



## CENTER STORE NEW VENDOR GUIDELINES

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We prefer products that are:

**CLEAN:** Organic and/or non-GMO ingredients, free from artificial colors, flavors, preservatives, fragrances, antibiotics, growth hormones, herbicides, and pesticides.

**SUSTAINABLE:** Organically grown, biodynamically grown, or other sustainable practices.

**LOCAL:** Produced within 250 miles of the Co-op or within the state of Idaho or Washington.

**CLOSE TO THE SOURCE:** Fresh, minimally processed.

**SOCIALLY RESPONSIBLE:** Cooperatively run, fair trade, small scale, not tested on animals.

**APPROPRIATELY PACKAGED:** Minimal packaging that is recyclable, biodegradable, or compostable.

1. Vendor/seller must read and complete a vendor application form and then call the department manager to make an appointment with the appropriate buyer. Please **do not** come into the store to demonstrate your product without an appointment.
2. Vendor/seller will have the following ready at the time of presentation:
  - wholesale price list and retail pricing info elsewhere (if applicable)
  - packaged product samples and/or visual catalogue
  - full ingredient list(s) and proof of certification (if applicable)
  - ordering and shipping logistics.
  - ideas about how the product will fit in with the co-ops product mix.
  - *for grocery/edible items:* copies of the vendor/seller Health Department license and commercial kitchen license.
  - *for difficult-to-merchandise items:* plans for or examples of retail display options.
3. The vendor/seller and co-op staff will have constructive communication at all times, which will include civil discourse, reciprocal listening and respectful acknowledgement of diverse perspectives and needs. **The decision to carry a product is at the sole discretion of the department manager and buyers.**
4. The Moscow Food Co-op does not purchase from multi-level marketing businesses.



5. All processed foods must be manufactured in a licensed kitchen as per local and state regulations. All product ingredients must be displayed on the package/label. All product ingredients must comply with the Moscow Food Co-op ingredients standards.
6. Product needs to be delivered during receiving hours (9-5 Mon.-Fri. for Wellness, 8-4 Tue. Or Thu. For Grocery, or at another, pre-arranged time). **No product is to be delivered except approved, ordered product.**
7. If product does not demonstrate salability within a three month period, product may be liquidated at a discounted price and will not be re-ordered.
8. A signed W-9 must be on file in order for a vendor to be paid by the co-op. This form is available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> and can be delivered with the first invoice.
9. The Co-op requires that all vendors of edible products have liability insurance naming Moscow Food Co-op as an Additional Insured or Certificate Holder. The minimum limit for General Liability should be no less than \$1 million. A certificate of coverage from the insurance carrier must be sent to the Co-op annually.
10. Invoices must have:
  - the vendor/seller company name
  - who the check should be made out to
  - address the check is to be mailed to and phone number
  - terms of sale (net 14, net 30 or net 60)
  - itemized listing of merchandise with wholesale pricing
  - date merchandise was shipped or delivered
11. The co-op encourages vendors to perform in-store sampling to build customer demand and educate co-op shoppers and staff about their products and company.



## CENTER STORE NEW VENDOR FORM

Company Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Number of years in business: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_

Website: \_\_\_\_\_

Brief product description/important product attributes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What other local businesses sell your product?

\_\_\_\_\_

\_\_\_\_\_

I have read and understand the Moscow Food Co-op Center Store New Vendor Guidelines.

*For all vendors of edible products:*

Do you have an insurance liability policy?  Yes  Not yet, but will have it by \_\_\_\_\_

Owner (printed): \_\_\_\_\_

Owner (signed): \_\_\_\_\_

Please return this application by emailing a scanned or typed version to  
abramwell@moscowfood.coop, or mailing it to:

Moscow Food Co-op ATTN: Alex Bramwell

121 East 5th Street

Moscow, ID 83843