



## 2019 EBT Program Vendor Agreement

This agreement allows participation in the Food Stamp Electronic Benefits Transfer (EBT) Card Program as a Vendor at the Imlay City Farmers' Market.

This agreement is between the Imlay City DDA, an association of eligible food vendors (herein referred to as "Association") organized within the Imlay City Farmer's Market and \_\_\_\_\_, an authorized food vendor (herein referred to as "Vendor").

VENDOR is bound by this agreement to follow all guidelines, as set forth by federal and state authorities and ASSOCIATION.

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

VENDOR will not be reimbursed for tokens collected incorrectly.

VENDOR may voluntarily quit participating in the EBT program at any time, but must notify ASSOCIATION of such action.

VENDOR agrees to designate a specific person(s) to be an agent(s) for this program.

The designated agent(s) shall be responsible for the VENDOR'S participation in the program.

The designated agent(s) will be the only individual(s) that may conduct EBT token redemptions with ASSOCIATION staff.

The designated agent(s) will be provided with a written permit from ASSOCIATION and must present it upon request from the ASSOCIATION staff when redeeming EBT tokens or otherwise representing the vendor in EBT business.

VENDOR agrees to accept only ASSOCIATION wooden tokens and will not accept any other market's tokens and/or printed script.

VENDOR agrees to accept tokens only for the purchase of food stamp program-eligible foods, including: bread products, produce, meat, fish, poultry, eggs, dairy products, seeds, and plants which produce food to eat.

VENDOR agrees that no U.S. currency will be returned to the 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.)

VENDOR agrees to not exchange any tokens for U.S. currency with any person except authorized ASSOCIATION staff.

VENDOR agrees to post a sign (to be provided by ASSOCIATION) identifying VENDOR'S stall as an authorized EBT vendor.

VENDOR understands it is his/her responsibility to inform family and employees of these rules before they sell at the market on behalf of their farm or business.

Any change in designated agent(s) must be made by the authorized VENDOR, in writing, before a different authorized agent will be allowed to redeem tokens

The designated agent(s) for this vendor is/are: \_\_\_\_\_.



## 2019 EBT Program Vendor Agreement (continued)

### The EBT Transaction process for CUSTOMERS:

- Customers with EBT cards/food stamps will decide how much they want to spend.
- They swipe their card at the Market Bank booth. The money will be deposited into Imlay City Farmers' Market account. There is no fee to EBT customers for this service.
- One EBT Token = \$1. They are wooden and printed with BLUE ink. The customer will receive tokens from the Market Bank equaling the transaction amount to be used for purchases from Vendors.
- Any unused EBT tokens can be saved and spent at a later date only at the Imlay City Farmers' Market. Refunds (cash or otherwise) will not be given.

### The EBT Transaction process for VENDORS:

- Upon acceptance in the EBT Token Program, the Market Bank will assign signage identifying your business as one that accepts EBT transactions. At the beginning of each Market Day, it is the Vendor's responsibility to retrieve the signage from the Market Bank and prominently display it at their booth. Vendors may not accept EBT Tokens for purchases without the signage displayed. Vendors will return the signage to the Market Bank at the end of each Market Day.
- One EBT Token = \$1. They are wooden and printed with BLUE ink. DO NOT accept tokens from other Markets. You will not be reimbursed. **NO CHANGE** can be given for EBT Tokens. It is the Vendor's responsibility to add or subtract product in order to create an even dollar amount if the customer does not have exact change. It is **ILLEGAL** to exchange cash for food stamp benefits.
- Yes, you can sell: vegetables, fruit, dairy products, meat, eggs, bread, jam, pickles, pastries, syrup and honey. Also, seeds or plants that produce food can be sold (i.e.: tomato or parsley plants).
- No, you cannot sell: Hot foods, cut flowers, decorative plants, pet food or non-food items such as flowers, shrubs and other non-edible plants.
- Vendors will not exchange EBT Tokens for cash or any product with any person except for authorized market staff. Vendors will not use collected EBT Tokens to purchase items from other Vendors. Product purchased with EBT Tokens will not be priced differently than products purchased with cash or other forms of payment.
- EBT/ Food Stamp customers must pay for their purchase at the time of sale.
- At the end of each Market Day, Vendors are to count all EBT Tokens received. Vendor will then turn tokens in to Market Bank for verification. The amount redeemed will be noted in your vendor account and a receipt will be given. Do not mail tokens to the market office in an envelope. Tokens should be turned in face-to-face at the end of each market day
- Reimbursement checks will be issued **twice per month (approximately every two weeks)** and will be distributed to Vendors at the first market day after issue unless alternate arrangements have been made ahead of time. If applicable, reimbursement for EBT and other payment options (DEBIT, WIC, etc.) will be on the same check.
- If you ever have any questions or concerns about this program, please contact your Market Manager.

\_\_\_\_\_  
EBT Program VENDOR Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASSOCIATION Representative  
Imlay City Farmer's Market

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date