

INFORMATION FOR NEW MEAT AND SEAFOOD VENDORS

Thank you for considering the Community Food Co-op to retail your product(s). New Vendor Applications/Packets must be delivered or mailed to:

Community Food Co-op
Attn: **Merchandising Manager**
NEW VENDOR
405 E Holly St suite 101
Bellingham, WA 982256

Submit to the Customer Service desk when dropping off your packet in person. Please fill out the new vendor application on the next pages and include any supplemental information that is requested. If you have questions about this process, please email vendor@communityfood.coop.

Additional Information

We don't charge slotting fees and we have never accepted slotting fees from vendors. Product placement is based on sales levels and locality. If your product is produced locally we will do our best to make sure it is in a highly visible spot on our shelves.

We love to sample products for our customers, and it is very helpful for local producers/farmers to sample their products themselves in our stores. It gives you direct contact with customers and allows the customer the opportunity to try your local product, learn how it is unique and how it differs from similar products, and make a personal connection to you and your farm or business thereby building brand loyalty and ongoing support for your local business.

We have always supported local producers—it is a priority for us and for our customers. You don't have to be a big business to sell product to us, but you do need to be organized.

The Community Food Co-op pays within listed terms. If your terms are not listed on your invoice, we assume the standard 30 days. Net 15 is the lowest term permissible and the Co-op will process payment with 15 day terms from date of delivery.

CHECKLIST FOR NEW ITEM/VENDOR PACKET

The following information must be included in your New Item/Vendor Packet:

Vendor application, including insurance information and product attributes.

New Product Setup sheet (available for download from our website)

- Ingredient list(s) in a separate document (not provided in packet). Please include country, state, and county of origin for all ingredients.

Product samples (preferable) and/or packaging samples.

Sample of invoice.

Product/Brand Attributes List.

NEW VENDOR APPLICATION

Submit your vendor/producer information below. We will use this information to decide if your product(s) is a good fit for our stores and customers. Please visit both stores to look at our existing product mix to ensure that you are submitting a product that is either missing or underrepresented in any given grocery category (see Category Management and Local Products section in the New Vendor Packet).

Contact/Billing Information

Business Name:

Billing Contact Person:

Phone:

Email:

Ordering Contact Person:

Phone:

Email:

Website:

Address:

City:

State:

Zip:

Billing Address (if different from physical location):

Business Information

Federal Tax ID Number:

Liability Insurance Provider (required):

Dollar Amount:

Product Information

What do you make/grow/catch? Detailed information on ingredients should be included with the New Product Setup forms.

Facilities

Is your kitchen or processing facility inspected by the state in which it resides?

If **Yes**, we request a copy of your certificate of completed inspection.

If not, do you have plans for inspection and certification in the future?

If so, please indicate when you will be seeking certification:

Are food-grade packaging materials used?

Worker Health and Hygiene

We support, and choose to do business with, farms and producers that treat all employees with fairness and respect. Are your employees paid a fair wage, have safe working conditions, and access to support if needed?

Is there an effective and ongoing worker food safety training program in place?

Are workers trained about hygiene practices and sanitation with signs posted to reinforce messages?

Are smoking and eating confined to designated areas separate from product handling?

Are workers instructed not to work if they exhibit signs of infection, like fever, coughing, diarrhea, etc.?

Do workers practice good hygiene by:

Wearing clean clothes and shoes?

Changing soiled or contaminated aprons and gloves as needed?

Keeping hair covered and restrained?

Washing hands as required?

Limiting bare hand contact with fresh products?

Covering open wounds with clean bandages and effective barriers?

Sustainability Practices (for Meat and Egg vendors)

Does your farm/ranch employ any regenerative farming/ranching techniques?

If **Yes**, please describe:

Certified Organic:

If **Yes**, Certification number:

Issue Date and Certifying Agency:

If **No**, list any pesticides, herbicides, fungicides, pest management system, etc. that are used on your property, and describe the conditions under which they are applied. Please feel free to submit on a separate document if you need to supply more detailed information:

I confirm that the information provided in this document is accurate to the best of my knowledge and that my production practices are in accordance with state law.

Signature of Seller: _____

Date: _____

Note: If you have additional information you would like to provide, please use another sheet of paper.

The Co-op will not sell any products that are derived from cloned animals or their offspring. By signing this document, you are agreeing to not supply us with any products derived from cloned animals or their offspring and that you will notify us if there are any changes to your product line in this area.

PRODUCT/BRAND ATTRIBUTES – SEAFOOD VENDORS

Brand Name:

Products Offered:

Please tell us more about the seafood you sell/catch/harvest:

I know the method used to catch/harvest all products I would sell to the Co-op

I know the location where our seafood was caught/harvested.

I know the exact species of the seafood I would sell to the Co-op.

I know that the products I would sell to the Co-op are not on any AVOID lists published by the Monterey Bay Aquarium Seafood Watch program or are considered endangered or otherwise un-sustainably harvested.

I can indicate fishing method, location, and species on every invoice for products I sell to the Co-op.

Have any of the species you are selling to the Co-op been genetically modified?

Legal/Regulations:

Are value-added (produced) foods made in an inspected and certified kitchen?

Wholesale Permit for Food Manufacturing: #

Do you follow Washington Department of Agriculture approved labeling?

Liability insurance coverage: \$

Why should the Co-op offer your product(s) to our customers?

PRODUCT/BRAND ATTRIBUTES – MEAT AND EGG VENDORS

Brand/Ranch Name:

Products Offered:

Please tell us more about how your animals were raised:

Cattle/Pigs/Lamb/Bison

Grass-fed and finished

Grass-fed, grain finished

Fully grain-fed

If the animals are fed any grain, can you provide certification that the feed you use is non-GMO?

What is the water source?

If it is a well, is it regularly tested?

What happens to sick animals?

Do you use any antibiotics or growth hormones?

Describe the living conditions of the animals.

Are we able to visit your farm/ranch?

Poultry/Eggs

My flock is free-range.

Square footage per bird

Does the flock have regular and consistent access to vegetation?

Does the flock spend time outside every day (weather permitting)?

My flock is pasture-raised.

If the animals are fed any grain, can you provide certification that the feed you use is non-GMO?

What is the water source?

If it is a well, is it regularly tested?

Do you use any antibiotics or growth hormones? List any supplements you feed your flock.

Are we able to visit your farm/ranch?

Legal/Regulations:

Are value-added (produced) foods made in an inspected and certified kitchen?

Wholesale Permit for Food Manufacturing: #

Do you follow Washington Department of Agriculture approved labeling?

Liability insurance coverage: \$

Why should the Co-op offer your product(s) to our customers?