



UNDER THE MIDNIGHT SUN

Co-op Market Grocery & Deli

LOCAL VENDOR APPLICATION AND GUIDE

MISSION STATEMENT

Co-op Market Grocery & Deli works for health and sustainability by providing healthful foods and products, promoting local suppliers, and offering consumer education in an open, community-centered environment, through a viable business.

Values

- Service – We are committed to the joy of true service, putting the needs of others first in a way that touches lives and hearts. Our service is an honor and a privilege.
- Sustainability – We seek to sustain our co-op's financial health and growth while working toward solutions to economic development that consider the health of our community and planet.
- Social Responsibility – We believe that our actions must benefit the global community at large. This means that we promote justice and equity in all of our relationships and are committed to the people who use and work for our business.

Purpose

We serve our community and planet with a cooperative grocery business focused on healthful options.

Fairbanks Community Cooperative Market (dba Co-op Market Grocery & Deli) exists so that the people of Fairbanks and Interior Alaska have easy, year-round access to sustainable, healthy and locally produced food, goods and services. Co-op Market will contribute towards a healthy community with equitable economic relationships, positive environmental impacts, and inclusive practices.

ARE YOU A LOCAL VENDOR INTERESTED IN BECOMING A VENDOR PARTNER WITH CO-OP MARKET GROCERY AND DELI?

Thank you for your interest in becoming a local vendor at Co-op Market Grocery and Deli. This packet will provide guidance on the process and provide information you need to know.



EVERYONE IS WELCOME!

The Co-op Market Grocery and Deli believes in supporting the local economy by engaging with and partnering with local farmers and Alaskan owned businesses whenever possible. We see economic, social, and environmental benefit by providing a space for small businesses where larger retail stores cannot.

It is important to provide small businesses with more opportunities to contribute toward a robust and sustainable food economy and build greater connections between Fairbanksans.

When people buy local products, they are:

- Creating jobs within our communities.
- Keeping money in the community.
- Helping support a more independent local economy.

DISCLAIMER

This packet is created with an assumption that you:

- Have retail-ready products.
- The financial means and labor to fulfill orders.
- Hold a viable business license to sell your products.
- Can provide a certificate of insurance.
- Your products are ALASKA grown/produced.

LOCAL LOVE:

If you feel your business is not quite at the level of being able to enter business partnership with Co-op Market Grocery and Deli or you're still unsure but want to be involved in other ways. Worry not! We run once a month "Local Love" event from October through April where we provide 8x8 ft space to six vendors on first come, first serve basis for you to vendor your items directly to Fairbanksans. No fees included.

RETAIL READY PRODUCT STANDARD

- Clean packaging for a product that incorporates your business logo, list of ingredients and/or essential information on the outside.
- Easily read ingredient list and/or information.
- Expiration date for packaged shelf stable and perishable products.
- Easy to open and to dispose of or recycled.

PRODUCE: Clean and sorted produce in clean totes, cardboard boxes, or food grade bags.

The decision on rejecting or accepting any products damaged or in poor condition prior to arriving is up to the discretion of the receivers and department managers. Generally, we will not accept them and ask for replacement.

INVOICES

In order to process payments effectively as possible. We request that all invoices include the following information:

- Vendor Name
- Vendor Address
- Vendor Phone Number
- Date
- Invoice Number
- For each item sold: Quantity / Item Description / Per Unit Price / Extended Price
- Invoice Total

Handwritten invoices must be written legibly for us to make calculations. Partial deliveries must come with a separate invoice for the second part and SIGNED by the receiver. Products arriving at our doorsteps without invoice will be rejected.

DELIVERY PROTOCOL

Delivery Hours: 9:00 AM – 4:00 PM Monday through Friday.

Deliveries is first come first served. Please be conscious of thru traffic around the parking lot and avoid blocking it.

Small or medium packages, boxes, or bags: Through the front door. Inform Font Desk staff and follow through with receiving protocol.

Produce or Fresh Food (meat, dairy, other perishables) deliveries: Side door after informing front desk. A staff from the appropriate department will open the door for you and proceed with receiving your products.

Large delivery: For semi-trucks or large freight. Inform the front desk and meet in the dock bay located in the back. A staff member will open the door. Reserved for Charlie's, AFF, Sysco, etc.

We recommend that vendors establish consistent delivery days and time with the Co-op and communicate if deliveries will deviate from those times to ensure there will always be a staff available to receive your products.

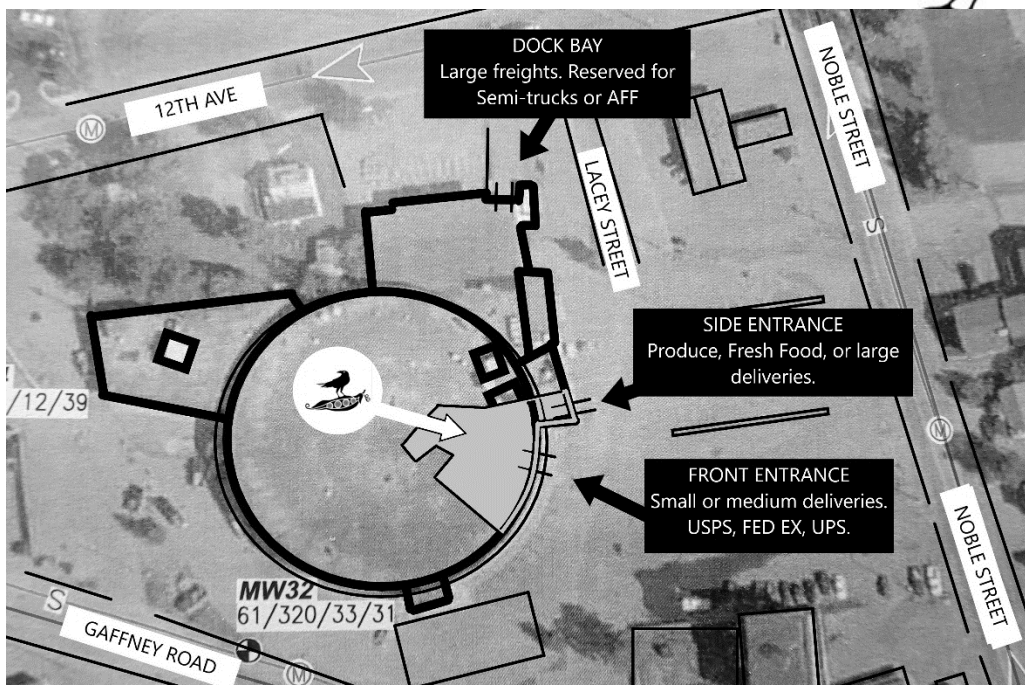
RECEIVING PROTOCOL for IN PERSON DELIVERY

Vendor must check the products in and have the invoices signed by the receiver. It is encouraged to have two copies signed by the receiver – one for the receiver and one for yourself as proof of delivery.

Front End staff is not responsible for signing invoices and must retrieve the appropriate person to do this task.

Each partial deliveries must come with invoice and signed by the receiver.

Orders without invoice will be rejected.



ORDERS

Orders are not guaranteed but based on sales and customer demand. Only products ordered by the Co-op will be accepted. The Co-op pays within the listed terms (net 15 or net 30). NO CASH UPON DELIVERY.

Before we can place our order, we need the following turned in:

- Fully filled out Vendor Form
- Copy of Business License
- Proof of Insurance for edible products
- Wholesale listing in following format: .exe file, .doc file, google share, web portal, or as physical copy.

The price of the product must be communicated by the vendor before the product is ordered. It is the local vendor's responsibility to provide an updated wholesale list if there are changes in the price. The Co-op appreciates being given a 30-day advanced notice on price changes.

Revolving and auto-fill orders must be initiated by the department manager, after a vendor has established consistent communication and delivery.

The Co-op or the local vendor may terminate the business relationship at any time.

PROMOTIONS

For better impact on sales – we ask vendors to provide materials to go with products to catch the eyes of customers.

Suggested promotional items:

- “flags”/”shelf violator” with information, logo, or blurbs about your business that we put on shelves. Anywhere between 3x3” to 4x4”
- Small stand-up signs. No bigger than w:4” x h:8”.
- Brochures. Folded or single sheet.
- Any promotional images the Co-op can use on social medias.
- Image of your logo in .jpeg or .png file.

Digital images can be sent to marketing@coopmarket.org. Fill Subject title with “Local” and your business name.

We support hosting a space for Local Vendors to come in and promote their brand and products any-time. Please reach out to department managers or the general manager to inquire on when you can set up a booth to interact with customers, share information, and samples.

**Please contact us if you have questions or
feedbacks regarding the Local Vendor Guide**

CONTACTS AND BUSINESS HOURS

Summer Hours:

Monday – Saturday: 7:00 AM – 8:00 PM

Sunday: 9:00 AM – 7:00 PM



Winter Hours:

Monday – Saturday: 8:00 AM – 8:00 PM

Sunday: 10:00 AM – 7:00 PM

For more up to date hours, please check Google or Facebook.

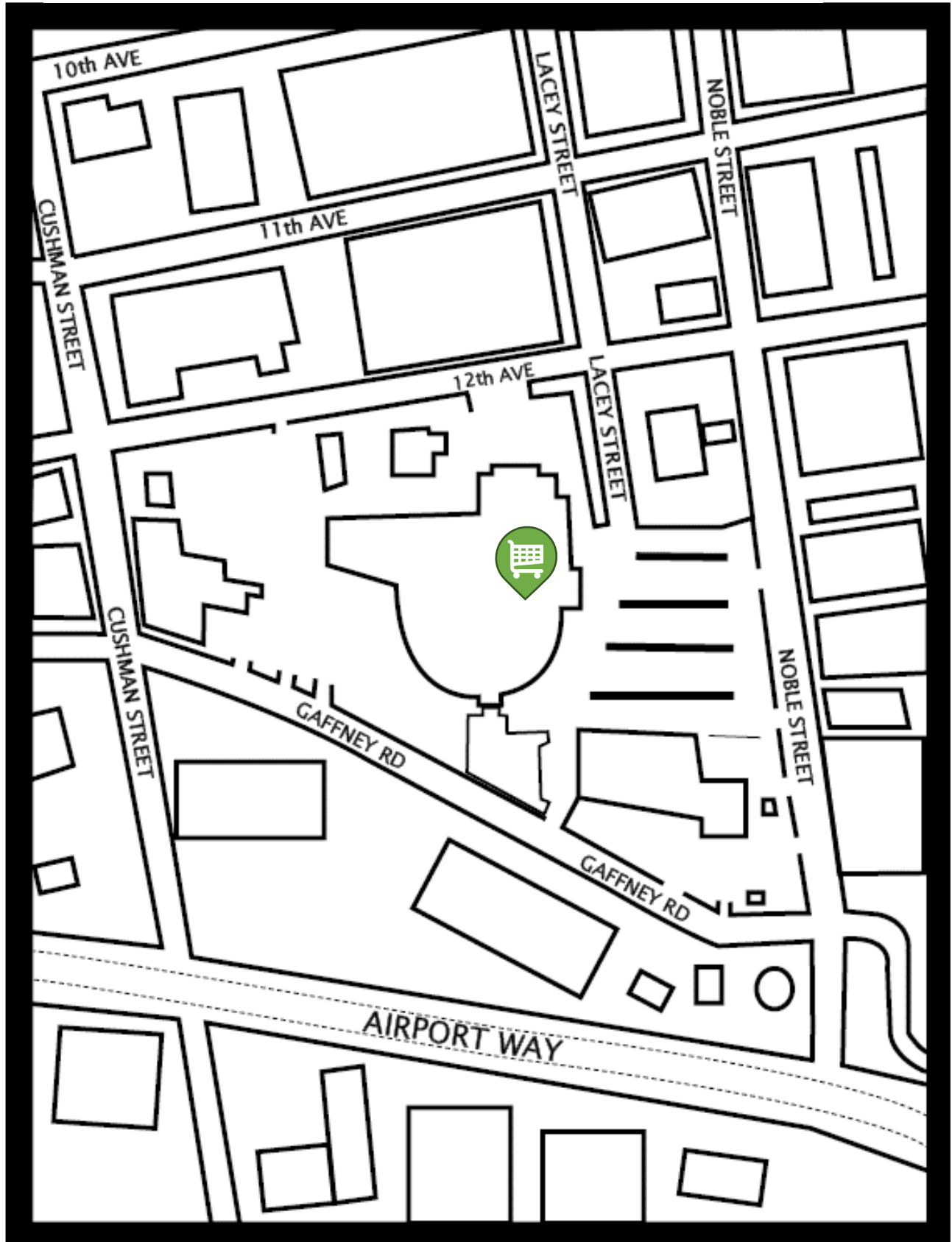
(907) 457-1023

General Manager: gm@coopmarket.org
Operation Manager: operations@coopmarket.org
Front End Manager: frontend@coopmarket.org
Produce Manager: produce@coopmarket.org
Marketing: marketing@coopmarket.org

CO-OP MARKET GROCERY & DELI

526 GAFFNEY ROAD

FAIRBANKS, ALASKA 99701





MY BUSINESS IS – Choose any that applies.

(Description provided is for in-store use to clearly define certain areas that overlaps with others. It is not intended to serve as full description for the word.)

Agricultural

- Farming – Practice soil cultivation or other means to grow crops for consumption.
- Animal Husbandry – Animals raised for meat, milk, eggs, or other products.
- Horticulture - Practice garden cultivation and management. Flowers, potted plants, seeds for gardening, etc.

Seafood/Ocean harvest

Sustainably caught wild seafood such as fish, mollusk, seaweed, and other food from the ocean.

Craft and/or Art based.

Handmade items: kitchen or general tools, papers/stationary products, candles, clothing, functional or non-functional decorations.

Wellness

Tinctures, balms, herb or mineral based supplements, CBD, soaps, hair products, and more made for improvement of a person's wellbeing and health.

Food Service

Drinks, baked goods, condiments, candies, shelf stable products and other consumables that fall under this category.

At the moment the Co-op is not looking to carry and retail tobacco, e-cigs, alcohol, or marijuana with exception of full-spectrum/pure CBD products.

As a Local Vendor entering partnership with Co-op Market Grocery and Deli I agree to -

- Provide an updated wholesale list when I change my prices.
- Provide a new copy of the Vendor Form when essential information on it changes.
- Follow the guidelines and connect with staff if I have questions or concerns.
- Communicate with Co-op Market Grocery and Deli when changes arise that will impact the Co-op's ability to keep your product stocked including but not limited to supply shortage, delivery issues, changes in business hours, etc.

Repeat failure in following through this basic courtesy may result in Co-op Market Grocery and Deli terminating the business relationship.

Full name of owner/agent/representative

Date

Questionnaire- Business Story

Business Name:

If you are a FARM or majority of your business fall under agriculture service. You can fill the next page instead.



Your answers here will be used to promote your business, product, and practices through in-store book and social media.

1. What does the name mean to you?
2. Where is your business located and how many miles from downtown Fairbanks?
3. What do you create or offer?
4. What is your signature item, the specialty of your business?
5. What sustainable practice do you employ with your business?
6. How did you get started and how many years has it been?
7. Do you live/work with others? Who are they?
8. What do you see as the future of your business?



Questionnaire- Farm Story

Farm Name:



Your answers here will be used to promote your business, product, and practices through in-store book and social media.

1. What does the name mean to you?
2. Where is your farm located and how many miles from Fairbanks?
3. What crops do you grow and/or what animals do you raise?
4. What is your signature agricultural product, the specialty of your farm?
5. How many acres is your farm?
6. What sustainable practice do you exercise?
7. How did you get started in farming and how many years has it been?
8. Do you live/work with others on the farm? Who are they?
9. What do you see as the future of your farm?
10. What is your favorite recipe with the products from your farm? (Include link or separate page for recipe)

