

SHARED HARVEST - ELGIN FOOD COOPERATIVE

New Vendor Application



Become a Vendor

The Shared Harvest 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. Completion of our vendor application does not guarantee placement in our prospective store.

The Steps

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.

Please note that the co-op accepts local vendors who are members of the co-operative. Membership is required to become a vendor.

If your product is accepted for retail sale in our store, we will ask you to sign a new vendor agreement, which includes:

The Co-op's standard payment terms (30 days)

Schedule for order and delivery

Procedure for applying credit to damaged/expired product/customer returns

Promotional schedule

Category management strategy

The Co-op's Business Standards

Are you retail ready?

Are you licensed to do business in Illinois State?

Do you have a wholesale permit?

Are your products made in a certified facility?

Do your product labels meet FDA, USDA, or IL State Agricultural labeling requirements?

Does your business carry liability insurance?

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 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?

Shared Harvest recommends the Illinois Direct Farm Business Guide for those interested in becoming produce supplier. Google it for more information.

The Co-op's Product Selection Guidelines

We want to offer a unique shopping experience to Kane County. More than a natural foods store, we wish to 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 criterion, but meeting most will help you get placed on our shelves.

High quality at a fair price

Strong focus on products that support healthful living

Strong focus on hand-crafted, artisan, and **local** production

Responsibly-produced and mission-oriented products

- For example: Organic, Non-GMO, Fair-Trade, Direct-Trade, and programs that support social programs

Products that are non-toxic and environmentally sound

Free from artificial flavors, colors, fragrances, and preservatives

No High Fructose Corn Syrup or MSG

No hydrogenated fats

No artificial sweeteners

Free from growth hormones and antibiotics

Foods that satisfy limited & special diets, like gluten-free and vegan.

What does local mean?

We define local as a product that is grown or made within 250 miles or a 4-hour drive of Elgin.

Additional Department Specific Requirements

Produce

Documentation of farming practices: Organic Certification, Good Agricultural Practices, or Statement of Best Practices.

Wild Harvested mushrooms: The state of Illinois allows the sale of Morel mushrooms only.

In most cases, the Co-op cannot sell homegrown fruit. Some exceptions are made for unique offerings of exceptional quality that come from local hobby farmers.

Country of Origin labeling

Are we able to schedule a visit to your farm?

Dairy, Cheese, and Meat

Documentation of farming and/or manufacturing practices: Organic Certification, Good Agricultural Practices, Good Manufacturing Practices, USDA or Health Department Inspections.

No rBST or artificial growth hormones

No antibiotics

Humanely-raised

Preference given to pasture-raised and grass-fed livestock

If grain is included in the animal's diet, preference is given to herds and flocks that are fed Non-GMO grain. Please provide verification of Non-GMO status.

Country of Origin labeling

Are we able to schedule a visit to your farm?

Eggs

Documentation of farming and/or manufacturing practices: Organic Certification, Good Agricultural Practices, USDA or Health Department Inspections.

Free-range and pasture-raised flocks

No antibiotics or growth hormones

Vegetarian-fed

Preference is given to flocks that are fed Non-GMO grain. Please provide verification of Non-GMO status.

Are we able to schedule a visit to your farm?

Seafood

Documentation of sustainably-sourced, wild-caught seafood from healthy fisheries, or Monterey Bay Aquarium Seafood Watch “Best” or “Good” Rating.

No farmed salmon

Country of Origin Labeling

Personal Care

Products must meet or beat the Natural Product Associations standards for Personal Care Products. If your product is certified, please provide documentation.

Plant-based ingredients

Priority is given to products that are free from the following ingredients: Parabens or Phthalates, Synthetic Polymers, Glycols, Carbomer, Petroleum/Mineral Oil/Paraffin, Chemical Sunblocks, Nano-Particle Minerals, Sodium Lauryl Sulfate.

No Animal Testing

Supplements

Products must come through an established and reputable distributor

Independent lab tested for quality and concentration

Garden

Documentation of growing practices: Organic Certification, Good Agricultural Practices, or Statement of Best Practices.

Documentation of Non-GMO verification

In most cases, the Co-op cannot sell homegrown plants or seeds. Some exceptions are made for unique offerings of exceptional quality that come from local hobby farmers.

No noxious weeds or invasive species

Bee-friendly: Nursery plants grown without the use of neonicotinoid insecticides or other systemic herbicides and insecticides.

Mercantile

Free from BPA, PVC, and phthalate

Focus on Fair Trade, social causes and charitable giving

Sustainably-sourced materials

Honey

Priority is given to locally grown, raw and unfiltered honey. Raw is defined as not heated above 118 F.

Priority is given to bees that forage non-agricultural and non-residential areas.

Priority is given to Pure USDA Grade A Honey. No Grade C or substandard honey.

No adulterated honey. No honey from sugar-fed colonies. No honey that contains artificial flavors or additives.

Spec sheet and product labels with the following information: Producer Name, Crop Year, Floral Variety, and Geographic Origins.

Provide any additional documentation that speaks to the quality of the product: Organic Certification, USDA Grade Certificate, Producer Certificate for EU, or Lab Test Documents.

Beer & Wine

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.

Shelf Stable Grocery

The Co-op cannot sell home-canned or home-made foods. All products must be produced in a certified facility.

Must meet USDA, FDA, and IL State labeling requirements.

Housewares

The Co-op cannot sell home-made cleaning products. All products must be produced in a certified facility.

Priority is given to products free from SLS, Phosphates, and chemical scents.

Preference given to paper goods made from sustainable sources.

Preference given to plastics made from plants and biodegradable components.

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 # _____

Distribution Method:

If self-distributing, what is method of delivery? Business vehicle, UPS, FedEx?

If providing Direct-Service-Delivery, please provide details _____

UNFI

Other distributor _____

Delivery Schedule _____

When will product be available from this distributor?

What is your minimum purchase requirement?

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.

All Applicants please attach a copy of the following documents:

- Business License
- Wholesale Permit
- Liability Insurance
- Ingredient Statement
- Sample Invoice

All Grocery Vendors, in addition, please attach a copy of following documents:

- State Facility Inspection, Processing License, and/or GMP.
- Non-GMO Verification, if applicable
- Organic Certification, if applicable
- Any other relevant documents pertaining to ingredient sourcing.

Produce & Garden Vendors, in addition, please attach a copy of the following documents:

- Good Agricultural Practices or Statement of Best Practices
- Non-GMO Verification, if applicable
- Organic Certification, if applicable
- Any other relevant documents pertaining to nursery or farming practices.

Meat, Dairy, Egg Vendors, in addition, please attach a copy of the following documents:

- Certifications from USDA
- Good Agricultural Practices Certification
- Non-GMO Certification, if applicable
- Organic Certification, if applicable

Personal Care, in addition, attach copy of NPA Certification if applicable.

Honey Vendors, in addition, please attach a spec sheet with the following information:

- Producer Name, Crop Year, Floral Variety, and Geographic Origins.
- Provide any additional documentation that speaks to the quality of the product: Organic Certification, USDA Grade Certificate, Producer Certificate for EU, or Lab Test Documents.

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. Be certain to fill out the product form on the next page.

Vendor Application and samples can be mailed to:

Shared Harvest Food Co-op

Attention: Vendor Manager

P.O. Box 884

Elgin, IL 60121

For Internal Use by Department Manager

Date _____ Name _____

Did vendor provide the following documents?

- Business License
- Wholesale Permit
- Liability Insurance
- Ingredient Statement
- Sample Invoice

Did vendor meet additional department specific requirements? Yes No

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