



Cow-op.ca Web Seller Application Form

Cow-op.ca is an initiative of the Cowichan Valley Co-operative Marketplace (CVCM)

Sellers must submit the following paperwork and receive Market Manager and Board of Directors approval prior to selling on Cow-op.ca:

- Web Seller Application Form
- Island Health paperwork as set out in item G of the Guidelines
- Membership Share Application Form
- Payment for web listing and membership fees

Name (person): _____

Name (farm/business/organization): _____

Farm Address:

City/Town: _____ Postal Code: _____

Mailing Address (if different from above):

City/Town: _____ Postal Code: _____

Phone #: _____ Fax: _____

Email: _____ Website: _____

Please answer the following questions. This information will be used to assess your suitability for selling through Cow-op.ca.

1. What product category(ies) do you intend to sell? (Please check all that apply to your farm/food business).

Fruits/Berries		Dairy	
Vegetables		Honey	
Meat and Poultry (frozen)		Eggs	
Preserves (jams, pickles, sauces etc.)		Fish (frozen)	
Fresh spreads, sauces, dips		Baked Goods (cookies, breads, crackers, chips etc.)	
Grains and Legumes		Beverages (i.e. coffee, teas, juices)	
Pasta (fresh/dried)		Seeds and starts	
Animal Food			

Other (please specify): _____

2. Specific Food Items For Sale

List all food items to be sold including ingredients. Using the ingredient labels from your product is the easiest way to do this (attach additional sheets if required). Farmers selling produce are required to list everything which they plan to sell on the online marketplace. Listing everything you hope to plant in the Spring will save you from having to revise your application after it's been approved.

If you think you might add a different product category at a later date (i.e. you are mainly a produce seller but you also wish to sell frozen chickens later in the season) we encourage you to list it on your initial application as this will save you from making a second application later on. Any items not listed on the original application cannot be sold online without getting Market Manager and Board of Directors' approval.

3. When are your products available? (i.e. “year-round” or “May-August”)

4. Do you currently carry liability insurance for your products? (y/n)

5. Are you a certified organic operation? If yes, please supply the certification body and number.

6. What is the location of your production or processing facility?

7. Release of Liability and Indemnity

The undersigned seller hereby agrees to be responsible for and assume all liability with respect to the products I post, sell and deliver through Cow-Op.ca, including any illness or injury that a customer may suffer and I hereby release and hold harmless CVCM, its directors, employees, agents, volunteers and invitees from any and all liability for any loss, damage, expense or injury to any third party resulting from my participation in the Cow-Op.ca marketplace.

I have read and agree to be bound by the Cow-op.ca Website Seller Guidelines.

8. I have included my annual \$25 web listing fee or cheque is being mailed to: Cowichan Valley Co-operative Marketplace, 360 Duncan St., Duncan, BC V9L 3W4

Signature

Date

For office use only:

\$_____ Payment received: Cheque Cash Money Order Membership Info updated - Date: _____

Receipt Issued - Date: _____ Funds Deposited - Date: _____