guidance from the Kenosha County Health Department.

## **Vendor Information**

**Please also see “Vendor Illness” and “Vendor Attendance” policies below**

## **Farm Produce and Meat, and Plant Products**

Kenosha HarborMarket proudly supports and promotes the quality of fresh, local, farm-direct products. All producers are encouraged to participate in the federal or state subsidized food programs and include signage at their tent. **FRESH vegetables, fruits, cut flowers, herbs, nursery and bedding plants, meats and fish MUST Be grown/raised in the states of Wisconsin, Illinois, Indiana, Iowa, Michigan or Minnesota.**

Vendors selling wild-caught ocean fish and other seafood will be individually considered based on its origins, and the uniqueness to HarborMarket. Other out-of-area products will be considered on a case-by-case basis. Vendors growing/selling/reselling more than \$250 of nursery items annual must obtain a Nursery Grower/Dealer License from the Department of Agriculture.

However, for local products, if you did not personally grow/raise all the products in your stall, you must display a sign with the origin information. At least 75% of your produce must be from your farm. The sign should say, for example, “Carrots, Sally Smith Farm, Rochester, Minnesota,” or “Our meat products originate from farms in Wisconsin and Illinois.” **Market management reserves the right to visit farms.** Please, if you didn’t grow it, it’s okay...just let folks know where and who did. No more than 25% can be grown elsewhere. Failure to follow this rule is subject to the Vendor Discipline Policy below.

## **Fire Department Rules**

All food vendors that cook, and vendors using electricity, must abide by the City of Kenosha Fire Department regulations. Please contact the City of Kenosha Fire Prevention Bureau at (262) 653-4110 for further information on required best practices for cooking and heating in the Market setting, who needs a fire extinguisher, type of fire extinguisher needed, proper use of open flame and hot oil/grease, electric cord use, etc. The Fire Department comes through the Market every week; be prepared for their visit by knowing your responsibilities. FIRE DEPT. Rules (two PDF Documents) are available on our website — we encourage you to carry them with you every week as a reference.

Should a vendor fail their fire department inspection and the Fire Department asks them to stop cooking or leave the market, they will not receive a refund. Should the Fire Department advise KCM that a vendor should be excluded for fire safety reasons, a refund will not be given.

## Health Department Requirements

ALL food vendors must follow Health Department regulations. Please call the Kenosha County Division of Health at (262) 605-6700 for further information on Health Department requirements, including to determine if you need a license.

**Sellers of potentially hazardous foods must contact the Division of Health for approval and possible licensing prior to selling of such foods. Licensing takes at least 10 days from date of application, and often longer, depending on the type of license for which one applies. Please apply early so as to avoid a delay in starting at HarborMarket. Regular inspections by the Division of Health at Kenosha HarborMarket will take place.**

Potentially hazardous food means any food that requires temperature control, because it is in a form capable of supporting the rapid and progressive growth of infectious or toxic microorganisms. The Division of Health reserves the right to restrict the sale of particular types of foods or products. Processed food, including baked goods, must originate from a licensed establishment.

Failure of a vendor to obtain a permit in time does not absolve them of their financial commitment. In other words, please obtain all necessary permits in advance of your first market date as refunds for missed dates due lack of licensing will not be given. It is the responsibility of the vendor to make sure any and all licenses are obtained prior to their first market date . Refunds will also not be given to vendors who fail a health inspection and are asked to leave immediately and/or KCM is informed by the Division of Health that a vendor is to be excluded in the future.

## Samples

If you wish to offer samples at your booth, please follow the below:

- Each food vendor is recommended to have a properly set-up hand washing sink inside their stall area.

- The hand washing sink should be set-up before servicing food and this includes free samples offered.
- Samples must be provided in a single-use, sealed and disposable container
- Vendors must wear gloves when preparing samples
- Ill vendors should not prepare samples (please see “Illness Policy” below)

## **Insurance**

**All vendors must provide a one million dollar “certificate of liability insurance” naming Kenosha Common Markets, P.O. Box 643, Kenosha, WI, 53141 as “Additionally Insured”.** Your insurance agent will know exactly what document you need. You or your agent may email this to [aforgianni@kenoshaharbormarket.com](mailto:aforgianni@kenoshaharbormarket.com), or upload it into MarketWurks as part of your application. Please include the name of the business. Your insurance certificate must be received at least two weeks prior to your first date of attendance. If your policy expires or changes mid-season, please email us a copy of your new insurance certificate prior to your old one expiring, or upload it into your MarketWurks vendor account (preferred). Failure to maintain a current certificate of insurance will result in suspension from all HarborMarket events, without refund of fees, until a current certificate is received.

New vendor applicants may wish to wait for acceptance into HarborMarket prior to purchasing vendor insurance.

If your certificate of insurance is issued as described above, it will cover all markets operated by Kenosha Common Markets, Inc.

## **Products Sold**

If you wish to sell products beyond those submitted as part of your initial application, please submit a change request in MarketWurks and include a description of what you would like to add to your product list. The Board will review your request and let you know if it is approved or not. Approval is not guaranteed. Vendors may be asked to remove products that have not been approved.

## **SNAP/EBT Participation and Market Match**

Food vendors (agricultural and processed) are invited to participate in Kenosha HarborMarket’s SNAP/EBT program. Customers swipe their benefits card at the Market’s information booth and receive wooden tokens in the amount they selected, as well as up to a \$20 match per week, to spend at the booths of participating vendors. Vendors turn in these tokens to Market staff at the information booth who record the amount. Vendors receive reimbursement for the tokens via direct deposit near the beginning of the following month (ie. reimbursement for tokens turned in during January is directly deposited in early February). Please email [aforgianni@kenoshaharbormarket.com](mailto:aforgianni@kenoshaharbormarket.com) if you are interested in participating to complete the necessary paperwork, or for more information. Paper checks for reimbursement will not be issued.

## Vendor Conduct

A vendor may not leave the Market early, even if sold out. Use this time to advertise your products. In an **emergency**, a vendor may leave early, but all equipment and goods must be moved by hand or your handcart. Please inform staff if you have an emergency and must leave early.

Smoking (cigarettes, pipes, cigars, electronic-cigarettes) by vendors, their staff or market staff or volunteers is not permitted anywhere on the HarborMarket grounds between 7am and 3pm. Vendors who must smoke **MUST** stand at least 25 feet from any Market vendor.

Vendors should behave in a courteous manner to other vendors, Market management and the public. Swearing and aggressive behavior is not tolerated, whether or not it is directed at a specific person. Annoying behavior, including unnecessary noise, is not allowed. Physical contact with staff, volunteers, or other individuals will result in immediate ejection from the event and potential exclusion from all future HarborMarket events, without refund of fees.

Vendors are not allowed to play music. The running of any gasoline or diesel motors, compressors, or engines is not permitted. The only exception is generators that operate below 50dB, which are allowed on the west side of Place de Douai. They must be placed so as to minimize noise in selling areas; people must be able to easily converse, without yelling.

Vendors utilizing oil should put down a protective barrier so as to prevent any spills from staining the concrete. Vendors must remove any stains prior to leaving. **If stains are left, vendors will be fined so as to pay for staff to work on stain removal without further warning. Failure of the vendor to clean the stain or pay the fine may result in removal from the market without refund of fees.**

## Vendor Discipline/Termination

Vendors are expected to cooperate with the HarborMarket management, follow directions of HarborMarket board and staff members and follow all rules. All volunteers and staff members are to be treated in a respectful manner. Staff and board members have the authority to enforce rules and policies, issue fines, make on-site decisions, and/or ask a vendor to leave.

Issues which require immediate correction (including, but not limited to, safety or inappropriate behavior) will be fixed on the spot, or vendors will be issued a fine and asked to leave. The fine must be paid before vendors may attend any subsequent HarborMarket event. Refunds will not be given under this circumstance.

Issues which require correction in subsequent weeks will be addressed via email. Failure to correct the issue or repeating of the issue will result in \$50 fine for the next occurrence and \$100 fine for the 3rd occurrence and exclusion from the next HarborMarket date without refund of fees paid. Issues which require addressing a fourth time will result in a \$200 fine and exclusion of all HarborMarket events for the balance of the season without refund of any fees paid.



These steps of discipline apply to all events and locations combined for the outdoor season. This means separate discipline steps do not happen for each location; reaching step two at one event would put any future issues at step three, regardless of the event location.

Again, staff and board members have the authority to enforce rules and policies and issue fines, and determine if an issue requires immediate correction. Failure to respond and correct the problem, and/or pay the resulting fines, will result in termination of the vendor at HarborMarket, without any refund of rental fees, and exclusion from all future HarborMarket events.

## Nonprofits, Fundraising, Sponsors and More

### **Nonprofit Participation**

Typically, nonprofits, located in Kenosha County, may participate three (3) times for free each season. If the nonprofit organization does not show up on a date they reserved, they may be banned for the entire season. No products can be sold by non-profits; only information can be distributed and donations may be solicited. If products are to be sold, nonprofits must apply under the appropriate vendor category and pay the fee.

**Nonprofits must carry a \$1 million liability policy and provide a certificate of insurance that names “Kenosha Common Markets, Inc. P.O. Box 643, Kenosha, WI 53141” as “Additionally Insured”.** The insurance document must be received at least two weeks prior to attending. Please email the certificate to [aforgianni@kenoshaharbormarket.com](mailto:aforgianni@kenoshaharbormarket.com). If your policy expires or changes mid-season, please upload the new certificate in MarketWurks.

Please see “Illness” policy below. It also applies to nonprofit vendors.

### **Private or Personal Fundraising**

Vendors may not solicit personal or organizational donations unless they are nonprofits soliciting for their organization.

### **Health Vendors**

To be considered a market “vendor,” these professionals must provide an actual service on-site (hearing test, chair massage, bone screening, etc.). If you are not providing an actual service on-site, then you are simply marketing your practice, thus considered a Sponsor. (For information on becoming a sponsor, email [aforgianni@kenoshaharbormarket.com](mailto:aforgianni@kenoshaharbormarket.com))

## **Clubs and Troops**

Unfortunately, we cannot accommodate the hundreds of individual youth groups, clubs and troops who wish to fundraise at Kenosha HarborMarket. A group, club, or troop may participate only if it submits an official letter from the school's principal or the regional troop manager authorizing it as the only group representing the entire school or organization that year. Clubs/troops may not sell or give away food or beverage products.

## **No Licensed Products or Multi-Level Marketing Allowed**

Products featuring licensed imagery (such as NFL, NBA, or university team mascots or logos, cartoon characters, etc.) cannot be sold at HarborMarket. No multi-level marketing products or home improvement services are allowed in the Market. Other vendors of products and services should inquire about sponsorship opportunities for a presence at HarborMarket. All applications will be reviewed by the Kenosha Common Markets, Inc.'s Board of Directors to ensure appropriateness for HarborMarket.

## **No Products Related to Smoking of Any Substance, or Weapons Allowed**

No items that are designed to be smoked or items that facilitate smoking may be sold. Weapons of any kind may not be sold.

## **Sponsor Marketing Opportunities**

For-profit businesses like banks, real estate, housing, assisted living, media, etc. whose purpose is primarily to market a service and not on-site sales are categorized as Sponsors. Sponsors have additional marketing opportunities. Please email [aforgianni@kenoshaharbormarket.com](mailto:aforgianni@kenoshaharbormarket.com) for more information.

# Illness Policy

**PURPOSE:** The purpose of the Illness Reporting Policy is to ensure that all vendors, their employees and HarborMarket volunteers/employees report to the Chairperson of Vendor Relations when you experience any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or other communicable diseases.

**POLICY:** Kenosha Common Markets, Inc. is committed to ensuring the health, safety and well-being of our employees and customers by complying with all health department regulations. All shall report if they are experiencing any of the following symptoms.

- Diarrhea
- Fever 100 F or higher with or without sore throat
- Vomiting
- Jaundice (yellowing of the eyes or skin)
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand or any exposed body part

## Infectious Disease-Related Procedures and Precautions

Below are the Center for Disease Control (CDC) updated guidelines regarding respiratory illnesses. Covid is included in the general CDC guidelines. Covid is still a very contagious and a serious illness, but it is no longer in the pandemic phase.

Step 1: Stay at home.

As much as possible, you should stay home and away from others until at least 24 hours after both:

1. Your symptoms are getting better overall, **and**
2. You have not had a fever (and are not using fever-reducing medication).

This advice is similar to what has been recommended for flu for decades and will help reduce the spread of COVID-19 and other respiratory viruses during the most contagious period after infection. Not all respiratory virus infections result in a fever, so paying attention to other symptoms (cough, muscle aches, etc.) is important as you determine when you are well enough to leave home.

If your symptoms are getting better, and stay better for 24 hours, you are less likely to pass your infection to others and you can start getting back to your daily routine and move on to step 2.

Step 2: Resume normal activities and use added prevention strategies over the next five days.

This may include taking more steps for cleaner air, enhancing your hygiene practices, wearing a well-fitting mask, keeping a distance from others, and/or getting tested for respiratory viruses. People can choose to use these prevention strategies at any time. Since some people

remain contagious beyond the "stay-at-home" period, taking added precautions can lower the chance of spreading respiratory viruses to others.

People who are at higher risk for severe illness who start to feel sick should seek health care right away so that they can access testing and/or treatment. Early treatment for COVID-19 or flu may prevent severe disease in people at higher risk, even if they are up to date with their vaccines.

Illness policy reviewed by Lynda Ruffolo, RN, BSN 1/2025

## **Vendor Attendance Policy**

### **Purpose**

Kenosha Harbormarket and Kenosha Winter HarborMarket are weekly events held every Saturday in Kenosha, and organized by Kenosha Common Markets, a 501(c)(3) non profit organization. Over 100 vendor booths are set up every week during our outdoor season and approximately 30 during our indoor season. A successful market is a full market. A full market is visually pleasing to our visitors which increases foot traffic which results in increased vendor sales. Adherence to contractual attendance is the vendor's responsibility as a small business owner; a back-up plan for staffing is advised should the primary staff be unavailable. Vendor no call-no shows, excessive absences, late arrivals and early outs negatively affect the market's image and all vendors' financial success.

Vendors who cannot attend in the rain due to safety reasons (ie. uncovered generator) need to inform market management of their absence for each occurrence. Such absences are excused, and not subject to penalties, provided notification of the absence and reason for it is made prior to the absence. Absences due to rain that are not safety related, are subject to the attendance policy below. **Absences will be strictly monitored and the below policy enforced.**

### **Definitions**

**No call - no shows:** Vendor does not give prior notice of absence or notifies of absence the day of the market. Penalties are assessed for each occurrence of this type..

**Late Cancellation** - Vendor not providing notice by 9am Monday for markets that week (occurring through Sunday). Penalties are assessed for each occurrence of this type

**Late arrivals or Early outs:** Not ready for sales at start time or dismantling or leaving before the end of day (unless in case of emergency or directed to by HarborMarket staff)

**Excused absences:** A planned absence with written notice at least 2 weeks before the contracted date. Two occurrences are allowed per outdoor market season before penalties are assessed as indicated below. Examples of these absences are for family or emergent illnesses.

**\*\*KCM understands that sometimes, despite the best of planning and intentions, life happens. As such, extenuating circumstances will be taken into consideration when determining penalties. Examples of such extenuating circumstances include vehicle accidents, health emergencies, death in the family and personal safety emergencies. This does NOT include circumstances which were, or could have reasonably been, foreseen, or those for which a backup staffing plan would have prevented.**

Please be aware of other events before committing to dates at HarborMarket. Excessive date changes are not tolerated.

**Penalties Related to Absences (All Types)**

1st occurrence- documentation of the event via email.

2nd occurrence- documentation and warning of potential future fines

3rd occurrence- Fine of \$50 that needs to be paid in full before further attendance at any KCM market. Potential exclusion from next HarborMarket event, without refund of fees paid.

4th occurrence- Fine of \$100, with possible exclusion from the remainder of the outdoor seasons of ALL current markets, without refund of fees paid.

After the 4th occurrence - exclusion from the remainder of the outdoor seasons of ALL current markets, without refund of fees paid, and exclusion of participation in future events

These steps of penalties apply to all events and locations combined for the outdoor season. This means separate penalty steps do not happen for each location. Reaching step two at one event would put any future issues at step three, regardless of the event location.

I understand and agree to this Vendor Rules and Information Document.

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business Name as It Appears on Your Application