



**SNO ISLE  
FOOD CO-OP**

2804 Grand Ave. Ste. 201  
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425.259.3798  
www.snoislefoods.coop

## **NEW VENDOR APPLICATION**

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Thank you for considering the Sno-Isle Food Co-op to retail your product(s). New Vendor Applications/Packets must be submitted through email to:

[books@snoislefoods.coop](mailto:books@snoislefoods.coop)

Please fill out the New Vendor Application on the next pages and include any supplemental information asked for below. If you have questions about this process, please send an email to [books@snoislefoods.coop](mailto:books@snoislefoods.coop).

### **Additional Information**

We don't charge slotting fees and we have never accepted slotting fees from vendors. Product placement within sets 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 or indicated as such.

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.

Sno-Isle 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. The Co-op's accounting department sends payments on the 10<sup>th</sup> and 25<sup>th</sup> of each month.

## CHECKLIST FOR NEW VENDOR APPLICATION

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The following information must be included in order to complete the New Vendor Application process:

Completed Vendor application\*

Product/Brand Attributes List.

New Product Setup sheet\* (Use of this specific form is not required. If you have a document that already supplies this information in an alternate format please feel free to submit it instead.)

Proof of liability insurance

Sample of invoice.

\*This information will always be available at [https://www.snoislefoods.coop/vendors\\_](https://www.snoislefoods.coop/vendors_). At Sno-Isle Food Co-op electronic submissions are always preferred in support of our efforts to be sustainable and efficient.

## NEW VENDOR APPLICATION

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Please fill in your vendor/producer information below. We will use this information to decide if your product(s) is a good fit for the customers of our store. Please visit The Co-op 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).

We require that all vendors selling to Sno-Isle Food Co-op have an active email address on file. This has proven to be the most accurate and efficient mode of communication between our staff and vendors.

### **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:

*Please provide copied proof of your liability insurance coverage.*

Wholesale Permit for Food Manufacturing: #

Do you follow FDA or WSDA approved labeling?

## **Product Information**

1. What do you make or produce? Detailed information on ingredients should be included with the New Product Setup forms.
2. What makes your product unique?
3. Why should the Co-op offer your product(s) to our customers?
4. Who else are you selling to in Snohomish and Island Counties? This information helps The Co-op educate visiting customers on where to find your products closer to home.

## **Order & Delivery Information**

1. How do you prefer orders be made?
2. What are your shipping methods? What is the estimated lead time between order and delivery?
3. Do you have order minimums? If met, are shipping costs covered? If not, what are your estimated shipping costs to our location?

## **Facilities**

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

If **Yes**, we require 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?

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 Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

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

## PRODUCT/BRAND ATTRIBUTES

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Brand Name:

Products Offered:

Check all the characteristics that apply to your brand:

Fresh, wholesome, and minimally processed

Contains locally or regionally grown/caught ingredients

Certified Organic: Certification # (if applicable)

Sustainably produced

Fair Trade ingredients

Grass Fed (AGA): Certification # (if applicable)

Minimally packaged

Cooperatively and/or collectively produced

No artificial colors, flavors, preservatives, additives, or ingredients from our unacceptable list

No high fructose corn syrup

No trans fats or hydrogenated oils

No hormones

No antibiotics

No GMO ingredients: Verification # (if applicable)

No animal testing

## NEW VENDOR DEMO AGREEMENT

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We require all local producers and farmers to support The Co-op with 3 demos within the first 90 days of the product being merchandised in store. Exceptions may be made on a case by case basis. For more information, please visit <https://www.snoislefoods.coop/demos>

I confirm that within 90 days of my product being merchandised at Sno-Isle Food Co-op, I will schedule and attend 3 food demonstrations in store.

Signature of Vendor: \_\_\_\_\_

Date: \_\_\_\_\_