

VENDOR AGREEMENT

As at 9 September 2020



The local store in Fernie is a partnership between Wildsight Elk Valley, the Mountain Market and local food vendors. We are working together to connect local produce and products to local people.

This agreement outlines the expectations, roles and costs to be a part of the local store. *Please note:* We expect this agreement to change over time as we find the best way to support all partners. We welcome communication and feedback to help the store thrive and have the greatest benefit to vendors and customers.

Wildsight will provide:

- A year-round storefront in Fernie, staffed by volunteers and overseen by a coordinator
- Promotion of local products to a wide customer base
- Easy drop-off for your inventory, no more individual customer deliveries
- Notifications to customers to help vendors move surplus produce and products
- Packing orders for customer pick-up
- Coordination of delivery to customers
- An online sales and inventory system - [LocalLine](#)
- Training and support for this online system
- “Meet the Producer” information and tasting nights



Vendors will:

- Deliver inventory to the store regularly
- Pay for their shelf space, a minimum of 3 months at a time, in advance
- Provide their own fridge or freezer appliance if required
- Set up a LocalLine account and include all their products on this account



Store Location and Hours

- The storefront is located in the Wildsight Elk Valley office, at 891 2nd Ave, Fernie. The store will open early October 2020.
- This store will be staffed by volunteers and open 2-6pm Tuesday - Friday and 9am - 1pm on Saturdays.
- Customers can pick-up items they have ordered or have them delivered from 2-6pm on Fridays or 9am-1pm on Saturdays.

Online Orders and Process

- Customers can purchase in-store products during opening hours.
- Customers can also order online. Customers will need to order by 6pm on Tuesdays for pick-up or delivery on a Friday or Saturday.
- Vendors will receive confirmation of what has been ordered on a Tuesday evening to fulfill these orders and deliver inventory to the store before 11am on a Friday.
- Volunteers fulfill orders on a Friday (10am-2pm) for pick-up or delivery Fri or Sat.

Tuesday	Wednesday	Thursday	Friday	Saturday
Store open 2-6pm	Store open 2-6pm	Store open 2-6pm	Store open 2-6pm	Store open 9am - 1pm
	Vendors can deliver inventory 2-6pm**	Vendors can deliver inventory 2-6pm**	Vendors can deliver inventory 10-11am**	
			Customer pick up & orders delivered 2-6pm	Customer pick up & orders delivered 9am - 1pm

**** If vendors have goods with a short shelf-life it is recommended that they deliver on Friday morning for customer pick ups Friday afternoon or Saturday morning**



Costs

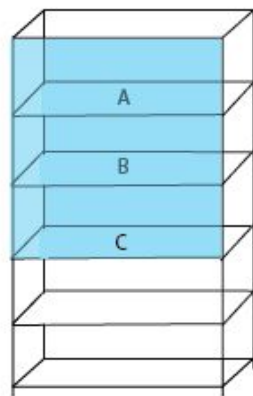
- Vendors pay for the space they use in store.
- Each shelf is rented individually and each costs \$11 per week.
- Each shelf is L 35" x D 19" x H 12"
- If you choose to sell products only online you will still be provided one shelf in the Local Store to be used as promotion of your products listed online.
- It is not an option to sell products only in store. All products sold in store must be listed online as the online system also doubles as our point of sale system.
- Vendors pay for their space up-front, for a minimum of 3 months at a time. The 3 month periods are set at Oct-Dec, Jan-March, April-June, July-Sept.
- Payment is via e-transfer to elkvalley@wildsight.ca or cheque made out to Wildsight Elk Valley Branch
- Two shelves are required for vendors who sell refrigerated or freezer items.
- Priority rates for best shelf locations are possible. Please contact us to discuss.
- Monthly rates are set at 4 weeks per month. Eg. 1 shelf at 1 month will cost \$44/month.
- Each sale will be subject to a 4% processing fee to cover the payment processing fees. For example, for a \$5 product, the vendor will receive \$4.80.
- Income (minus processing fees) is paid out to vendors at the end of each month.



Multiple shelving units will be placed throughout the store.

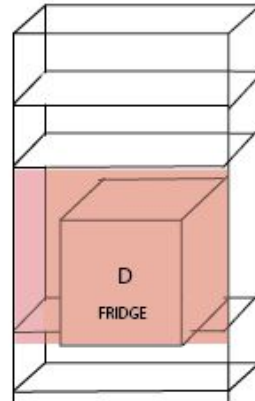
Ikea pine shelving

Shelf space is 35x19x12"



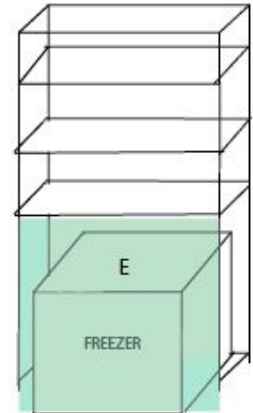
DRY GOODS

If you sell dry products this option is for you. If you choose this option the store manager will choose whether your product will be A, B or C.



FRIDGE GOODS

If you sell refrigerated items you need to choose option D.



FROZEN GOODS

If you sell frozen products you need to choose option E.



Produce Specifications

All products must be grown or produced by the vendor selling the products. Vendors need to comply with BC Government Regulations for retail stores.

Meat

Meat products must be from approved sources or a premises that has obtained approval from an appropriate government agency. Unfortunately Class E producers do not qualify.

- Meat inspection details:

<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/food-safety/meat-inspection-licensing>

Dairy

Dairy products must be from approved sources or a premises that has obtained approval from an appropriate government agency. Unfortunately Class E producers do not qualify.

- Dairy inspection details:

<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/animals-and-crops/agricultural-licences-and-forms/dairy>

Eggs

Eggs must be cleaned and refrigerated. All eggs must be sold in new, unused packaging.

Prepared food

Prepared food products (baking, oils, candy, vinegars, ect) must be made in a commercially inspected kitchen. All products must have ingredients listed on the packaging.

Fruit & veggie produce

All produce must be grown by the producer. All produce should be pre-packaged and priced. There currently isn't a per weight option available for product sales.

Vendors will decide pricing for their own products, this will not be done by the Local Store.

Vendors should not knowingly undercut pricing of other vendors within the store. Remember, we are working together to bring local products to local people.



Shelf, Fridge and Freezer Specifications

- There is limited space available fridge and freezer space is available first-come first-served.
- Shelf dimensions: 35" wide, 19" deep and 12" tall.
- If vendors require a fridge or freezer space for their produce, they will need to provide the appliance themselves.
- Energy Star appliances are preferred, and if provided, Wildsight will pay for the electricity (around \$3-6 a month). If a non-Energy Star appliance is supplied, the vendor will be charged a surcharge, based on extra cost of electricity for those 3 months
- Clear front fridges are recommended
- Freezer maximum dimensions: 33" wide, 21" deep and 35" tall
- Fridge maximum dimensions: 33" wide, 21" deep and 35" tall



Ideal: Clear fridge or freezer



Stand-up fridge or freezer



Chest freezer

