



Central Oregon Locavore Marketplace Vendor Agreement Form

Thank you for your interest in becoming a part of Central Oregon Locavore! We are a 501(c)3 non-profit, and the Marketplace is just one of our many programs. The Marketplace is designed to provide you the vendor, with a year-round outlet for your products. The marketplace is run with the help of volunteers, members, vendors, and a limited paid staff.

As a local vendor we appreciate your patience, **PARTICIPATION**, and support in making the marketplace a success. To operate effectively, the Marketplace team asks vendors to adhere to the below Terms & Conditions. **Vendors are required to be a current member of Locavore** to be eligible to sell their products.

**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 a few exceptions.
- * Mark up for consignment products is an approximate 30% or Vendor SRP (Standard Retail Pricing) as requested (markup in most retail grocery markets is 50% or more).
- * Retail market prices are agreed upon by both the producer and the Marketplace Manager.
- * Net 30 payment system: Vendors receive payment 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).
- * Payments are issued via Direct Deposit.

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 history allows.
- * As a Marketplace vendor, you are not guaranteed as a permanent vendor within the market. The Marketplace Manager reserves the right, at any given time, to decide to no longer sell your product and reserves the right to ask you to remove your product from the Marketplace's inventory. Sufficient notice will be provided of course.
- * 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 14 days. Unfortunately, we do not have the 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 (vs hobby farmers and ranchers).
- * As a vendor with our 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 sheet is received. If inventory is dropped off improperly or without an inventory sheet, product storage while waiting for the inventory list cannot be guaranteed.
- * The inventory list should 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), your suggested SRP if different than 30% mark up, instructions for disposal of perishable items, and anything special about your product you would like the customer to know.
- * Vendors are encouraged to check their existing inventory on a **frequent** basis. Employees will make an attempt to contact you if inventory is low, but staff is often stretched very thin to keep overhead low, allowing for maximum payouts to local farmers and affordable prices for the community.
- * You may stock inventory directly to the shelves **as long as an inventory sheet is dropped off** with the cashier and have received the go ahead from them.
- * Customers take precedence over vendors, if there is a line of customers, staff will serve them first. Please be patient with staff and do not interrupt customer transactions.
- * 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 Manager 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 of equipment due to malfunction, 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 Manager will contact you by text, phone, and/or 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 Manager's discretion.
- * Marketplace Manager 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 and retains full right

to move products from one location to another within the marketplace.

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

Communication

- * Central Oregon Locavore expects our vendors to be responsive to our calls, texts, 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 Marketplace 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 texting (best), 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 or calling the marketplace and asking to speak to the manager.
- * Central Oregon Locavore works to create a safe and positive environment for staff, customers, volunteers and vendors at all times, and therefore reserves the right to discontinue service to any customer, volunteer, or vendor that is behaving in a way that is disruptive to a positive environment. By signing this agreement, the vendor agrees to behave in a respectful, understanding, and appropriate manner while interacting with staff, volunteers, and customers. Locavore reserves the right to discontinue working with vendors if they cannot uphold positive communications.
- * Vendors are expected to adhere to community health precautions as reinforced by Locavore. No exceptions allowed.
- * **It is essential to call, text, or email, AND RECEIVE A RESPONSE, before delivering frozen or refrigerated goods to ensure that adequate storage space is available.**

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

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:

Contact Information

Please provide the following contact information so we can communicate with you and ensure your payments are delivered correctly. Please print clearly and let us know as soon as possible if any of your contact information changes.

We strongly encourage all vendors to use ACH for direct deposit payments (see attached ACH direct deposit form) but if you are unable or unwilling, we will send checks with \$5 deducted from the payment total. If checks are returned as undeliverable, need to be rewritten, or resent, we reserve the right to withhold up to an additional \$20 to account for bank fees and employees' time.

Name of company or individual for payments:

Email address: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Mobile Number: _____

Locavore Contact Information

Locavore Vendor Cell phone: 541-728-8093

Marketplace Manager: market@centraloregonlocavore.org

Assistant Marketplace Manager: marketstaff@centraloregonlocavore.org

Membership: membership@centraloregonlocavore.org

Administrative inquiries: info@centraloregonlocavore.org

Marketplace landline: 541-633-7388

Additional Paperwork Required For:

Meat Seller:

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

_____ Copy Received (**Locavore Use Only**)

_____ Meat verified to be butchered at USDA certified facility (**Locavore Use Only**)

Processed and/or packaged Food:

Please provide a copy of Food Processing License (obtained from Oregon Department of Agriculture)

_____ Copy Received (**Locavore Use Only**)