



Dear Local Food Producer,

Thank you for submitting an application to supply our markets. The guidelines below will help you determine if we are a good match for each other.

**Argus Farm Stop is a year-round, indoor Farmers' Market that operates on consignment terms with our producers.** Our Mission is to grow the local food economy; we want to preserve and highlight the connection between the customer and the producer. As a producer, you retain ownership of all products until they are purchased by the customers.

**Argus Farm Stop grows our local agricultural economy in 3 main ways:**

1. We offer food producers convenient selling channels that will support your continued growth and season expansion, including an online channel:
  - o **325 West Liberty Café, Tavern & Market:** a full line of local produce, meat and dairy
  - o **1200 Packard Café & Tavern:** prepared foods and assorted local items
  - o **1226 Packard Market:** a full line of local produce, meat and dairy
  - o **Argus Hub:** an online platform with weekly produce boxes, online ordering, and delivery
2. We provide consumers with convenient, year-round access to a broad variety of locally produced food.
3. We create a community of those who care about local food

**Argus Farm Stop commitments:**

- Argus is open 7 days/week, year-round, (excluding holidays)
- Argus seeks to build a mixture of local products attractive to consumers including vegetables, fruits, meat, dairy, grains, ready-to-eat meals and non-perishable foods.
- Argus locations have a convenient point of sale allowing customers a single checkout and usage of several payment methods, including EBT & Double-Up Food Bucks.
- Argus uses professional refrigeration equipment of all temperature ranges, as well as a misting system, to assure excellent merchandising and safe holding of your food.
- Argus Staff will commit to regular weekly communication with producers (or as often as necessary) to best help you tailor your next deliveries, maximize sales, and reduce waste.
- Argus works with producers to create signage for their store display, including information about their production methods and farms / facilities.
- Argus pays **70%** of gross sales to producers on a twice monthly payment schedule. We prefer and highly recommend fulfillment by direct deposit into your bank account.
- Argus will implement price changes communicated by producers by the end of the business day, but if there is a large number of items to update, we may require additional time.

**Producer commitments:**

- Producers will own and set the retail price for their food, knowing that they will retain 70% of the set retail price.
- Producers will provide a sufficient supply to match demand, as able, through making deliveries at regular intervals for perishable items, and as-needed for non-perishable items. Maintaining availability of products is critical for customer satisfaction and returning business.
- Producers will advise staff on how to best care for their products in the market.
- Producers will be responsive to feedback and will be proactive in communicating changes.
- Producers will communicate price changes to each Argus channel that they sell through (email preferred).
- Producers will provide Argus staff with as much information as necessary in order for the staff to act as good stewards of their products.
- Producers will authorize Argus to act on their behalf for replacement items and returns.
- If a producer wants to sell a new item through Argus, they must receive approval from the store manager for that channel (or other key point-person) prior to making a delivery.

**APPLICATION & SELECTION OF MARKET PRODUCERS**

We accept a limited number of producers in each category (vegetables, fruits, meat, dairy, grains, artisanal foods, ready-to-eat meals, pantry food, and nonfood items). Selections will be made based on product mix needed for store, quality and variety of products from producers and a preference for geographic proximity, commitment to early and late season production, and novel products.

Managers make decisions on prospective producer applications at the beginning of each month, and will reach out to producers after the 7th.