



## PRODUCER APPLICATION

Thank you for your interest in becoming a producer with the Local Roots Market & Cafe! Local Roots is a cooperative market in Wooster, Ohio featuring locally-made products. By submitting this application, you are providing Local Roots with information about your business which we will keep on file and contact you if we have an opening to consign your products in our market. All applications will be reviewed by our product managers. Submitting this application does not ensure a space to sell in the market. Please note that space is limited. We cannot accept everyone that applies. We will contact you if your product is approved.

All products must:

- **Be Legal:** All products must comply with federal, state, and local health regulations, licensing, and labeling requirements (available from the Ohio Department of Agriculture Division of Food Safety).
- **Fit Guidelines/Mission:** Products must be made, grown, or value-added in Ohio and adhere to our guidelines. Additional rules may apply depending on the type of product. Read the full Product Guidelines (available at [www.localrootswooster.com/producer](http://www.localrootswooster.com/producer)) for all information to see if your product fits.
- **Fit Needs of Market:** Entry of new products is dependent on the needs of the market and is up to the discretion of the Product Manager and staff. Producers wishing to sell should confirm that their product is compliant with legal and market guidelines, then contact the Product Manager.

General Information:

- Only products approved by the Product Manager may be sold at Local Roots. New products must be submitted to the Product Manager in writing or email. The Product Manager and staff have the final discretion to add or remove products from the market. Please read the Local Roots' Product Guidelines (available at [www.localrootswooster.com/producer](http://www.localrootswooster.com/producer)) before applying.

Once your product is accepted...

- Producers join the co-op. All sellers are required to be members of the Wooster Local Foods Cooperative, Inc. Cost is \$50 per year. Membership information is available at [www.localrootswooster.com/membership](http://www.localrootswooster.com/membership)
- Producers set up a display in the market. Producers work with management on the display or provide special display items or signs. Please note: displays are not permanent and may be moved throughout the market as needed. If you have a display that you would like to use, please include the description, measurements and a photo with your application.
- Producers price their own products. Local Roots provides bar code labels to identify the price and seller or can use an existing UPC. Producers should take into account the commission rates which will be deducted from each sale.

Commission Class Name	New Commission Rate (effective Nov 1, 2024)
Artisan	35%
CSA	10%
Ready to Eat	25%
Dining Service	30%
Frozen	30%
Manufactured	40%
Perishables	25%
Shelf Stable	30%
Pre-paid Specialty Orders	Rate TBD by product class

- Producers can use our online Producer Portal to check their daily/weekly sales. This helps producers to know what has sold and when to restock.
- Local Roots pays twice per month. Local Roots encourages the use of direct deposit for payments. Forms are available in the store and on our website.
- Unsold products remain the property of the consignment producer.

Please fill in the following information and return to:

Local Roots Market & Cafe,  
 Attn: Product Management,  
 140 South Walnut Street,  
 Wooster, OH 44691

or email to [sarah@localrootswooster.com](mailto:sarah@localrootswooster.com)

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Applicant Name

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Business Name Website/Social Media if applicable

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Street Address, City, State, Zip Code

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E-Mail Address

(     ) \_\_\_\_\_  
Telephone

I am a (check all that apply):  Produce Farmer  Orchard/Fruit Farmer  Dairy Farmer  
 Meat Farmer  Baker  Food Producer  Artist  Personal Care  Other

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Please tell us about your business. Use the back of this sheet to include additional information. Please provide a list of the products you plan to sell. Be as specific as possible including types of product, price, variety, expected times of availability, etc. The more information we have, the better! We make every attempt to balance the types of products in our market, so unusual varieties and unique items are a plus.

\*\*I have read and understand the Product Guidelines of Wooster Local Foods Cooperative, Inc. (hereafter WLFC), as they may be revised, and understand that noncompliance may result in expulsion from

WLFC's market, and I state that all information provided by me to the WLFC, including the information in this Application is true, complete, and correct, and I further agree to indemnify and hold harmless WLFC and to defend the organization against any claims brought against it due to my or my employees' conduct.

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Printed Name

Membership #

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Your

Signature Date