

SKAGIT VALLEY FOOD CO-OP

New Vendor Application Beer & Wine



Become a Vendor

The Skagit Valley Food Co-op is dedicated to supporting local farmers and producers, but like any responsible business, must balance this priority with labor efficiencies, cost, category requisites, and the diverse needs of our owner-members.

This packet is intended to help you, the **potential vendor**, understand what the Co-op is looking for before you contact us. The information in the packet allows us to evaluate potential products more efficiently. **Completion of our vendor application does not guarantee placement in our store.** Depending on the time of year, it may take us a few weeks to respond to your application.

If you are already established with us as a vendor, distributor or product representative, you do not need to fill out this form. To introduce new items, please drop off samples in our Administration Office, Suite 301 in the Co-op Building during normal business hours. Samples left without contact or pricing information may not be given consideration.

The Steps

- Visit our store and become familiar with our product selection.
- Review our **business standards** and **product selection guidelines** (below).
- Once you've determined that your product is a good fit for the Co-op, send us your application along with any applicable documents and product samples.
- After reviewing your information, we will be in contact to let you know if we have additional questions and whether or not we will be accepting your product into the store.
- If your product is accepted for retail sale in our store, we will ask you to sign a new vendor agreement.**

The Co-op's Business Standards

Are you retail ready?

- Are you licensed to do business in Washington State?
- Do you have a wholesale or resellers permit?
- Are your products made in a certified facility?
- Do your product labels meet FDA, USDA, or WA State Agricultural labeling requirements?
- Does your business carry liability insurance? Does it include Product and Completed Operations Liability minimum \$2M?

- Do your products have a bar code label? (For retail packaging it is preferred, but not required).
- Do you have the ability to accept orders via phone and email during standard business hours?
- Are you be able to deliver product on a regular basis and in a timely manner?
- Are you able to provide a detailed and accurate invoice at the time of delivery?

Beer & Wine Dept Product Selection Guidelines

If you have visited our store, you know that we offer a unique shopping experience to Skagit County. More than a natural foods store, we offer a world of culinary delights and quality goods that support a healthy life. Here are the over-arching guidelines that we use when assessing a new product. You don't have to meet every criteria, but meeting most will help you get placed on our shelves.

- The Co-op can only sell alcohol that comes through a licensed distributor.
- Priority is given to locally produced craft beers and wines of exceptional quality.
- No fortified products. No artificial colors, flavors, or preservatives.
- High quality at a fair price
- Responsibly-produced and mission-oriented products
 - For example: Organic, Non-GMO, Fair-Trade, Direct-Trade, and programs that support social programs
- Products that limit or reduce packaging waste

What does local mean? We define "locally produced" as a product that is grown or made within 250 miles or a 4-hour drive of the Co-op. We define "local company" as a business whose owners live or offices are located within 250 miles or a 4-hour drive of the Co-op.

New Vendor Application

Business Name _____

Mailing address _____

Alternate address (please explain) _____

Website _____

Social Media _____

Business Phone _____

Cell Phone _____

Fax _____

Email _____

Owner's Name _____

Main Contact Person _____

Business Tax ID # _____

Fintech # _____

Distribution Method:

- Dickerson Distributing
- Sound Distributing
- Columbia Distributing
- Walton Distributing
- Self-distributing
- Other _____

If self-distributing, what is your delivery schedule?

What is your minimum purchase requirement? _____

When will product be available? _____

Please list up to four retailers that carry your products:

Have your products ever been implicated in a food borne illness outbreak or been the subject of a Class 1 Recall? If yes, please explain. Feel free to attach additional information.

If you are self-distributing, please attach a copy of the following documents:

- Business License & WSLCB Permit
- Wholesale or Resellers Permit, if applicable
- Liability Insurance with Product and Completed Operations Liability min \$2M
- Ingredient Statement, if applicable
- State Facility Inspection, Processing License, and/or GMP, if applicable
- Non-GMO Verification, if applicable
- Organic Certification, if applicable
- Any other relevant documents pertaining to ingredient sourcing.
- Excel spreadsheet with UPC and pricing
- Sample Invoice

Tell us about your product.

Why is your product a good fit for the Co-op's customers? Please attach sell sheets, photos, or other documents.

Vendor Application and samples can be mailed to:

Skagit Valley Food Co-op, Attention: Category Manager

202 S. First Street, Mount Vernon, WA 98273

For Internal Use by Department Manager

Date _____ Name _____

Did vendor provide the following documents?

- Business License & WSLCB Permit
- Wholesale Permit
- Liability Insurance with Product and Completed Operations Liability min \$2M
- Ingredient Statement
- Sample Invoice

Did vendor meet additional department specific requirements? Yes No

Locally made locally owned It's One World

Is packet complete? What Information needs follow-up? _____

Next steps:

- Accepted: ***New Vendor Agreement*** sent on _____
- Not Accepted: Reason _____ Notice sent on _____

Return Application to Category Manager with Documentation