



2019 DEBIT Program Vendor Agreement

To certify vendors to participate in the Imlay City Farmers' Market Debit Wooden Token Program

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

This agreement allows the above-mentioned VENDOR to participate in the Debit Card program at the Imlay City Farmers' Market.

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

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

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 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 Debit 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 Debit tokens or otherwise representing the vendor in Debit 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 post a sign (to be provided by ASSOCIATION) identifying VENDOR'S stall as an authorized Debit 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 DEBIT Program Vendor Agreement (continued)

The DEBIT Transaction process for CUSTOMERS:

- Customers with debit cards 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. The Imlay City Farmers' Market charges the customer a 50 cent processing fee per transaction for this service.
- DEBIT tokens are worth \$5. They are wooden and printed with BURGUNDY ink. The customer will receive tokens from the Market Bank equaling the transaction amount, minus the processing fee, to be used for purchases from Vendors.
- Any unused DEBIT tokens can be saved and spent at a later date only at the Imlay City Farmers' Market or returned to the Market Bank on the day of purchase for a return credit account. Cash refunds will not be given.

The DEBIT Transaction Process for VENDORS:

- Upon acceptance in the DEBIT Token Program, the Market Bank will assign signage identifying your business as one that accepts DEBIT 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 DEBIT Tokens for purchases without the signage displayed. Vendors will return the signage to the Market Bank at the end of each Market Day.
- Treat DEBIT Tokens as cash. One DEBIT Token = \$5 Cash. Change CAN be given. DO NOT accept tokens from other markets. You will not be reimbursed
- Product purchased with DEBIT Tokens will not be priced differently than products purchased with cash or other forms of payment.
- At the end of each Market Day, Vendors are to count all DEBIT 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 DEBIT and other payment options (EBT, WIC, etc.) will be on the same check.
- If you ever have any questions or concerns about this program, please contact your Market Manager.

Debit Program VENDOR Agent

Date

ASSOCIATION Representative
Imlay City Farmer's Market

Title

Date