



Producer Agreement & Guidelines

All Things Food (ATF) desires to be a marketplace that provides sustainable food and food related products for its customers. Sustainable food production considers the environment, animals, producers and consumers.

Agreement:

Compliance with Health, Safety and Related Laws: All products must comply with federal, state and local health regulations, licensing and labeling requirements. Producers are expected to inform themselves on issues governing the production, display, distribution, sampling and sale of their products. Anyone wishing to sell through ATF should research the rules and regulations regarding the products they are wishing to sell.

Disclosure of Farming Practices: All Producers are required to disclose their farming practices. Organic certification is welcome and encouraged. We will not exclude Producers without this certification. Information will be available for customers.

Animal Products: Products including locally raised meat, poultry, dairy (milk, butter, cheese) and eggs may be sold through ATF. Products from Concentrated Animal Feeding Operations (CAFO) as defined by the Ohio Department of Agriculture and products from animals treated with growth hormones, such as rBGH, may not be sold through ATF. Routine use of antibiotics is discouraged. Pasture production when seasonally available is encouraged. Feed that includes genetically modified (GM) ingredients is discouraged but must be disclosed if used.

Produce: Vegetables and fruits from farms and gardens may be sold through ATF. Produce grown from genetically modified (GM) seed may not be sold at ATF. The use of pesticides is greatly discouraged but must be disclosed.

Value-Added Products: Processed or prepared products that a Producer has cooked, canned, dried, baked or preserved themselves are considered for sale as value-added products and may be sold at ATF. These include baked goods, spreads, condiments, viticulture, dried fruits and vegetables, juices, and jellies/jams.

Products should be "made from scratch" using basic raw materials as ingredients. Ingredients should be sourced from local producers and ATF as available. Bulk discount prices are available through ATF.

Meat products used as ingredients should be sourced locally and the origin (farm) identified on the Producer's application and label. Meats from unidentified origins may not be sold through ATF.

Producers of value-added products where dairy is the primary ingredient (such as ice cream, cheese, cheesecakes) should be sourced as local as possible and/or through organic sources.

Commercial baking mixes, prepackaged cookies, crackers and pretzels and canned fillings may not be used as ingredients.

The use of highly processed ingredients such as high fructose corn syrup (HFCS), hydrogenated oils, artificial flavors and colors may not be used.

GMO ingredients may not be used.

No Reselling: Producers may only sell products they themselves have grown or processed. Value must be added to processed food products by the producer to be considered "Value-Added." Ingredients that have been simply repackaged are not considered "adding value."

Locally Sourced: "Locally Sourced" can also be described as "close as possible" and "sustainable as possible."

Wild-crafted/Foraged Products: Products such as mushrooms, wild berries, ramps, fiddlehead ferns, flowers gathered by the seller may be sold through ATF. These should be obtained in a way that does not deplete or endanger the species collected and that insures a sustainable harvest for future generations.

Non-Food/Merchandise: Products produced/grown that are not edible, have been altered from their raw state, and are handcrafted or processed by the Producer may be sold at ATF as space allows. These items may include but are not limited to milk based soaps, beeswax candles, pelts and fiber, hand sewn and hand-made wood products from locally/sustainably sourced wood materials, pottery, etc.

Nursery Products: Products relating to food such as vegetables, fruits and herbs that are propagated from seed, cuttings, bulbs, plugs or plant divisions may be sold at ATF as space allows. Producers are required to state growing practices for these products as well. Organic certification is welcome and encouraged but not required.

Guidelines:

Legal Compliance:

ATF operates under a Retail Food Establishment License (RFE). We are required to follow the rules established by the FDA, USDA, ODA, and Health Department. Producers will be required to submit with their application copies of all applicable licenses, inspection records and certifications to be kept on file at ATF. Please familiarize yourself with the rules and regulations as set by these departments. We will do our best to answer your questions accordingly but must follow these department guidelines to be compliant.

Insurance:

ATF's insurance will cover ATF. However, individual producers are not covered. It is up to each producer to insure themselves to the level they feel appropriate. Please consult appropriate entity with questions and concerns.

Producer Application:

Each producer desiring to sell products at ATF will be asked to complete and sign the Producer Application (PA). Once the PA form and legal compliance documents are received, reviewed and approved, then products can be brought to ATF at the specified Market Cycle dates and times set-up.

ATF Fee and Sales Tax:

ATF will retain a 20% fee (as of 4/26/2012) based on the shelf price of the product. The Producer will indicate on the Drop-Off/Pick-Up form the price they need to receive and ATF will calculate the shelf price using the Gross Profit Percent Multiplier rate of 1.25. ATF will collect and submit tax on non-food items as required.

Payment to Producers:

Please inventory your items when you bring new product in and/or when your total nears \$50. Place completed inventory sheet at back desk IN BASKET marked "To Be Paid." Payment for Producers will be available in folder on Mondays following completion of inventory. Include a self-addressed stamped envelope if you would like it mailed. Direct Deposit is available.

NOTE: Inventory should be completed when payment total is near \$50.

Space & Priorities:

ATF is a market place where producers can display their products on room temperature, refrigerated, and freezer shelves. ATF will supervise the amount of space given to each producer based on product mix and best overall experience for the shopper. If at any time the market becomes too crowded overall or with any one type of product, ATF will make the final decision as to which products will be displayed.

Product Packaging:

Producers should label their products to be sold as a "per item" basis. We encourage by weight items to be weighed, packaged and total cost marked prior for placement on shelf. Weighing items individually at check-out can further complicate the "check-out" process for the consumer and record keeping for ATF. Please label all items for sale. Price guns are available. Be sure to use your producer number on each item.

Selling Products to ATF "Bulk Sale":

In order to provide greater quantities and quality of product for our customers, ATF now offers producers the opportunity to sell specific, pre-arranged products in bulk to ATF and not on consignment. We encourage producers to work together early in the growing season as to what items they would like to grow in larger quantities so as not to duplicate or over saturate the quantities available at harvest. All items sold in bulk will be pre-arranged on an individual basis with our produce manager. *NOTE: ATF assumes the risk of sale so we ask producers to sell the bulk items at a slightly reduced cost as a greater mark-up rate will be used.*

Inventory/Drop-Off/Pick-Up From:

If a product remains at the end of a cycle, ATF will handle product as applicable: R=Remains or hold for future market; Q=Reduce 20% for quick sale (-10% from each: Producer and Store); or D= Discard or Donate. Producer can notify ATF for other arrangements.

Our market opens each Monday. Drop-off and pick-up times vary as you are encouraged to come at times that are convenient for you during store hours. Please keep in mind, when you bring products to be sold during store hours, ATF may not be available to assist as the customer's will be addressed first. Drop-Off/Pick-Up times can be arranged **by appointment** with our produce manager. Please call or stop by to set up a time.

Please be sure to complete forms for drop-off/pick-up as accurately as possible to account for product sold, reduced, and/or returned. These forms are available on our website and can be completed **prior to arrival** for verification upon drop-off. ATF 's goal is to track and protect all products. Ultimately, products are left at producers own risk.

NOTE: If a discrepancy should occur, it will be considered based on the quality of how records have been maintained and on a case by case basis.

Producer Bio & Information:

ATF will create a bio page for all producers based on information provided on your application. This is done so consumers will have a connection to you, the producer, and your farm/operation. We will provide you with a copy to be proofed and edited as we welcome your input in this process. We would also like to include your information on our website. Photos are greatly encouraged. Please let us know if there is any information you would not like us to include as all information we receive will be disclosed otherwise.

Concerns or Questions:

Concerns should be directed to ATF in a manner that is not disruptive to daily business and may be submitted in writing.

Customer complaints will be forwarded to the Producer.

If you have any concerns or questions, please talk with us.

ATF's desire is to cooperate and make the food connection happen in a marketplace where the New American Farmer and the New American Consumer meet.

It is a work in progress.

Working to help build a stronger community through food,
All Things Food

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