

Dear Local Food Producer,

Thank you for submitting an application to sell your products at the Our Table Farm Stop! The guidelines below will help you determine if we are a good match for each other.



The Farm Stop at Our Table is a year-round market that operates on consignment terms with our producers. Our mission is to grow the local food economy while preserving and highlighting the connection between the customer and the producer.

The Farm Stop at Our Table grows our local food economy in three main ways:

1. We offer food producers convenient selling channels that support your continued growth:
2. We provide customers with convenient, year-round access to a broad variety of locally produced food.
3. We create a community of those who care about local food. Our motto is Community Through Food!

Critical elements of the relationship between farm stop producers and Our Table

- You set the retail price.
- You do not get paid upon delivery. Instead, you get paid 70% of the actual retail sales on a biweekly schedule. Every two weeks we run sales reports, issue payment via ACH direct deposit to your bank account and email you a detailed sales report in spreadsheet and pdf format. We cannot issue payment via paper check or cash – only via ACH deposit.
- We work with you on signage, promotional storytelling, and marketing to promote your product and share your story.
- We do the best job we can to store and display your products to maximize shelf-life and shelf-appeal. We use professional refrigeration for storage as well as in-store display including automatic misting to maximize quality and food safety.
- Any unsold products that time out (past their expiration date or sellable quality) can be taken back by the producer, sold to our kitchen at a discounted pre-agreed price, or composted by us – your choice. This is ideally done with standing instructions or, in special situations, on a case-by-case basis.
- Product mix and quantities are determined on a collaborative basis – you tell us what you have available, we tell you what we need, and then we have a conversation about situations where you might want to bring us something new to try, or are long on something that you want to move, or short on something that you want to adjust price on, and so on.
- We seek to build a mixture of local products attractive to consumers including vegetables, fruits, meat, dairy, grains, ready-to-eat meals and non-perishable foods. We also sell a very limited selection of artisanal non-edible goods.
- You are not required to join our cooperative as a producer member. However, we will encourage you to join the co-op as a card-carrying member once we've worked together for a while and have built a mutual trust-based relationship. Membership costs a one-time \$250 fee to purchase a share in the co-op and comes with a variety of rights and responsibilities. Once you've been selling your products through us for three months, we will discuss producer membership with you.

*A farm stop is the
love child of a
farmers' market
& a food co-op!*

Our Table's commitment to you

- Our on-farm store is open 4 days/week (Thu-Sun) from May through November and on weekends in the winter. We hope to increase our hours to 4 days/week year-round.
- We have a convenient point of sale allowing customers to use several payment methods including SNAP.
- We use professional refrigeration equipment and a misting system, to ensure excellent merchandising, food safety, and increased shelf-life.
- Our Staff will communicate with you on a regular basis (weekly or as often as necessary) to help you tailor your deliveries, maximize sales, and reduce waste.
- We work with you to create in-store signage and marketing materials about your production methods and farm/facility.
- We pay **70%** of gross sales to producers every two weeks. **Payment can only be made via ACH direct deposit into your bank account.**
- We will implement price changes communicated by producers by the end of the business day, but if there are a large number of items to update, we may require additional time.

Your commitment to Our Table

- Deliver product to the Our Table Cooperative farm (13390 SW Morgan Rd, Sherwood OR 97140). We accept deliveries Wednesdays (8am – 2pm) and Thursdays (8am to 12pm) for produce and highly perishable items like bread. Other items can be delivered during those days/times or on any day of the week with prior arrangement.
- You will own and set the retail price for your food, knowing that you will retain 70% of the set retail price.
- Provide a sufficient supply to match demand, as able, by making deliveries at regular intervals for perishable items, and as needed for non-perishable items. Maintaining availability of products is critical for customer satisfaction.
- Advise staff on how to best care for your products.
- Be responsive to feedback and proactive in communicating changes.
- Communicate price changes in a timely fashion (email preferred).
- Provide Our Table staff with information as needed for staff to act as good stewards of your products.
- Authorize Our Table to act on your behalf for replacement items and returns.
- Be licensed by the relevant authorities (e.g. Oregon Department of Agriculture, local health department, etc.) and be willing to provide copies of such licensing to Our Table upon request. We generally do not accept food products made under the Oregon Cottage Food laws although we might make exceptions on a case-by-case basis.
- Carry business liability insurance and provide proof of such insurance upon request to Our Table.
- Ensure that all packaged products are labelled and labels follow relevant regulations. At minimum, labels must include the name of the product, manufacturer information, ingredient list, production date or best-buy date, and all known allergens.
- If you want to sell a new item through Our Table, you must receive approval from the store manager (or other key point-person) prior to making a delivery.

Application process and selection of producers

We accept a limited number of producers in each category (vegetables, fruits, meat, dairy, grains, artisanal foods, ready-to-eat meals, pantry food, and nonfood items). Selections will be made based on product mix needed for store, quality and variety of products from producers and a preference for geographic proximity, commitment to early and late season production, and novel products. We reserve the right to deny your application at our sole discretion.

Producer members of the cooperative are always given preference with regards to product mix, shelf space, and competing products.

Growing practices, sourcing guidelines, labelling, and the definition of "local"

Geography

- For us "local" starts with the Portland metro area and expands outwards from there. We strongly prefer producers from the state of Oregon even though southern Washington is geographically closer to us than say Hood River.
- If you're a producer of value-added goods, we prefer you source your ingredients from the same "local" geography described above. If you're a producer of, for example, chocolate which obviously cannot be grown in Oregon, we prefer you source your cacao as directly and ethically as possible and make an effort to ensure that the primary growers are getting a fair price.

Organic/GMO/etc.

- We give preference to certified organic products or products grown/made using organic practices.
- All produce (fruits and vegetables) MUST be certified organic or use organic practice. Absolutely no artificial pesticides may be used and all inputs should ideally be on the OMRI approved list.
- We have a strict no-GMO policy which, *at minimum*, implies: (a) no direct use of GMO crops, (b) no non-organic corn/soy in ingredients used to make a product, and (c) no corn/soy in animal feed.

Unsellable products - spoilage/shrink/expired product policy

Our Table has high standards of product quality. If it's not good enough to sell at a farmers' market, it's definitely not good enough to sell at our store. There are a number of reasons why a product may be unable to be sold:

- Past the best-buy or use-by date set by the producer on the product packaging
- Quality is not to Our Table's standards either because low quality product was delivered or product has deteriorated (e.g. produce is old, moldy, bruised, looking "sad", etc.)
- Product or packaging damaged in some way.

Unsold, spoiled, or no-longer-sellable product can be handled in one of three ways:

- 1) On a case-by-case basis, Our Table's kitchen might agree to purchase the product. If so, the producer will receive 30% of the retail price and this will be included and marked in the regular payout reports.
- 2) Our Table composts or disposes of the product.
- 3) Producer takes back product. Our Table will store such product for a maximum of 5 days – products requiring refrigeration will be stored in cooler/freezer as appropriate.

All producers must have standing instructions on file with Our Table on how to handle such unsellable products. Take backs (option 3 above) are the least desirable option from our point of view since they require coordination, storage space, and communication. We reserve the right to refuse this option for certain products or producers at our discretion.