

## **Central Oregon Locavore Marketplace Vendor Agreement Form**

Thank you for your interest in becoming a part of Central Oregon Locavore! We are a non-profit and the Marketplace is one of our programs. The Marketplace is designed to provide you, the vendor, with an outlet for your products year-round. The marketplace is run with the help of volunteers, members, vendors and a limited paid staff. As a local vendor we appreciate your patience and support in making the marketplace a success. There are no contractual obligations for you, the vendor, when your products are sold at the Marketplace. However, in order to operate effectively, the Marketplace team asks vendors to adhere to the below Terms & Conditions.

\*Please note that additional documents are required for selling processed foods or meat.

### Terms & Conditions:

#### *Sales, Pricing and Payment:*

- \* Products are sold on a consignment basis with few exceptions.
- \* Mark up for consignment products is 30%
- \* An additional fee of \$5 per month is deducted from monthly sales for vendors who are not Locavore members. No fee is charged if no product is sold. This fee is waived if an annual membership is purchased at the Seed (\$50) level or above.
- \* Retail market prices are agreed upon by both the producer and the Marketplace Director.
- \* Net30 payment system: Vendors receive payment by check for sold products on a monthly basis, paid in the last week of the following month (e.g., all sales in May are paid the last week of June). Checks will be sent out via our bank, Mid Oregon Credit Union. Payment may arrive after the last day of the month dependent on USPS delivery.

**I have read and understand the Sales, Pricing and Payment policies: Initial\_\_\_\_\_**

#### *Product Priorities:*

- \* The Marketplace gives priority to food products. While we love our local artisans, locally produced crafts, bath and body products, and other non-food goods will be sold only as space and sales allow.
- \* As a Marketplace vendor, you are not guaranteed as a permanent vendor within the market. The Marketplace Director reserves the right, at any given time, to decide to no longer sell your product and will kindly ask you to remove your product from the Marketplace's inventory.
- \* We will make every effort to contact you if your product needs to be picked up. However, after multiple contact attempts have been made your product may be subject to donation or disposal if it is abandoned for more than 60 days. We do not have space for long term product storage.
- \* The Marketplace determines what products to sell by assessing how well that product meets our mission and values.
- \* For fresh produce and meat: Priority will be given to legally designated farms operating as a business.
- \* As a vendor at the Marketplace you are not guaranteed to be the only seller of your particular type of product.

**I have read and understand the Product Priorities: Initial\_\_\_\_\_**

#### *Deliveries:*

- \* Please drop off an inventory sheet with all deliveries. Products will not be placed in the Marketplace until the inventory list is received and if dropped off improperly, product storage while waiting for the inventory list cannot be guaranteed. The inventory list will include the name of the product, the number of each product, the sales unit (pound, ounce, bunch, package, bottle, etc.), the price you expect to receive from COL for the sale of each unit (wholesale price), instructions for disposal of perishable items, and anything special about your product you would like the customer to know. These items are shown on the Example COL Inventory Delivery Form.
- \* Vendors are encouraged to check their existing inventory on a regular basis and may stock inventory

directly to the shelves (except for meat) as long as an inventory sheet is dropped off with the cashier. Please notify the cashier of any price changes or new items, they may ask that these items be kept back until they can be entered into the point of sale system.

**I have read and understand the Delivery Procedures: Initial \_\_\_\_\_**

*Shelf-Life & Product Display:*

- \* All perishable products must have a sell-by date visible on the product; this is the Vendor’s responsibility.
- \* Please provide instructions to the Marketplace Director for discounting prior to sell-by-date, and for disposal or return after the product reaches its sell-by date.
- \* While the Marketplace team makes every effort to ensure products are appropriately stored and cared for, we cannot guarantee all products will be sold before quality and freshness deteriorate. In cases where product losses are caused by faulty Marketplace operations (e.g., extended power outages, spills), COL will take responsibility for damaged or lost product.
- \* If a product can no longer be sold due to loss of freshness or quality, it will be removed from the shelves and disposed of according to the instructions the vendor has provided. If Marketplace does not have prior instructions for its disposal, the Marketplace team or Director will contact you by phone and email to ask you to remove the product from the Marketplace or to provide further instructions. If no instructions are provided within a week, products may be disposed of at the Marketplace Director’s discretion.
- \* Marketplace Director reserves the right to dispose immediately of spoiled product that may cause unsanitary or unpleasant conditions in the store (i.e. things that are rotting, have a bad odor, or that may contaminate other goods.)
- \* The Marketplace team will rearrange or move product displays as needed.

**I have read and understand the Shelf Life and Product Display Policies: Initial \_\_\_\_\_**

*Communication*

- \* COL expects our vendors to be responsive to our calls or emails. In some cases, if you do not respond we may not be able to sell your product due to lack of information or low inventory. If the Manager does not hear back from you within a week, storage and display space for your product may be lost.
- \* Active and involved vendors have the most success. Marketplace staff will attempt to contact you when inventory is low, but we recommend calling or stopping by to check on inventory for a timelier account.
- \* If you have questions pertaining to payment, please do not ask the Marketplace staff. Reserve all questions for the Marketplace Director by emailing [market@centraloregonlocavore.org](mailto:market@centraloregonlocavore.org) or calling the marketplace.
- \* **It is essential to call or email before delivering frozen or refrigerated goods to insure that adequate storage space is available.**

**I have read and understand the communication expectations: Initial \_\_\_\_\_**

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I, \_\_\_\_\_, of \_\_\_\_\_  
(printed name) (farm/product name)

have read and understood the above Terms & Conditions of the Central Oregon Locavore Marketplace and further agree to adhere to COL’s delivery and communication protocols.

Signature:

Date:

**Please give us the following information so we can correctly address checks and contact you. Please print clearly so we don't make a mistake getting the checks to you!**

Name of company or individual for checks: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Additional Paperwork Required For:**

Meat Seller:

Please provide copy of Pre-Packaged Meat Seller's License (obtained from Oregon Department of Agriculture)  
\_\_\_\_\_ Copy Received

\_\_\_\_\_ Meat verified to be butchered at USDA certified facility.

Processed and/or packaged Food:

Please provide a copy of Food Processing License (obtained from Oregon Department of Agriculture)  
\_\_\_\_\_ Copy Received