

Clatskanie Food Hub Producer Agreement

The Clatskanie Food Hub is a program of the Clatskanie Farmer Collective
a 501c3 nonprofit organization

This document describes the policies, guidelines and eligible products

Please keep a copy for your records

Thank you for your interest in selling your products with Clatskanie Food Hub!

Please review our policies and procedures and sign below

In person operations

Thursday

2pm-6pm

Friday, Saturday, Sunday

10am-6pm

Producer delivery Thursdays 10am-12pm

(if absolutely necessary arrangements can be made for Wednesday delivery)

Products can also be delivered to the North Coast Food Web in Astoria on Wednesday's

All operations are subject to change as determined by Clatskanie Farmer Collective

- Onboarding Checklist: All forms must be submitted before selling at Clatskanie Food Hub
- [Completed W-9](#)
- Copy of business insurance
- Any relevant food licenses
- Read the Producer Agreement thoroughly and return the signed copy

Clatskanie Food Hub Commitments

- Clatskanie Food Hub offers regular in-person store hours and special events.
- Clatskanie Food Hub educates potential customers about its products through knowledgeable staff, social media, and other marketing tools.
- Clatskanie Food Hub seeks to build a mixture of local products attractive to consumers including vegetables, fruits, meat, dairy, grains, artisanal foods, and non-perishables.
- Clatskanie Food Hub's mission is to support all relevant producers, and makes no commitment to maintain exclusive contracts with any individual producer.
- Clatskanie Food Hub accepts cash and all major credit cards, SNAP/EBT cards and FDNP checks from a central checkout point for all eligible products.
- Clatskanie Food Hub has refrigeration, freezer, and dry storage for retail displays & limited storage of products.
- Clatskanie Food Hub refreshes and restocks produce from available in-store inventory and will communicate sales and inventory supply information to producers.
- Clatskanie Food Hub pays 80% of gross retail sales to producers on the first Friday of the month.

Producer Commitments (please initial)

- Producers will own and set the price for their products unless otherwise specified. Producers will work with Clatskanie Food Hub to make sure that pricing is consistent with similar products as appropriate.
- Producers will comply with Clatskanie Food Hub quality standards and feedback outlined by Clatskanie Farmer Collective staff. Products that consistently fail to meet Clatskanie Food Hub quality standards will be discontinued. These standards make Clatskanie Food Hub competitive with local grocery stores, securing the success of all our individual producers and Clatskanie Food Hub as a whole.
 - The Clatskanie Farmer Collective staff are your representatives in the store and will use their discretion to issue refunds/discounts when situations arise.
- Producers will provide sufficient supply to match demand through deliveries at least once per week for perishable items, and as needed for non-perishable items. Maintaining availability of products is critical for customer satisfaction and returning business. The store has limited cooler and dry storage space which is available for producers to store inventory.
- Producers will deliver on Thursdays from 10am-12pm unless otherwise arranged. Producers will assist Clatskanie Food Hub staff in bringing in and properly storing products as needed.
- Producers will bring an itemized list of inventory with each delivery to assist Clatskanie Farmer Collective staff in correctly entering their products into inventory. *Ex. 10 bags carrots, 20 bags salad mix, 10 bunches kale*
- Producers will communicate with Clatskanie Food Hub about how to care for your products.
- Producers will be responsive and will be proactive in communicating changes.
- Producers will authorize Clatskanie Food Hub to act on their behalf for replacement items and returns.
- Producers may opt to claim expiring food products or have them donated on their behalf.
- Producers will bring products in ready to sell conditions
- Producers will bring products appropriately packaged including labels that meet ODA standards

Conduct

Vendors, staff, and volunteers present at Clatskanie Farmer Collective events are in part representing the Clatskanie Farmer Collective. We ask that you treat everyone with respect and have a cooperative attitude.

Monthly Administrative Fee, Markup and Commission

The Clatskanie Farmer Collective mission as a non-profit is to cultivate a resilient local agricultural system by increasing market opportunities, community engagement, and producer support. Helping producers succeed by increasing food sales and overall visibility is an

important piece in that mission. For the Clatskanie Food Hub to continue to be a success and offer different revenue opportunities for local producers there is a small markup/commission and administrative fee.

- The Clatskanie Food Hub's **commission is 20%** of the final Retail Price
- Administrative fees will be waived for producers in 2023 (CFC may initiate small administrative fee in 2025)

Eligible Producers and Products

Only those who produce in Columbia, Clatsop, Tillamook, Pacific, or Wahkiakum counties are eligible to sell food, plants, or other agricultural products at Clatskanie Food Hub (or nearby, accepted on a case-by-case basis).

Products sold at Clatskanie Food Hub are limited to:

- Fresh or cured fruits, vegetables, edible flowers, herbs, plant starts, unshelled nuts
- Whole eggs (producer must maintain an egg handlers license; reused cartons are prohibited)
- Honey (only when not combined with other ingredients or honey from other apiaries)
- Mushrooms (if foraged, they must be labeled as directed in ODA Food Code Fact Sheet #8)
- Breads and baked goods (producer must maintain a domestic kitchen baker license or be on site when selling)
- Prepackaged meats (producer must maintain prepackaged meat sellers license)
- Seafood - frozen or canned (producer must maintain all applicable licensing)
- Dairy products (producer must maintain dairy license)
- Other pre-approved value-added agricultural products prepared in a licensed kitchen with a food processing license
- Body care products; must include at least one ingredient agriculturally produced by vendor

All pre-packaged products must be labeled with the following:

- Product identity or description, net weight, and ingredients statement (including any major allergens)
- The address of the agricultural producer
- Whole eggs, seeds, and honey (if the producer has more than 20 hives) must be labeled with the following, no less than one-eighth inch in height: "THIS PRODUCT IS NOT PREPARED IN AN INSPECTED FOOD ESTABLISHMENT" "NOT FOR RESALE"

Documentation of required licensing and insurance

You are required to provide Clatskanie Farmer Collective with all current Oregon Department of Agriculture food safety issued licenses, and valid business or related insurance coverage. **You must carry product liability insurance and add Clatskanie Farmer Collective as additionally insured on your policy.** Your insurance provider must submit an additionally insured certificate to Clatskanie Farmer Collective at P.O. Box 1501, Clatskanie, OR 97016.

Hold Harmless

By applying and paying for vendor fee, the vendor agrees to abide by the program policies and procedures and to indemnify, defend, and hold harmless Clatskanie Farmer Collective and its partners from and against all damages, claims, demands, suits, actions resulting from or because of, any damage to property or bodily injury or death of any person arising out of the occupancy and/or use of Clatskanie Food Hub store by the participant or guests.

Feedback

Surveys will be conducted at least once a year for vendor feedback. Other feedback may be submitted to Clatskanie Farmer Collective staff via email (info@clatskaniefarmercollective.org), in writing, or in a scheduled phone call or in person meeting. We appreciate clear and direct communication.

Agreement

- I have read and understand the Clatskanie Farmer Collective Clatskanie Food Hub Policies, Guidelines, Fee/Commission and Eligible Products, and agree to comply with all requirements. I recognize that the goal of Clatskanie Farmer Collective Clatskanie Food Hub is to help me sell my products and understand that this effort to grow the local food system will require flexibility and cooperation from everyone involved.

Address for making checks:

Phone Number: _____ **Email:**

Producer Signature: _____ **Date:** _____

FAQ'S

Can I volunteer to reduce my fee?

Our Staff and Board considered this option, but ultimately felt that a volunteer is someone who helps out without expectation of something in return. Giving a sales fee price break is essentially a "payment" and the tax and finance rules would get complicated quickly. That being said, we really appreciate our current volunteers who are also vendors!

How do Clatskanie Food Hub fees compare to other markets?

In addition to the costs of staffing a market booth 4-6 hours, displays, credit card fees, etc., Farmers Markets charge the following:

- Astoria Sunday Market: 10% sales fee, or \$25 minimum, plus application fee
- Portland Farmers Market: \$40-80 per stall or 8-11% of sales
- Hood River Farmers Market: \$30 per week, plus application fee
- Lane County Farmers Market: \$100 annual fee, plus \$40-150 stall fee
- Clatskanie Farmers Market: \$20 per week, plus \$20 application fee

A similar “aggregation style” market (where vendors just drop off products) in our region has the following sales fees:

- Food Roots’ Farm Table (Tillamook): 20% sales fee for all vendors
- North Coast Food Web (Astoria): 10-20% sales fee depending on vendors’ storage needs