

New Vendor Application



Please provide the following information to the best of your ability. Please print clearly.

Company Info.

Company Name _____

City _____ State _____ Zip _____

Distance from Ellwood Thompson's (miles as the crow flies) _____

Company Phone: _____

Company Website (if available) _____

Do you have business insurance? Yes No *If yes, please include a copy of your insurance deck page with this document.*

Terms Requesting _____

Primary Contact Info.

Contact Name (printed) _____

Contact E-Mail (if available) _____

Contact Phone: _____

Signature _____ Date _____

STORE USE ONLY

Department _____

Account Number _____

Notes (if any) _____

Department Manager's Name (please print) _____

Department Manager's Signature _____

Buying Procedure & Product Standards



Our Mission:

Feeding the soul of our community.

Our Business Philosophy:

The success of our market is determined by customer satisfaction, staff happiness and local community support. We intend to grow our business by offering quality products at fair prices with exceptional customer service.

Products that make it through our doors and onto our shelves have gone through a four-step process, ensuring that they meet our quality standards. This selection process is maintained by our Purchasing Director and the operations committee, to ensure each step of the process.

Our Four-Step Buying Process

- 1. Source of the product:** We review where the product comes from, how it was produced or grown, and the reputation and values of the company.
- 2. Clean Ingredients:** Our list of banned ingredients has more than 100 items. The list includes ingredients such as high fructose corn syrup, parabens, nitrates, artificial flavors and colorings, growth hormones and more. An up-to-date list of banned ingredients can be found on our website.
- 3. Does it meet the department standards?** If the item makes it through the ingredients checklist, it now has to meet the specific standards for the department it will be sold in. Those standards are listed in this packet.
- 4. Would we take it home?** We won't carry a product that we wouldn't take home ourselves. Flavor, aroma, freshness - these all come into play when making product decisions. Our tasting process involves our buyers and staff, and must meet the approval of multiple employees before we'll make our final decision.

Going Beyond Industry Standards

Thanks to hard working team members, ingredients like high fructose corn syrup were added to our banned list before they showed up under the national spotlight. Our standards are constantly monitored, keeping them up to date and "beyond" industry standards. Our team leaders follow the latest trends, news, and food related topics to stay up to date on these important issues. We closely monitor food safety issues and recalls, posting up-to-the-minute information on our website and social media.

Our Commitment to Non-GMO Products and Labeling

Since 2010, Ellwood Thompson's has avoided products with GMOs at all cost. It is our commitment to our community that we will not bring in any new products that contain GMOs. We work to help local vendors source raw ingredients that do not contain GMOs, and are of the highest quality. It is our shared belief that everyone deserves an informed choice about what they are consuming.

As part of this commitment to our customers, we require all new vendors to either include "Non-GMO" on their packaging, or submit a formal letter/email indicating that all ingredients are non-GMO,

View our complete list of banned ingredients at ellwoodthompsons.com/our-purpose/banned-ingredients

Department Standards



Our Produce Department is 100% Local or Organic

Our goal is to offer the largest, freshest and cleanest selection of local and organic produce in Richmond, VA. Our commitment to local starts with a strict, 100-mile radius, which encompasses small family farms and growers dedicated to sustainable farming and agriculture. Please see our local grower rating scale below. Anything outside of this 100-mile radius, but still within 300 miles, is labeled as "Regional."

Our buying team visits local farms and growers on a regular basis, to ensure quality growing methods and maintain strong relationships. A commitment to local agriculture doesn't happen overnight, it takes time, energy and dedication. We're proud to work directly with Virginia farmers to ensure that local products and vegetables are available to our customers year round, and to help local farmers stay in business and continue to grow!

How We Classify "Local"

Signage indicating local produce displays the name and location of the farm, as well as how many miles it was grown from our front door. We then use a three tier rating system for local produce (Good, Better, Best) to signify how the produce was grown.

Local Good

- Grown within 100 miles of our store.
- Use no or low spray and are family run or family operated.

Local Better

- Grown within 100 miles of our store.
- Farm practices organic and/or sustainable growing,
- Uses natural fertilizers and pest controllers

Local Best

- Grown within 100 miles of our store.
- Organically grown using USDA standards or G.A.O.P. (Generally Accepted Organic Practices)
- Is USDA certified organic or Certified Naturally Grown.

Produce

Transparency Agreement



At Ellwood Thompson's we care about the entire cycle of farming, from the cultivation of the soil to the level of care the farm gives its workers. Please take a few minutes to answer the following questions, just so we can get better acquainted with your farm. This agreement is for transparency and communication purposes only. **It is not a legal document.**

Name of Farm / Company _____

Name(s) of Primary Owner(s) _____

Approx. acreage of farm (total) _____ Approx. acreage of cultivated land _____

Briefly describe your growing methods (organic, regenerative, biodynamic, Certified Naturally Grown, etc.):

Are you certified by one of the following organizations?

If so, how long you have been certified: _____

Do you compost? Yes No



USDA Certified Organic



Certified Naturally Grown

Describe your crop rotation practice, including any cover crops: _____

Are any of your crops, to your knowledge, grown with genetically modified seeds (GMOs)? Yes No

What types of soil treatments do you use (if any)? _____

What type of machinery do you use on your farm? _____

Produce

Transparency Agreement



Continued

Ellwood Thompson's does not encourage the use of conventional (non-organic certified) fertilizers, pesticides, herbicides or insecticides. However, we do understand the modern day challenges in farming. Produce in our store that is not USDA Certified Organic, Certified Naturally Grown or is not produced using organic growing methods, will be labeled as conventional or with the "Local Good" integrity pin. This integrity pin (shown on signage) will indicate to the customer that although the produce is locally grown, it is still grown with conventional methods.

Do you use any conventional (non-organic certified) chemicals or fertilizers? Yes No

If "Yes," please list which ones you use: _____

I agree that the above statements are true to the best of my knowledge. I am fully aware of Ellwood Thompson's buying procedures, product standards and Banned Ingredients list.

Full Name (printed) _____

Signature _____ Date _____