



PRODUCER APPLICATION

Thank you for your interest in becoming a producer with the Local Roots Market & Cafe! Local Roots is a cooperative market in Wooster, Ohio featuring locally-made products. By submitting this application, you are providing Local Roots with information about your business which we will keep on file and contact you if we have an opening to consign your products in our market. All applications will be reviewed by our product managers. Submitting this application does not ensure a space to sell in the market. Please note that space is limited. We cannot accept everyone that applies. We will contact you if your product is approved.

All products must:

- **Be Legal:** All products must comply with federal, state, and local health regulations, licensing, and labeling requirements (available from the Ohio Department of Agriculture Division of Food Safety).
- **Fit Guidelines/Mission:** Products must be made, grown, or value-added in Ohio and adhere to our guidelines. Additional rules may apply depending on the type of product. Read the full Product Guidelines (available at www.localrootswooster.com/producer) for all information to see if your product fits.
- **Fit Needs of Market:** Entry of new products is dependent on the needs of the market and is up to the discretion of the Product Manager and staff. Producers wishing to sell should confirm that their product is compliant with legal and market guidelines, then contact the Product Manager.

Produce Farms: A staff member must visit your farm to certify that you are growing/producing what you will be selling. The visit is set up through our office and takes approximately 20-30 minutes. Certification does not ensure a space in the market. If approved, we will make arrangements at the time of the visit or via meetings with the Product Manager. Each January, we ask that you submit a list of the produce that you expect to bring for the season.

Other Farms: A staff member must visit your farm to certify that you are growing/producing what you will be selling. The visit is set up through our office and takes approximately 20-30 minutes. Certification does not ensure a space in the market. If approved, we will make arrangements at the time of the visit or via meetings with the Product Manager.

Bakers/Food Purveyors: A sampling of your products must be submitted to the Product Manager for approval. A list of ingredients is also required as is proper labeling. We encourage the use of local ingredients whenever possible. If it is determined that your product fits into the market, we will contact you to set-up your space. *Please note that farmers are given first priority to space.

Artists: We must view a sampling of your work. This may be done in person or through photographs. You must be creating hand-made or artisan items with significant artistic value added. Simple craft items and items made from kits are typically not allowed at the market. Exceptions will be determined by the market staff. If a space is open for your product, we will contact you to set-up your space.



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General information:

- Only products approved by the Product Manager may be sold at Local Roots. New products must be submitted to the Product Manager in writing or email. The Product Manager and staff have the final discretion to add or remove products from the market. Please read the Local Roots' Product Guidelines (available at www.localrootswoster.com/producer) before applying.

Once your product is accepted...

- Producers join the co-op. All sellers are required to be members of the Wooster Local Foods Cooperative, Inc. Cost is \$50 per year. Membership information is available at www.localrootswoster.com/membership
- Producers set up a display in the market. Producers work with management on the display or provide special display items or signs. Please note: displays are not permanent and may be moved throughout the market as needed. If you have a display that you would like to use, please include the description, measurements and a photo with your application.
- Producers price their own products. Local Roots provides bar code labels to identify the price and seller or can use an existing UPC. Producers should take into account the commission rates which will be deducted from each sale. We operate on a 3-tier commission system:
 - 18% for "highly perishable" products such as produce, baked goods, and milk.
 - 25% for "shelf stable" foods including frozen foods, eggs, dairy (not milk), jams, syrups, grains, granolas, and pet treats and other consumable products like candles, cards, soaps, lotions, bath & body, and cleaning products.
 - 30% for "artisan" products such as pottery, jewelry, fiber arts, wood products, books, and baskets.
- Producers can use our online Producer Portal to check their daily/weekly sales. This helps producers to know what has sold and when to restock.
- Local Roots pays twice per month. Local Roots offers and encourages the use of direct deposit for payments. Forms are available in the store and on our website.
- Unsold products remain the property of the consignment producer.



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Please fill in the following information and return to: Local Roots Market & Cafe, Attn: Product Management, 140 South Walnut Street, Wooster, OH 44691 or email to allie@localrootswooster.com

Applicant Name

Business Name

Website/Social Media if applicable

Street Address, City, State, Zip Code

E-Mail Address

() _____

Telephone

I am a (check all that apply): _____ Produce Farmer _____ Orchard/Fruit Farmer _____ Dairy Farmer
_____ Meat Farmer _____ Baker _____ Food Producer _____ Artist _____ Personal Care _____ Other

Please tell us about your business. Use the back of this sheet to include additional information. Please provide a list of the products you plan to sell. Be as specific as possible including types of product, price, variety, expected times of availability, etc. The more information we have, the better! We make every attempt to balance the types of products in our market, so unusual varieties and unique items are a plus.

**I have read and understand the Product Guidelines of Wooster Local Foods Cooperative, Inc. (hereafter WLFC), as they may be revised, and understand that noncompliance may result in expulsion from WLFC's market, and I state that all information provided by me to the WLFC, including the information in this Application is true, complete, and correct, and I further agree to indemnify and hold harmless WLFC and to defend the organization against any claims brought against it due to my or my employees' conduct.

Printed name

Membership #

Your Signature

Date