



## VENDOR AGREEMENT/APPLICATION

Vendor's Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type(s) of products Vendor expects to sell at the AFMC (you can also submit an attachment):

\_\_\_\_\_

\_\_\_\_\_

Days which Food Vendor expects to sell at the AFMC:

\_\_\_\_\_

The Ajo Farmers Market & Café is a project of Ajo Center for Sustainable Agriculture (Ajo CSA), and promotes locally grown, prepared and made products. It also fosters community food security through participation in SNAP, Double UP, and WIC programs, and creates community gathering and exchange around food.

The Ajo Farmers Market and Café is open Monday – Saturday 7 am to 2:30 pm. The business hours are subject to change. During that time, a staff member is always on site to monitor and sell the goods.

The Ajo CSA oversees the store and has authority to assign space, set consignment fees, settle disputes, and approve goods for sale. The Vendor must display signage noting its name, product name and ingredients (when applicable) and legible price markers. Vendors are responsible for creating price labels that correspond to the POS system as instructed by the market and café manager, and will communicate with the staff to arrange the delivery dates and pick-up dates. Upon the delivery, an inventory intake sheet must be created by the vendor and the Ajo CSA staff member in order to ensure correct tracking.

AFMC will work with the vendor to create marketing materials, campaigns as well as Maker's cards. Vendors have an option to advertise their businesses on the [ajofarmersmarket.com](http://ajofarmersmarket.com) website by creating Maker's profiles and/or participating in the e-commerce site on the said website (please contact [nina@ajocsa.com](mailto:nina@ajocsa.com) for more info).

Ajo CSA will provide monthly printouts of the items sold, and create payout checks by the 5<sup>th</sup> of the month after the month in question.

The items are taken in on consignment, or are bought:

- For sales, the vendor will negotiate a wholesale price on a one-to-one basis with the Ajo CSA.
- For consignment, basic vendor's fee to participate is 25% of the sales; vendor will also reimburse Ajo CSA for credit card processing cost, ie 3% of the sales, so the total fee is 28% of vendor's sales.

AFMC reserves the right to create meet-the-makers-type of an event in cooperation with the vendors, whereby fees would be different.

No potentially hazardous foods or goods may be sold. It is the responsibility of the Vendor to ensure all items are deemed edible and safe before selling. Vendor is responsible to obtain all necessary permits needed to make her food and/or art sales legal and in accordance with all the rules including those of PC Health Department and IRS. To display perishable foods in the take-out refrigerator, the vendor must label the foods based on the commercial kitchen usage rules (please ask for a copy!).

Perishable food items will be discarded after the expiration date, picked up by the Vendor or donated to the Ajo Food Pantry, as specified by the Vendor upon the delivery of goods. Other goods will be returned to the Vendor if not sold in 30 days after the consignment date.

This agreement is effective upon signature by both sides. The undersigned certifies that they have read, understand, and will comply with the rules outlined above.

\_\_\_\_\_ Ajo CSA Representative Signature \_\_\_\_\_ Date

\_\_\_\_\_ Vendor Signature \_\_\_\_\_ Date