



## 2016 MEMBERSHIP APPLICATION RETAILERS 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](http://www.savourottawa.ca)

Location address for public (if different from above): \_\_\_\_\_

Public tel: (\_\_\_\_\_) \_\_\_\_\_ Public email: \_\_\_\_\_

Website: \_\_\_\_\_

### Eligibility

- Yes, my 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"/> Lanark    | <input type="checkbox"/> Leeds & Grenville            | <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

#### **Retail stores with food sales under \$15 million**

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

- Minimum 10%** of annual food purchases are sourced from verified Savour Ottawa members, purchasing from a minimum of 5 Savour Ottawa producers
- Minimum of \$25,000** purchased annually directly from verified Savour Ottawa members, purchasing from a minimum of 5 Savour Ottawa producers
- Purchase from a **minimum of ten (10) verified** Savour Ottawa members, with at least five invoices from each member over the course of the year

#### **Retail stores with food sales over \$15 million**

**MEMBER** – Retail members in this category **must meet one of the criteria** below, and are asked to **submit a list of their local food\* providers accompanying this application.**

- Minimum 10%** of annual food purchases are sourced from verified Savour Ottawa members
- Minimum of \$250,000** purchased annually directly from verified Savour Ottawa members
- Purchase from a **minimum of fifteen (15) verified** Savour Ottawa members, with at least five invoices from each member over the course of the year

**Both levels:**

- Commit to profiling the Savour Ottawa producer information in the store
- Commit to working with producers that can not necessarily supply product on year round basis

**Verification Notes**

- All Savour Ottawa members must undergo verification to become members of Savour Ottawa. For retailer members this verification involves a review of all local food\* purchases to ensure that the requirement for local food\* is being met. The easiest way to do the verification is through a review of vendor accounts. Timing of the verification depends on the availability of the establishment and the preparation of the vendor accounts.
- **For new members, no marketing materials will be distributed until the verification has been successfully completed.**

**Fees & Payment**

The following Savour Ottawa retailer member fee options are available to businesses that have met the preceding eligibility and criteria.

**My retailer business has:** (check one only)

- |                          |  |                  |
|--------------------------|--|------------------|
| <input type="checkbox"/> | gross retail food sales of <b>less than \$1 million annually</b> | <b>\$200 fee</b> |
| <input type="checkbox"/> | gross retail food sales of <b>more than \$1 million annually</b> | <b>\$325 fee</b> |

**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 a successful verification of my business' use of local food\* products and that I must meet the criteria listed above.
- I understand that I will be contacted to submit:
  - *an updated list of the Savour Ottawa producers that are used in my establishment*
  - *receipts from these Savour Ottawa producers to validate the selected membership level*
  - *information confirming the gross retail sales of the business as noted above*
  - *to an on-site visit of the premises at the request of Savour Ottawa*
- 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 31<sup>st</sup> 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**