



## Orientation Packet for NCGA's Harvest Hub

**The following items are needed before selling to Harvest Hub:**

- Harvest Hub membership dues of \$75 (waived if you are a voting NCGA farmers' market member)
- Food safety plan copy is reviewed and on file with NCGA
- ACH payment info to Laura Hughes (blank voided check, or bank routing and account number for payments)
- Orientation Packet, completed and signed

**Business Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

This application will be used to populate your Local Food Marketplace profile (which all buyers can see and should include anything special about your growing practices, ethos, or any other business details you'd like to share). Your profile can be updated at any time, but Megan will input this initial data for you.

**Contact Information**

Check this box if contact information is the same that NCGA has on file (skip to Business Info)

Individual Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*This is where pick lists will be sent, so make sure it is an email that is checked regularly*

Mailing Address: \_\_\_\_\_

Farm/Business Location (city/town): \_\_\_\_\_

**Business Information (required)**

Organic Status:       Certified Organic, Certifier: \_\_\_\_\_

Registered Organic    Neither

Other growing practices you'd like to share?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anything else you'd like to be included on your profile (not required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quote about why you farm/want to be involved in Harvest Hub/something we can quote you as saying when marketing the Hub and our members (not required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We will upload a photo for your main profile picture and are able to include up to 2 additional photos. Please send photos to [megan@northcoastgrowersassociation.org](mailto:megan@northcoastgrowersassociation.org)

## Harvest Hub Expectations

**Point of Contact : Megan Kenney, Director of Cooperative Distribution**

914-419-0128 / [megan@northcoastgrowersassociation.org](mailto:megan@northcoastgrowersassociation.org)

*Please review the following list of expectations. If these are not followed, Harvest Hub may need to suspend your Hub membership temporarily until issues can be rectified. Before action is taken, you will receive 1 oral and 1 written warning to come into compliance.*

You must adhere to the activities mentioned in your food safety plan, you are liable for any foodborne illness caused by your food due to improper food handling practices

The Hub website will operate similarly to an online farmers' market; each farmer sets prices for their own food and submits what growing practices and other information they would like the public to see, please make sure the information you submit on your application is accurate and is what you would like listed on the website

Any food sold through the Harvest Hub must be fresh and to the grading purchased by the buyer (ie, seconds may be slightly blemished or not following standard pack, but anything not market as seconds must be a standard quality, quantity, and size)

If produce is rejected by buyer upon delivery, within reason judged acceptable by NCGA staff (ie, rotten, moldy, overly bruised or scarred, overly dirty, not standard pack, not appropriately graded), NCGA will not issue payment and will contact you to discuss the reason for rejection and work with you to improve the next outcome

You must supply all food ordered by the time indicated, you must contact Megan ASAP if you are not able to fill your order expectations; you may find another farm to fill the gap in your offerings, but that farm must have the same growing practices, organic certification status, and price point listed, and you still must receive pre-approval from Megan for the change

Payment is issued to you by NCGA on a Net 15 day cycle, you must submit an accurate invoice along with your food delivery in order to receive payment

By signing below, I agree to adhere to the above expectations. I agree to treat NCGA staff, other Hub members, and all customers with respect.

Business Name: \_\_\_\_\_

Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Continue to next page to submit product list...

