



**ARKANSAS  
LOCAL FOOD  
NETWORK**  
Eat local. Grow local.

## VENDOR AGREEMENT

To be signed upon approval of application and to be renewed annually.

DATE: \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address, if different from mailing: \_\_\_\_\_

### Mark your agreement with the following:

- All ALFN market website listings are in accordance with the information provided in my application. Any additions or deviations will be approved by ALFN program and market manager prior to listing.
- 13% of my weekly sales through the ALFN market will be deducted from my payment to support ALFN and the operation of this market.
- Representatives from ALFN may visit my farm or business at least once per calendar year.
- All my products are produced, processed, and labeled as required by state and federal law.**
- All ingredients in value-added products are clearly listed in the product description. The description also either states that no ingredients are local or designates the locally grown ingredients used in the product and their source.
- My listings on the [littlerock.locallygrown.net](http://littlerock.locallygrown.net) market website will be accurately maintained including:
  - Proper categorization of products using the ALFN naming standards
  - Inclusion of complete descriptions
  - Available quantities regularly updated
  - Removal of unavailable items directly from customer orders before delivery
  - Review of Grower Sales Reports
- It is Vendor responsibility to collect, if any, required sales tax.
- An invoice will accompany each delivery and will clearly indicate any items which were short as well as any extra items brought to be sold at pickup with their retail price. Items which are missing from weekly deliveries but were not removed from orders will be deducted from my Vendor payment. ALFN only issues payments for extra items delivered sold during pick up.
- ALFN retains the right to remove items from my listings if quality or product description complaints are made and/or to reduce the amount charged to the member at pick up, resulting in an equal reduction in my Vendor payment.
- ALFN reserves the right to remove Vendor accounts if, in its sole discretion, sufficient product or farm/business concerns arise and to periodically review and amend these terms of membership.

**Additional Terms, as applicable:**

ALFN allows Vendors to joint-market and share responsibilities. However, all Vendors must submit an application and be approved individually, ALFN must be informed of the relationship, and the product descriptions must clearly identify the originating Vendor. If you will be joint-marketing with another Vendor, please check all applicable arrangements below:

Another vendor will list my products online, maintain available quantities, and remove short items.

Name of other vendor: \_\_\_\_\_

Another vendor will deliver my products with invoices.

Name of other vendor: \_\_\_\_\_

I will list products online, maintain available quantities, and remove short items for myself and for another vendor:

Name of other vendor: \_\_\_\_\_

I will be delivering products with invoices for myself and another vendor.

Name of other vendor: \_\_\_\_\_

**I certify that all information provided has been completed by the farm/business proprietor as appropriate to the products described in the Vendor Application, that the information is true and complete to the best of my knowledge, and that I will comply with all terms of Vendor Agreement currently in force and as they may be amended.**

\_\_\_\_\_  
Printed Name of Farm/Business Proprietor

\_\_\_\_\_  
Signature Farm/Business Proprietor

\_\_\_\_\_  
Date

**FOR ALFN USE:**

Application Approved

Date: \_\_\_\_\_

Signed Vendor Agreement Received

Date: \_\_\_\_\_

Vendor Agreement Renewal Sent

Date: \_\_\_\_\_