



# VENDOR PACKET

Thank you for your interest in becoming a vendor at Valley House Market.

Our store is slated to open end of March 2024. As we get closer to that time, we will continue to keep everyone updated as to when the official opening will be.

To become a vendor we will need you to email us the following items as listed below:

## **Shop Local Wall vendors:**

- W-9 dated and signed this year
- Complete the Vendor Information sheet
- Completed ACH form with voided check or bank direct deposit form
- If you do not have a bank account you can use a money card
- Pictures of your product or services

## **On the isle shelf vendors:**

- W-9 dated and signed this year
- Complete the Vendor information sheet
- Completed ACH form with voided check or bank direct deposit form
- Must have a GS1 unique UPC code
- Must have an expiration date
- Must have proper labeling including weight and nutrition

**All vendors will be required to sign a hold harmless agreement.**

**Shop Local Wall vendors must attend one of our new vendor meetings..**



# VENDOR INFORMATION SHEET

COMPANY NAME

COMPANY PHONE

ADDRESS

COMPANY EMAIL

COMPANY EIN OR SOCIAL SECURITY

CITY

STATE

ZIPCODE

BUSINESS TYPE - LIST PRODUCTS SOLD

CONTACT NAME

CONTACT OFFICE NUMBER

CONTACT EMAIL

CONTACT CELL PHONE

II UNDERSTAND THAT I WILL BE REQUIRED TO SIGN A HOLD HARMLESS AGREEMENT ONCE ACCEPTED AS A VENDOR.

PRINT NAME

SIGNATURE

DATE