



## Supplemental Nutrition Assistance Program (SNAP) EBT Program Vendor Agreement For The East Lake Farmers Market, Inc.



This agreement is between East Lake Farmers Market, Inc., a nonprofit corporation (herein referred to as “MARKET”) and \_\_\_\_\_, an authorized food, seed, or plant vendor (herein referred to as “VENDOR”).

This agreement allows the above-mentioned VENDOR to participate in the Supplemental Nutrition Assistance Program (SNAP) Electronic Benefits Transfer (EBT) Card Program at the MARKET.

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

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

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

### **The EBT Card Program will operate in the following manner:**

Patrons who have been issued an authorized EBT card may purchase scrip in the form of wooden tokens, up to the amount authorized, from designated MARKET staff. The patron’s EBT card will be debited for one half the value of the tokens they receive, up to \$25 (\$50 in tokens). Patrons will use the tokens only for purchase of eligible foods from authorized vendors at the MARKET. Patrons have no time limit on the use of purchased tokens at the MARKET. Patrons may return unused tokens to MARKET staff for credit only on the same day as purchase; in this event, one half the value of the returned tokens will be credited to the patron’s EBT Card.

MARKET staff will collect tokens from the designated agent of each authorized vendor each market day and provide a receipt documenting the number of tokens collected and the date. MARKET will make payment to VENDOR for the full face value of tokens received within no more than 2 weeks.

The only tokens used will be wooden tokens with the unique imprint of MARKET and the currency amount. The only tokens used will be in \$1 denominations.

The EBT Program will be strictly and carefully monitored at all times by MARKET.

### **VENDOR Agreements:**

- VENDOR agrees to designate at least one specific person to be an agent for this program (herein referred to as a “DESIGNATED AGENT”). The DESIGNATED AGENT(S) shall be responsible for VENDOR’s participation in the program. The DESIGNATED AGENT(S) will be the only individual(s) that may conduct EBT token redemptions with MARKET staff. VENDOR will be provided with a written permit from MARKET, and the DESIGNATED AGENT must always present it to MARKET staff when redeeming EBT tokens or otherwise representing VENDOR in EBT business.

- The DESIGNATED AGENT(S) for VENDOR is/are:
  1. \_\_\_\_\_ (required)
  2. \_\_\_\_\_ (if applicable)
  3. \_\_\_\_\_ (if applicable)
  4. \_\_\_\_\_ (if applicable)
- Any change in the DESIGNATED AGENT must be made by the DESIGNATED AGENT, in writing, before a different DESIGNATED AGENT will be allowed to redeem tokens.
- Only vendors with a DESIGNATED AGENT present to represent it will be allowed participate in the SNAP EBT Card Program on any given market day.
- VENDOR agrees to accept only MARKET wooden tokens, and will not accept any other market's tokens and/or printed scrip.
- VENDOR agrees to accept tokens only for the purchase of SNAP-eligible foods, including bread products, produce, meat, fish, poultry, eggs, dairy products, seeds, and plants which produce food to eat. VENDOR may **NOT** accept tokens for any non-food products, food that will be eaten in the market, hot food, or other ineligible items.
- 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. (The customer will receive full value for his or her tokens.)
- Vendor agrees not to charge sales tax for any items purchased with tokens. If sales tax is already factored into the price of items, the price of the item must be reduced by the amount of tax already included.
- VENDOR agrees to not exchange any tokens for U.S. currency with any person except authorized MARKET staff.
- VENDOR agrees to post a sign (to be provided by MARKET) identifying VENDOR's stall as an authorized EBT vendor.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
MARKET Representative  
**East Lake Farmers Market, Inc.**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date