



FarmTable Policies, Guidelines, and Eligible Products

Please keep a copy for your records

Thank you for your interest in selling your products with Food Roots FarmTable! Before filling out an application, please review the following policies and guidelines to determine if we are a good match.

Walk-up Storefront Operations

FarmTable 113 Main Ave, Tillamook
Tues - Thurs 2 pm – 5:30 pm year-round

Online Marketplace Operations

www.foodrootsnw.org/farmtable
Ordering window: Tues 5 pm - Sat 11:30 pm
Producer delivery: Monday 9 am - 12 pm
Customer pickup: Tuesday 2 pm - 5:30 pm

All operations are subject to change as determined by Food Roots

Food Roots FarmTable Commitments

- FarmTable charges a \$20 one-time administrative fee for new producers.
- FarmTable offers regular in-person store hours, weekly online ordering, and special events.
- FarmTable educates potential customers about its products through knowledgeable staff, social media, and other marketing tools.
- FarmTable seeks to build a mixture of local products attractive to consumers including vegetables, fruits, meat, dairy, grains, artisanal foods, and non-perishables.
- FarmTable's mission is to support all relevant producers, and makes no commitment to maintain exclusive contracts with any individual producer.
- FarmTable accepts cash, all major credit cards, SNAP benefits, and Farm Direct Nutrition Program checks from a central checkout point for all eligible products.
- FarmTable has refrigeration, freezer, and dry storage for retail displays & limited storage of products
- FarmTable refreshes and restocks produce from available in-store inventory and will communicate sales and inventory supply information to producers.
- FarmTable pays 80% of gross retail sales to producers at the end of each month.

Producer Commitments

- Producers will own and set the price for their products unless otherwise specified. Producers will work with FarmTable to make sure that pricing is consistent with similar products as appropriate.
- Producers will comply with FarmTable quality standards and feedback outlined by FarmTable Coordinator and Food Roots staff. Products that consistently fail to meet FarmTable quality standards will be discontinued. These standards make FarmTable competitive with local grocery stores, securing the success of all our individual producers and FarmTable as a whole.
- Producers will provide a sufficient supply to match demand through deliveries at least once per week for perishable items, and as needed for non-perishable items. Maintaining availability of products is critical for customer satisfaction and returning business. The store has limited cooler and dry storage space which is available for producers to store inventory.
- Producers will deliver on Mondays during regular business hours unless otherwise arranged. Producers will assist Food Roots staff in bringing in and properly storing products as needed.
- Producers will bring an itemized list of inventory with each delivery to assist FarmTable staff in correctly entering their products into inventory. *Ex. 10 bags carrots, 20 bags salad mix, 10 bags kale.*

- Producers will communicate with FarmTable about how to care for your products.
- Producers will be responsive and will be proactive in communicating changes.
- Producers will authorize Food Roots to act on their behalf for replacement items and returns.
- Producers may opt to claim expiring food products or have them donated on their behalf.

Eligible Producers and Products

Only producers who grow in Tillamook County and adjacent counties are eligible to sell food, plants, or other agricultural products at FarmTable.

Products sold at FarmTable are limited to:

- Fresh or cured fruits, vegetables, edible flowers, herbs, plant starts, shelled nuts
- Whole eggs (producer must maintain an egg handlers license; reused cartons are prohibited)
- Honey (only when not combined with other ingredients or honey from other apiaries)
- Mushrooms (if foraged, they must be labeled as directed in ODA Food Code Fact Sheet #8)
- Breads and baked goods (producer must maintain a domestic kitchen bakery license)
- Prepackaged meats (producer must maintain prepackaged meat sellers license)
- Seafood - frozen or prepackaged (producer must maintain all applicable licensing)
- Dairy products (producer must maintain all applicable licensing)
- Other pre-approved value-added agricultural products prepared in a licensed kitchen

All pre-packaged products must be labeled with the following:

- Product identity or description, net weight, and ingredients statement (including any major allergens)
- The address of the agricultural producer
- Whole eggs, seeds, and honey (if the producer has more than 20 hives) must be labeled with the following, no less than one-eighth inch in height: "THIS PRODUCT IS NOT PREPARED IN AN INSPECTED FOOD ESTABLISHMENT" "NOT FOR RESALE"

Documentation of required licensing and insurance

You are required to provide Food Roots with all current Oregon Department of Agriculture food safety issued licenses, and valid business or related insurance coverage. You must carry product liability insurance and add Food Roots as additionally insured on your policy. Your insurance provider must submit an additionally insured certificate to Food Roots at P.O. Box 1275, Tillamook, OR 97141.

Hold Harmless

By applying and paying for vendor fee, the vendor agrees to abide by the program policies and procedures and to indemnify, defend, and hold harmless Food Roots and its partners from and against all damages, claims, demands, suits, actions resulting from, or because of, any damage to property or bodily injury or death of any person arising out of the occupancy and/or use of FarmTable store by the participant or guests.

Agreement

I have read and understand the Food Roots FarmTable FarmTable Policies, Guidelines, and Eligible Products, and agree to comply with all requirements. I recognize that the goal of Food Roots FarmTable is to help me sell my products and understand that this effort to grow the local food system will require flexibility and cooperation from everyone involved.

Producer Signature: _____ **Date:** _____