

CSA Farmers Market, LLC Participation Agreement

Introduction to CSA Farmers Market

CSA Farmers Market is an *on-line market* consisting of small organic producers/processors who prefer to sell locally without spending so much time at physical farmers markets. We wish to have a connection to customers who desire nutrient - dense foods that are produced locally, in an environmentally sound manner.

Rather than taking produce/products to farmers market, hoping all will sell, then returning to the farm with unsold products, with our system you will harvest/produce only what is already sold. Each week your orders come in and you pick/produce only what is ordered. The result is that the grower earns more money because less is going to waste.

Participating Producers and Associate Producers of CSA Farmers Market may also order for their own personal use and to provide an additional range of products to their own farm customers or CSA members. Items for use on the farm - peat pots, flats, bags, etc - are available to order as well.

As a part of CSA Farmers Market you help provide, and have access to, better quality food; help support other small organic producers, and invest back into CSA Farmers Market funds that will ultimately work to help increase your sales.

1. How CSA Farmers Market works for the producer:

Producers/processors have the option to: **1. Sell wholesale to CSA Farmers Market***; **2. Be a Participating Producer**; or **3. Be an Associate Producer**. Participating Producers are expected to put in work hours that may include packing orders or making deliveries. Associate Producers are required to work fewer hours. Time spent preparing & delivering your own products to market does not count towards work requirement. Participation at markets and events also does not count towards work hour requirement. Participating Producers & Associate Producers will pay a percentage of sales as a marketing charge, with Associate Producers paying a higher percentage. Wholesale producers have no say in the final price of their product.

Each Participating Producer or Associate Producer lists his/her own products on the website (csafarmersmarket.com), with descriptions, a photo if at all possible, price of each and the number of each available. Producers set their own price.** Updates are done mostly during the down time between order cycles, but can be done at any point in the cycle if production changes.

The market opens for orders on Thursday afternoon and closes on Monday at midnight. On Tuesday mornings the website sends out harvest emails which tells each producer what has been ordered from them for the week. The website also produces labels for these products which producers must download and print. Each ordered item should be appropriately packaged and labeled, then delivered at the appropriate time and place. The order cycle runs from the opening of the market through delivery day. When the market is on a weekly cycle, the order cycles overlap slightly. During the slow season when the market operates an every-other -week cycle they do not overlap.

The website software keeps track of the totals owed each producer (price for products sold minus the market percentage). Total owed to each producer is currently calculated weekly. Checks are also written weekly (or bi-weekly during every-other-week cycles) but may be offset a week (meaning producers get paid for produce delivered 2 weeks or more before).

To become a Participating Producer or Associate Producer of CSA Farmers Market you must first complete and submit a membership application (separate document).[CSA Farmers Market's *Core Group* of Producers] will then evaluate your application for suitability to this market.

** Wholesale participation currently excludes fresh vegetables*

*** Prices are expected to be within guidelines (still in development) of this market. Prices substantially lower than those of other producers in the market will be considered "dumping".*

2. General information about CSA Farmers Market and how to sell products on this website:

CSA Farmer Market has both retail and discount customers. Individuals are retail customers. Discount customers are stores (who also may provide a distribution location to our retail customers), restaurants and possibly caterers in the future. Currently about 5% of our sales are at discount rates.

Producers may not “dump” produce on this market for a very low price, nor consistently sell low quality, old or spoiled produce. Producers may, however, sell at a lower price produce described as for processing or juicing that is a lower quality. For new producers, each product they wish to list must be evaluated when it is produced (not before it is grown). This is to maintain quality in the products CSA Farmers Market sells. Accepted Producers are not guaranteed listings of everything they produce.

3. Responsibilities, Requirements & Expectations of Participating Producers and Associate Producers:

- To grow produce organically (following National Organic Program rules), and if not currently certified (either Certified Organic or Certified Naturally Grown) be working in that direction.
- To produce processed products, eggs, meats, etc. within the appropriate state (MDA) guidelines, with proper licenses, and at appropriately inspected facilities (USDA facilities for meats).
- To be open and honest [with this market], its other producers and its customers [about your products] growing practices, materials used, types of seeds used, etc; and to be considerate of other growers in this market in regards to listed items, pricing and quantities, to avoid pushing other growers out of the market.
- To list on the website - or sell to CSA Farmers Market - only items grown or produced directly by their own operation and accepted for listing by CSA Farmers Market. (Items not grown by the producer may be added only with the permission of the core group and only if not produced by another producer of this market.)
- To list, in a timely manner, the items they produce which have been accepted for sale - ready access to a computer and internet access is necessary.
- To provide only quality products to this market and its customers.
- Participating and Associate Producers will package and label their products before delivery to collection location.
- To bring the ordered items to a collection location at the designated time; and to help with organizing, packing and/or delivering orders, if you sign up for that level of participation.
- To reliably and honestly fulfill commitments made to CSA Farmers Market regarding participation.
- To agree to and follow through with discounting products 20% for sales to Discount Customers (which currently make up less than 5% of our sales).
- To allow CSA Farmers Market members and customers to visit your farm at pre-arranged times.
- To sign a membership agreement and commitment form and pay any and all fees associated with being a part of this marketing group, and to promote the group whenever and wherever possible, [including participation in farmers markets and events].

Participating Producers and Associate Producers will be re-evaluated quarterly to determine that they have met their commitments to CSA Farmers Market.

Wholesale providers will be evaluated on a continuing basis.

Current requirements:	Initial Fee*	Yearly Fee**	Required Work Hrs***	% to Market	Events/markets
Participating Producers	\$100	\$25	10/ mo	8%	6
Associate Producers	\$100	\$25	5/mo	16 %	6
Wholesale Providers	No fees or work requirement; CSA Farmers Market to determine retail price of items purchased for resale				

* due at the time of approval of membership

** due by April 15 of each year

** work hours may change seasonally due to changing work loads. Work hours are for market tasks only - does not include preparing your own products and delivering them to appropriate location.

Commitment Agreement for CSA Farmers Market

Farm Name

Grower(s)

Contact info (phone & email)

Please provide 3 references (personal/character &/or business) who can attest that those named above grow or process the products intended for sale at this market.

Participation level*: ____ Participating producer ____ Associate Producer __ wholesale provider

I/We agree to abide by the guidelines of CSA Farmers Market below, to pay the fees associated with this market at the level of participation I have chosen, to voluntarily withdraw participation when I can no longer meet the guidelines, and to associate with both the other producers and the customers in a friendly and forthright manner.

- To produce organically (following National Organic Program rules), and if not currently certified (either Certified Organic or Certified Naturally Grown) be working in that direction. *[wholesale products not readily available as 'organically produced' - honey, maple syrup, etc. - CSA Farmers Market will evaluate on an individual basis.]*
- To produce processed products, eggs, meat, etc., within the appropriate state (MDA) guidelines and with proper licenses and/or at appropriately inspected slaughter facilities.
- To be open and honest with other producers and with customers about growing practices, materials used, types of seeds used, etc.; and to be considerate of other growers in this market in regards to listed items and quantities.
- To only add items grown or produced by us.
- To list and update, in a timely manner, the items we have for sale. We have ready access to a computer and internet.
- To provide only quality products to this market and its customers. We will submit produce for evaluation and follow quality guidelines that may be established by the market.
- To bring the ordered items to a collection location at the designated time each order cycle and complete the required work and events (event participation is paid by CSA Farmers Market) for the level of participation for which we have signed on.
- To allow CSA Farmers Market members and customers to visit our farm at pre-arranged times.
- To provide a copy of all current certifications and licenses.
- To sign a membership agreement and commitment form and pay any and all fees associated with being a part of this marketing group, and to promote the group whenever and wherever possible.

Signature of grower

Date

** Participation level can be switched at quarterly review*