*Thank you for your interest in becoming a producer member of Ottawa Valley Food Co-operative. Ottawa Valley Food Co-operative customers and producers are interested in local foods and products produced with sustainable practices that demonstrate good stewardship of the environment. Upon approval this form will register you to sell products within Ottawa Valley Food Co-operative.*

*Please read our Mission & Vision statement, and if you agree with it, complete the following information and return it by email to:* ***manager@ottawavalleyfood.org***

**New Producer Application/Questionnaire**

**1. Please tell us about your place of operation:**

Business Name and Address:

Name of Business Owners:

**Contact Information:**

Home Telephone

Business Telephone

Cell

E-mail

Website

|  |  |
| --- | --- |
| The following privacy settings affect which of your membership information will be displayed publicly on your producer page. Please mark with an X any that you do not wish to display | |
| Business Address |  |
| Business E-mail Address |  |
| Busines Phone No. |  |
| Home Phone No. |  |
| Cell No. |  |
| Web Site Address |  |

How long have you been in business / or making these products?

**2. Product Description**

List your products and provide description of unique qualities (if applicable)

**3. How are your products made:**

3.1 For Farmed Products: Please indicate number of acres in production:

Are you a registered Farmer with a Farm Business Number? Yes / No

Please describe your farming practices. Such as, what are your cultural practices (alternate crops, crop rotation, pest management, feeding practices, water management practices) sources of fertility and any Certifications.

If you are selling an animal product, please describe the size of your herd and whether birthing is on your farm or if young animals are purchased to grow on.

3.2 For Prepared Foods:

Please tell us where your kitchen is located.

Do you operate from an inspected kitchen (inspected by your local Public Health Unit)

Have you passed a Food Safety Course (from Public Health Unit)

How is the product packaged (size, type of container, etc.)?

**4. Product Availability**

When would you be ready to start supplying products to the Ottawa Valley Food Co-op?

What is your estimated monthly supply if selling to the Ottawa Valley Co-op?

Please describe any other locations where your product is sold.

**5. References**

Please provide a reference or two, that would attest to the strengths of your product and/or business.

**6. Payment for Orders**

Please make cheques\* payable to:

Note that a $100.00 producer must be paid in advance of listing products on our site.

*Note that the Co-op retains 12% of the revenue obtained for your customers orders. This commission funds necessary co-op operations ie. rent, insurance etc.*

\*During Covid-19, payments can be made by e-transfer. Please let us know if you would prefer this option

**7. Terms and Agreements**

|  |
| --- |
| I affirm that all statements made about my farm and products in this application are true, correct and complete and I have given a truthful representation of my operation, practices, and origin of products.  I understand that if questions arise about my operation, I may be inspected by The Ottawa Valley Food Co-operative. I confirm that I have food liability insurance coverage, both general and product related.  If I stated my operation is organic, then I am complying with the Canada Organic Standard and will provide upon request a copy of my certification.  I have read the co-op's Mission & Vision statement and agree with it.  I have read the Producer Policy Manual and will comply with it.  I understand that the OVFC website belongs to the OVFC and that the OVFC reserves the right to edit website content, including information I have provided, without my consent. |
| I agree |