



Cowichan Valley Co-operative Marketplace

360 Duncan Street, Duncan, BC

V9L 3W4

[www.cow-op.ca](http://www.cow-op.ca)

[info@cow-op.ca](mailto:info@cow-op.ca)

## 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)	
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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	

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.

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.

Please include them here:

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

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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:

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6. What is the location of your production or processing facility? (Please provide proof of Island Health approved slaughter facility for meat producers and Island Health approved processing facility for all processed goods.)

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### **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 \$50 web listing fee:  
-e-transfer to [marketmanager@cow-op.ca](mailto:marketmanager@cow-op.ca)

-or mailed to:  
Cowichan Valley Co-operative Marketplace  
360 Duncan St., Duncan, BC V9L 3W4

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**Signature Date**

**For office use only:**

\$ \_\_\_\_\_ Payment received: Cheque Cash Money Order Membership Info updated - Date: \_\_\_\_\_ Receipt Issued - Date:

\_\_\_\_\_ Funds Deposited - Date: \_\_\_\_\_

*Cowichan Valley Co-operative Marketplace – March 9, 2023*