



MOSCOW FOOD CO-OP Vendor Table Program Application

The purpose of the MFC Vendor Table Program is to provide space and an opportunity for local organizations, artisans, and cottage businesses to share information about their programs and services, sell their locally handmade products, and to evaluate the potential market for their products and services in the wider community.

The Vendor Table Program addresses the Moscow Food Co-op’s long-term strategic goals of 1) developing and supporting the local, organic, and sustainable food and goods economy, and 2) increasing community engagement, outreach, and education.

The Vendor Table Program is open to local artisans, locally based organizations, and locally owned cottage businesses in the Quad City area (Moscow, Pullman, Clarkston, Lewiston), Latah or Whitman counties, and surrounding communities. **By applying to have a vendor table at the Co-op, the applicant asserts that at least 51 percent of the business or enterprise is locally owned or in the case of organizations, that the organization serves the Quad City area and/or some or all of the surrounding communities. Businesses must not employ more than five employees to be considered “cottage.” Please see attached list of further guidelines for vendors.**

The Moscow Food Co-op practices non-discrimination as stated in the Equal Employment Opportunity Act. Furthermore, non-discrimination is one of the seven International Co-operative Principles on which the Moscow Food Co-op is based. That principle states: *“Co-operatives are open to all persons able to use their services without gender, sexual orientation, physical handicap, social, racial, political or religious discrimination.”* **By applying to the program, the applicant asserts that s/he, his/her business, or the organization supports the principle of non-discrimination, and practices non-discrimination in their business’/organization’s activities.**

Please submit this application to: Outreach, Moscow Food Co-op, PO Box 9485, Moscow ID 83843, by fax at 208 882 8082, or a scanned version via email at outreach@moscowfood.coop.

Name of organization, business, and/or vendor 501(c)3 number if applicable

Address, including city and zip code

Email and Website Phone Number

Signature of owner, manager or authorized representative title

Please describe the product(s) to be sold if applicable, the organization’s purpose, the business to be represented, etc. Please attach supporting materials (flyers, brochures etc.) if possible, and use a separate sheet if necessary. Your application is not complete without this supporting material.



MOSCOW FOOD CO-OP Vendor Table Guidelines

Thank you for your participation in the vendor table program. In order for us to provide great customer service at all times and to insure that our member-owners and customers will continue to welcome vendors in the store, we require vendors to follow these guidelines. Thank you!

1. After being approved for participating in the vendor table program, vendors may schedule their sessions in the store by contacting Annie Hubble, the front end manager, at 208-882-8537.
2. Vendors may schedule no more than two sessions per month.
3. Vendors may schedule sessions no more than three months in advance.
4. Vendors must supply their own table and chair and display materials. The table – or the approximate amount of space used by the vendor if they are not using a table - may not be any longer than 8 feet long and no wider than ~3 feet.
5. Vendors must keep their merchandise or materials or activities on or under their table or within that space; merchandise/materials may not be displayed using Co-op counters, tables, chairs, fixtures, etc. and must not block the flow of traffic, prevent the use of any deli counters and chairs by customers, or interfere with customers or staff.
6. Vendors must follow the directions of the front end staff for placement of their table or equipment when they arrive for their scheduled session.
7. Electricity is generally not available for the vendor table.
8. Massage therapists, cosmetologists, etc. who perform work for which insurance and/or a license is required are responsible for having and displaying the necessary credentials and coverage.
9. Food vendors are responsible for meeting any regulations imposed by the Latah county health department.
10. Vendors may not “hawk” loudly, physically approach customers, or stand near the doors.
11. Vendors must pre-pay for their space. Charges are as follows:
 - 9 am – 2 pm (early session): \$5 Co-op members, \$8 non-members
 - 2 pm – 7 pm (late session): \$5 Co-op members, \$8 non-members

Organizations with 501(c)3 non-profit status or who operate as non-profits similar to a 501(c)3 do not have to pay for their space, and the waiver of the fee is a charitable donation from the Co-op to that organization.

12. Food products must meet all Health Department requirements, and vendor must have a valid Food Handlers' card.

13. Childrens' businesses are welcome with adult supervision.

14. Products must be priced.

15. Staffing the booth and handling money is the responsibility of the vendor, and not of Co-op staff. The Co-op will not provide change.

16. Products may not be left overnight.

17. Co-op management reserves the right to approve products to be sold prior to display.

18. Co-op management reserves the right to give vendor table space to a vendor on the waiting list if a vendor does not arrive on time for his/her scheduled session.

19. Vendors will report their own sales and taxes.

20. Musicians selling their own CDs must provide a listening station with headphones.