

VENDOR AGREEMENT

As at 1 February 2021



Local 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 Local.

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 Elk Valley will provide:

- A year-round storefront in Fernie, staffed by volunteers and overseen by a coordinator. The store operation will meet and exceed recommendations from the provincial health officer.
- 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 - [Local Line](#)
- Training and support for this online system
- “Meet the Producer” information and tasting nights, dependent on provincial health recommendations



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 Local Line account with their products, including photos, descriptions and product ingredients
- Insure their own products and be responsible for products until they are sold
- Provide a copy of their permit to operate (food inspection report)

Store Location and Hours

- The storefront is located at 632 2nd Ave, Fernie, BC.
- This store will be staffed by volunteers and will be open 2-6pm Tuesday - Saturday. We aim to expand the hours open in the future.
- Customers can pick-up items they have ordered or have them delivered 24 hours following their online order.

Online Orders and Process

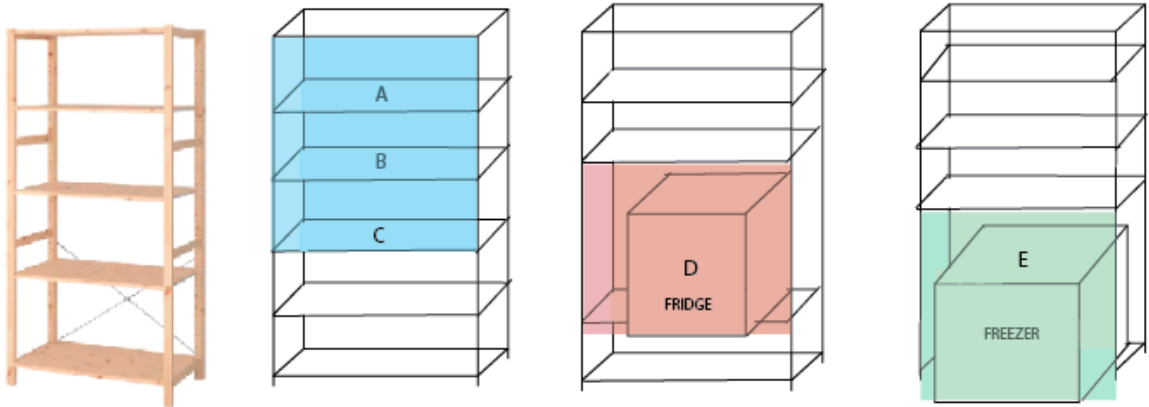
- Customers can purchase in-store products during opening hours.
- Customers can order online, with a lead-in time of 24 hours.

Tuesday	Wednesday	Thursday	Friday	Saturday
Store open 2-6pm	Store open 2-6pm	Store open 2-6pm	Store open 2-6pm	Store open 2-6pm
Vendor delivery 1-6pm	Vendor delivery 1-6pm	Vendor delivery 1-6pm	Vendor delivery 1-6pm	



Costs

- Vendors pay for the space they use in store.
- Each shelf is rented individually and each costs \$11 + GST + PST per week
- Each shelf is L 35" x D 19" x H 12"
- 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
- Rental of two shelves are required for vendors who sell refrigerated or freezer items, using the specifications outlined at the end of this agreement
- 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 + taxes/month (\$49.28 per month).
- Each sale will be subject to a 10% processing fee to cover the payment processing fees. For example, for a \$5 product, the vendor will receive \$4.50.
- Income (minus processing fees) is paid out to vendors at the end of each month.
- Each vendor of shelf stable items will have space for one additional shelf of additional inventory in storage.



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.



Changes to the Vendor Agreement

This agreement is expected to change as we find the best way to support all partners. Once your payment is received you will secure your rate for the following 3-month payment. Changes to the agreement may be updated at any point. You are not guaranteed any rate until Local has received your payment.

Products

The focus of Local is on food and food-related products. Local aims for at least 90% of the products in the store to be locally grown and produced food products. Non-food products will be allowed in the store through a jury process, reviewed every 3 months.

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 to be sold in clean packaging.

Prepared food

All prepared food products (baking, oils, candy, vinegars, etc) 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.



Product Pricing

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

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

Inventory

Inventory is managed by Local through Local Line.

Vendors are responsible for ensuring all products are uploaded and listed accurately in Local Line but the inventory numbers will be managed by the volunteers and coordinator of Local.

Shelf, Fridge and Freezer Specifications

- There is limited space available for fridges and freezers, so availability is on a first-come first-served basis.
- 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 freezers are preferred, and if provided, Wildsight will pay for the electricity (around \$3-6 a month). If a non-Energy Star freezer 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: 31" wide, 22" deep and 35" tall **Updated April 1.*
- Fridge maximum dimensions: 31" wide, 22" deep and 35" tall **Updated April 1.*
- If a larger freezer is desired, please discuss with the Coordinator. There is a larger three-shelf option, but all larger freezer additions require jury approval.

For more details and options for Fridge and Freezers see [here](#).

