



Conway Locally Grown Farmer Commitments and Procedures

- To farm within Arkansas.
- To allow representatives of Conway Locally Grown a scheduled visit to your farm once per calendar year.
- To produce livestock using transparent, pasture-based methods. Livestock must have access to sunlight, fresh pasture, fresh air, and room to interact with their flock or herd.
- To report on farming practices via annually updated **Producer Questionnaires**.
- To produce all value-added products in proper licensed facilities when required by law.
- To list clearly all ingredients of value-added products in product descriptions. Local ingredients should be highlighted or listed separately.
- To maintain the items on the Conway Locally Grown website including
 - Setting up new products using existing category structure—not adding categories.
 - Maintaining product amounts.
 - Receiving generated grower sales report.
- To deliver an invoice with each weekly delivery clearly indicating items which were short.
 - Conway Locally Grown volunteers inventory all vendors to ensure what was intended to be delivered was actually delivered.
 - When items are short, the market manager will reduce the weekly payment by the \$ amount of shortage.
- To deliver items prior to 2:00 PM CT on the day of the market.
 - If growers are late in delivering, some customers may have already left without all their items. The market manager will reduce the weekly payment by the \$ amount of items not sold due to arriving late.
- To deliver high quality products.
 - Conway Locally Grown retains the right to remove items off the website if quality complaints are made and/or to reduce the amount charged to the customer and pass that discount back to the grower through the reduction of their payment.
 - If items are damaged in transit, the market manager will determine if the product should be half price or is a total loss. When items are damaged, the market manager will reduce the weekly payment by the \$ amount of damaged items.

We do allow co-marketing. However, we feel that Conway Locally Grown customers should know who is producing their food and how it is being produced. So, if a producer markets with a network of other producers:

1. The marketing producer must be a registered producer with Conway Locally Grown.
2. Each producer in the network of producers must adhere to and sign a copy the **Conway Locally Grown Commitments and Procedures**.
3. The name and contact information of each producer in the co-marketing network must be listed in the “Describe This Grower” section of the marketing grower’s profile.
4. Appropriate **Producer Questionnaires** must be filled out.
5. All products must clearly disclose the name of the originating farm in the product description.

Acceptance to the Conway Locally Grown Market is based on the needs of the market and the quality of the products. Conway Locally Grown charges a 13% marketing fee on all products sold through the market.

I _____ have read and agree to adhere to the Conway Locally Grown Commitments and Procedures.