

## SW WA Food Hub Participation Check-list

The mission of the SW WA Growers Cooperative is to increase the viability of Southwest Washington family farms through collaborative opportunities in marketing, logistics, and stewardship.

**The Food Hub Participation Guide** provides detailed information about participating in the Food Hub.

Producer-member applicants are required to purchase one share of common stock in the SW WA Growers' Cooperative. Non-member vendors are not eligible to own common stock. All applicants must provide the annual fee associated with their applicant category prior to participation in the Food Hub. All applicable fees must accompany the application. In subsequent years, annual fees are payable no later than January 31.

**All applicants must meet the following eligibility requirements and provide the following documentation before their application is considered:**

- Complete and return the **Food Hub application** including **all applicable fees**.
- Print, sign and return the **Food Hub Participant Commitment**.
- Participants must be legally permitted to sell their products commercially. Please provide the SW WA Food Hub with a copy of your **Washington State business license** and any required **specialty permits and/or licenses**.
- Print, sign and return a **W-9** form for the current year.
- Participants must comply with current county, state and federal **food safety requirements** for all applicable product categories.  
Reference: WSDA Handbook for Small and Direct Marketing Farms
- Each farm must provide a copy of a **certificate of insurance coverage** for a \$1M occurrence/\$2M aggregate limit policy.  
Please add as additional named insured:  
**SW WA Growers Cooperative**  
**PO Box 130**  
**Curtis WA 98538**
- If you are utilizing any satellite aggregation sites for your product, also provide an additional named insured certificate for each.
- Provide copies of all **best practice certifications** (GAP, Certified Organic, etc.)
- Include a **map or image of your farm** property/properties, including clearly labeled production areas.

Return completed applications and all applicable fees to:

**SW WA Growers Cooperative**

**PO Box 130**

**Curtis WA 98538**

*Make checks payable to: SW WA Growers Co-op*

Digital copies of the completed application may be sent to:

**mike@agbizcenter.org**