



2016 MEMBERSHIP APPLICATION MICROPROCESSOR CATEGORY

Valid until 2017-01-31

Applicant Contact Information

Proper Business name (English): _____

Proper Business name (French): _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Main contact person: _____ Title: _____

Contact tel: (____) _____ Ext. _____ Contact email: _____

Information available to the public on www.savourottawa.ca

Location address for public (if different from above): _____

Public tel: (____) _____ Public email: _____

Website: _____

Eligibility

Yes, my processing business is located in Savour Ottawa's "buy local region".

Check the city, county or region in which your business is located:

- | | | | |
|---------------------------------|---|---|---|
| <input type="checkbox"/> Ottawa | <input type="checkbox"/> Prescott Russell | <input type="checkbox"/> Stormont, Dundas & Glengarry | <input type="checkbox"/> Leeds & Grenville |
| <input type="checkbox"/> Lanark | <input type="checkbox"/> Renfrew | <input type="checkbox"/> Frontenac | <input type="checkbox"/> Outaouais & City of Gatineau |

* Local food means food produced or raised in the "buy local region".

Criteria

Microprocessor members **must meet one of the criteria** below, and are asked to **submit a list of their Savour Ottawa suppliers accompanying this application.**

- 1st ingredient on the label** is purchased entirely from verified Savour Ottawa producer(s)
- Minimum of 51% of the product by weight**, measured prior to processing, is purchased from verified Savour Ottawa producer(s)

Microprocessors are verified by product, not as the entire micro-processing business. The logo can be used on each verified product, not for the business as a whole.

Confirmation by recipe and receipts will be required, and all products must be in accordance with government regulations and inspections.

Fees & Payment

- Microprocessors** **\$150 fee**

All membership fees are non-refundable.

- Pay online through Pay Pal

OR

- Pay by cheque payable to "**Just Food**", and mail your completed application to:

Savour Ottawa
c/o Just Food
2389 Pepin Court
Ottawa K1B 4Z3

Applications are accepted until February 28, 2016. If you are applying as a new member after Feb 28th, 2016, call us at 613-699-6850 x13.

A late fee will apply for renewing members who are applying after Feb. 28, 2016.

Mail or fax your application to the contact information listed below.

Signature

By signing this application I am confirming the following:

Please check each box as you read, understand and agree to it.

- I understand that my membership in Savour Ottawa is dependent upon successful verification of my products.
- I understand that my membership in Savour Ottawa is awarded by product, as opposed to my business as a whole. I will only use Savour Ottawa marketing materials on the products that are verified as Savour Ottawa.
- I verify that if I sell a product that is not verified as Savour Ottawa, that those products are clearly identified to all buyers as non-Savour Ottawa, and that I do not use Savour Ottawa marketing materials (stickers, etc) on these products.
- I understand and, if required, will follow the Savour Ottawa complaint process when issuing a complaint or when receiving a complaint against myself or my operation. The complaint process is outlined below.
 - *All complaints against another Savour Ottawa member must be issued in writing by the individual making the complaint (email submissions are sufficient).*
 - *The letter will be reviewed and if it is deemed appropriate, a letter from Savour Ottawa will then be issued to the individual against whom the complaint is lodged. The letter will be a reminder of Savour Ottawa regulations and will ask for a written response within 4 days of having received it (an email response is satisfactory).*
 - *The Savour Ottawa Steering Committee will review the written response and make a decision as to next steps and appropriate actions. Appropriate actions may involve sharing some of the information with Farmers' Markets Ontario (FMO), FMO inspectors, Board of Directors (of partner organizations) and / or the Savour Ottawa Advisory Committee. All information will be kept confidential, where possible.*
 - *Savour Ottawa reserves the right to alter or change the complaint process. If this is done all Savour Ottawa members will be notified of the changes.*
- I understand that this membership is valid between January 1 and December 31 annually. Any application received after August 31st will automatically be used for the following year of membership. Membership eligibility, criteria, fees and benefits will be reviewed, and may be modified, annually. All reviews and modifications will be completed only with feedback and consultation with Savour Ottawa members.
- If my Savour Ottawa membership is revoked at any time, or I cease to become a Savour Ottawa member, I will return all of my Savour Ottawa marketing materials, including my: Savour Ottawa posters, trading cards, stickers and any other materials I have printed with the Savour Ottawa logo.
- I understand and support all of the terms of my Savour Ottawa 2016 membership.
- I understand that if I violate any terms of the Savour Ottawa membership, that my membership can be revoked, effective immediately.

Name

Signature

Date