Sitka Farmers Market Electronic Benefit Transfer Program
Vendor Agreement

This agreement is between the **Sitka Farmers Market & Sitka Local Foods Network** an association of eligible food vendors organized within the **Sitka Farmer’s Market, Sitka Local Foods Network and ______________________**, an authorized vendor (herein referred to as “VENDOR”).

This agreement allows the above-mentioned VENDOR to participate in the QUEST Electronic Benefits Transfer (EBT) Card Program and/or the Market Token Program at the **Sitka Farmers Market**.

**VENDOR** is bound by this agreement to follow all guidelines, as set forth by federal and state authorities and the Sitka Farmer’s Market.

The Sitka Farmers Market reserves the right to immediately suspend or terminate **VENDOR** from the program if the Sitka Farmers Market observes, or receives evidence of, failure to abide by any of the agreements below.

**VENDOR** may voluntarily quit participating in the QUEST and /or the Market Token Program at any time, but must notify the Sitka Farmers Market of such action.

**The Farmers Market EBT Program will operate in the following manner:**

Patrons who have been issued an authorized QUEST EBT card by the State of Alaska for Food Stamp benefits may purchase money in the form of wooden tokens, up to the amount authorized, from designated Sitka Farmers Market staff. The patron’s QUEST card will be debited for the value of the tokens purchased. Patrons will use the tokens only for purchase of Food Stamp eligible foods from authorized vendors at the Sitka Farmers Market. Patrons may return unused tokens to Sitka Farmers Market staff for credit only on the same day as purchase. Credit for the value of these tokens will be returned to the patron’s QUEST card. No patron will be credited for tokens returned above the amount of that day’s purchase by that patron.

The Sitka Farmers Market staff will exchange tokens for a receipt each market day, only with the designated agent of each authorized vendor, and only when the designated agent presents the appropriate written permit. The only tokens used will be wooden tokens with the unique imprint of the Sitka Farmers Market on one side, and the currency amount imprint on the other side. The only tokens used will be in $1 and $5 denominations for the QUEST Food Stamp benefits, and $5 and $10 denominations for the debit transfers. The Sitka Farmers
Market-EBT Program will be strictly and carefully monitored at all times by the Sitka Farmers Market.

**VENDOR Agreements:**

VENDOR agrees to...

- Designate a specific person to be an agent for this program. The designated agent shall be responsible for the vendor’s participation in the program. The designated agent will be the only individual that may conduct token redemptions with Sitka Farmers Market staff. The designated agent will be provided with a written permit from the Sitka Farmers Market and must always present it to Sitka Farmers Market staff when redeeming tokens or otherwise representing the vendor in EBT business.
  - The designated agent for this vendor is: ________________________________.
    - Any change in designated agent must be made by the authorized vendor, *in writing*, before a different authorized agent will be allowed to redeem tokens.

  - Accept only Sitka Farmers Market tokens and will not accept any other market’s wooden/metal tokens or printed script.
  - Accept QUEST tokens only for the purchase of QUEST Food Stamp program-eligible foods, including: bread products, produce, meat, fish, poultry, eggs, dairy products, seeds, and plants which produce food to eat.

**AND/OR**

- Accept Sitka Farmers Market wooden tokens for the purchase of any food and non-food items
- That **no** U.S. currency will be returned to the QUEST customer as change, if payment for product is solely by tokens. The value of the tokens received by VENDOR will not exceed the posted value of the product purchased by the customer. (Customers will receive full value for their tokens.)
- Not exchange any QUEST tokens for U.S. currency with any person except authorized Sitka Farmers Market staff.
- Post a sign (to be provided by the Sitka Farmers Market) identifying VENDOR’s stall as an authorized QUEST/SFM-Market Token vendor.

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EBT Program VENDOR

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<th>Vendor Name</th>
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EBT Program Manager

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Sitka Local Foods Network

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