



PUGET SOUND FOOD HUB COOPERATIVE VENDOR APPLICATION

Welcome to the 2018 Growing Season

This year, **applications are being accepted from March 1 - March 31.** Determinations will be based on the information submitted here in addition to our current product niches that we don't currently have a steady supply for. The Membership Committee will review your application and make a recommendation to the board who will make a final vote. Applicants will be notified of the status of their application by the end of April.

Membership category applying for:

- Value-added vendor
 Wild & foraged vendor
 I am selling select product to the Bellingham Food Bank and not applying for general membership

\$150 Annual Vendor Fees Due Upon Acceptance

APPLICANT INFORMATION

Business Name:		
Contact Name:		
Mailing Address:		
City:	State:	ZIP Code:
Business Address, if different:		
City:	State:	Zip Code:
Email:		Phone:
Website:		Alternate Phone:

BUSINESS INFORMATION

Business Designation: <input type="checkbox"/> Corp <input type="checkbox"/> Sole Prop <input type="checkbox"/> LLC <input type="checkbox"/> 501c3 <input type="checkbox"/> Other: _____	
UBI #	Business start date:
Gross Revenue: <input type="checkbox"/> Under \$50K <input type="checkbox"/> Under \$100K <input type="checkbox"/> Under \$200K <input type="checkbox"/> Under \$300K <input type="checkbox"/> Under \$500K <input type="checkbox"/> Over \$500K	

RETAIL EXPERIENCE

Where:
What products:
How many years:



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WHOLESALE EXPERIENCE

Please outline your wholesale experience and what channels you have experience in selling to (example: grocery, distributors, etc.):

What products:

How many Years:

SOURCING & OPERATIONAL PRACTICES

Value Added vendor applicants, please describe your sourcing practices for raw ingredients:



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Value Added vendor applicants, where do you process your products?

Wild & Foraged vendor applicants, please describe your sustainability practices and the region you harvest your product from. If applicable, where do you process your products?

What certificates do you have/do you source from?

- Organic Transitional Salmon Safe GAP/GHP Certified Naturally Grown IPM
 Fair Trade Other:

PRODUCT LINES



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Please list the product lines you are applying for here:

PRODUCT AVAILABILITY

Please list your product availability and capacity to sell through the PSFHC:

January

February

March

April

May

June

July

August

September

October

November



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December

The reviewing committee gives priority to applicants that have an established customer base that they are willing to bring with them to the PSFHC. Do you plan to bring existing buyers to the PSFHC? If so, which buyers will you bring?

Puget Sound Food Hub Seller Eligibility Check-list

The mission of the Puget Sound Food Hub Cooperative is to support and champion local, family scale farms by providing a direct connection with buyers in our region seeking high quality, locally produced food.

The Guide for Farmers and Ranchers will answer many questions and clearly state what is required to sell product with the PSFHC.

All applicants must meet the following eligibility requirements and provide documentation before their application will be processed:

- Annual vendor fees of \$150** will be due upon acceptance and annually thereafter. Successful vendor applicants will have access to the PSFHC marketplace, but will not hold member privileges including voting rights and dividend payments.
- Print, sign and return the **Farmer and Rancher Commitment**.



- Farmers must be legally permitted to sell raw and value added agricultural products commercially. Please provide the PSFHC with a copy of your **Washington State business license**. In addition, specialty licenses may be required for products such as eggs, cut flowers, and products sold by weight. Please provide the PSFHC with a copy of any required **specialty permits and licenses**.
- Follow WSDA marketing guidelines** and have implemented quality production standards according to the size and scale. Reference: WSDA Small Farm and Direct Marketing Handbook.
- Print, sign and return a **W-9** form for the current year.
- Have at least one **year of commercial or wholesale experience** prior to participating in the Puget Sound Food Hub Cooperative (i.e. direct to restaurants, institutions and/or grocers).
- Comply with current county, state and federal **food safety requirements** for product categories. Reference: WSDA Small Farm and Direct Marketing Handbook.
- Each farm shall provide copy of the **certificate of insurance coverage** for a \$1M/\$2M policy. *Please add as additional insured: Puget Sound Food Hub Cooperative, 15612 Best Road Mount Vernon, WA 98273. Tel: 360-428-7106. If you are using Cloud Mountain Farm Center as a drop site, please also provide an additional insured certificate to them: Cloud Mountain Farm Center, 6906 Goodwin Road, Everson, WA 98247, (360) 966-5859.
- If you have any **best practice certifications** (GAP, Certified Organic, etc.) please provide a copy of these to the PSFHC.
- A map, drawing, or **image of your farm** property/properties

Return completed applications to Puget Sound Food Hub Cooperative, 15612 Best Road, Mount Vernon, WA 98273, fax to 360-336-3751, or send electronically to jade@pugetsoundfoodhub.com.



Puget Sound Food Hub Cooperative Farmer and Rancher Commitment

The Puget Sound Food Hub Cooperative is committed to supporting Washington farmers. All farms participating in the Puget Sound Food Hub Cooperative have individually made a public statement about the standards of their farming practices and have received the “Guide for Farmers”.

Pledge

By signing this pledge, I agree to the Rules of Collaboration and Participation and verify that all farm information I have provided to the Puget Sound Food Hub Cooperative about our farm operations in our Producer Profile and Product Descriptions is complete, accurate, true and valid. For certification claims, I have provided complete, appropriate and current information and documentation. As a participating farm I fully understand that any knowing inaccuracy or failure to provide complete, proper and updated information and documentation will jeopardize my access to the Puget Sound Food Hub Cooperative’s distribution channels and participation in food hub related activities.



Agreement to Terms and Conditions

I agree that I have read and understand the Puget Sound Food Hub’s “Guide for Farmers” and agree to the terms and conditions outlined. I also understand that farms own their product through the supply chain and is at no time owned by the Puget Sound Food Hub Cooperative.

Farm Name

Print Name

Date

Signature

**PUGET SOUND FOOD HUB COOPERATIVE
VENDOR SUBSCRIPTION AGREEMENT**

WHEREAS **PUGET SOUND FOOD HUB COOPERATIVE**. (hereinafter “**Food Hub**”) has incorporated as a cooperative association under the laws of the State of Washington for the purpose of facilitating the sale of agricultural products produced by its members through marketing, aggregation, and distribution of the same; and

WHEREAS the undersigned (hereinafter “Subscriber”) seeks to become a vendor of Food Hub for the purpose of participating in the said system of cooperative marketing, aggregation and distribution as to Vendor’s agricultural products, and

WHEREAS Vendor is not a farmer-member of Food Hub agrees to the terms and conditions set forth below;

IT IS AGREED as follows:

- 1) Vendor will pay an annual fee to the Food Hub in the amount of One Hundred



Twenty Five Dollars (\$150.00). Upon (and only upon) payment of the vendor fee in full, Vendor shall be entitled to list their products and have a page on the Food Hub’s website,

2) Vendor has received and reviewed the Food Hub “Guide For Farmers and Ranchers”, (“The Guide”) the provisions of which are incorporated herein by this reference, and agrees that it will comply with the provisions and requirements of the same, as well as other requirements established by the Board of Directors of the Food Hub for its members and vendors.

3) As a further condition of this Subscription, at the time vendor signs and submits this Subscription Agreement, Subscriber shall also submit to Food Hub a signed copy of the “Farmer and Rancher Commitment Form” contained in The Guide.

DATED this ____ day of _____, 20__.

Subscriber Business _____

Signature

Print Name: _____