



INFORMATION FOR NEW VENDORS

Thank you for considering Three Rivers Market to retail your products. New Item Packets must be delivered to:

Three Rivers Market
1100 N Central St
Knoxville, Tennessee 37917

Please mark the packet — **ATTENTION: NEW ITEM**. Submit to the Customer Service desk when delivering your packet in person.

CHECKLIST FOR NEW ITEM PACKET

The following information must be included in your New Item Packet:

- Vendor contact information, including an e-mail address. If you use a billing address that is different from your facility or farm address, please include both.
- List of products available, including seasonal information if applicable
- Ingredient lists
- Country, State, and County of origin
- Actual product samples of non-perishable products
- Actual packaging samples of perishable products
- For food manufacturing businesses in Tennessee, a copy of your **Tennessee Dept of Agriculture Regulatory Services Permit** and a copy of your last inspection report. Businesses outside of Tennessee must provide their state's equivalent permit and inspection documentation.
- Copy of additional relevant permits, licenses, and/or inspection forms from the Tennessee Department of Agriculture, Tennessee Department of Health, and/or the USDA required for you to sell to retail establishments. See back for list of products requiring licenses.
- Cost and terms offered. Minimum of 7 day terms required
- Sample of invoice to be provided
- List of current Tennessee retailers carrying the product. If you retail your own product at farmer's markets, on the Internet, or in other ways, include those along with your retail prices.
- Other pertinent information, such as marketing materials in use.

The following information must be included if available:

- Product UPC
- Nutritional information
- Organic Certificate
- Certified Naturally Grown Certificate
- Humane Raised and Handled Certificate
- Animal Welfare Approved Certificate

To be considered, products must meet the Three Rivers Market Product Standards. A copy of our current standards is attached.

Farms not Certified Organic or Certified Naturally Grown must be visited by Three Rivers Market. Products submitted with incomplete information will not be considered. If you have any questions, please contact the department manager you are working with or Jacqueline Arthur, General Manager, j.arthur@threeriversmarket.coop or 865-525-2069.

A Note about GMOs:

We recognize that consumers expect natural and organic products to be free of GMOs and are endeavoring to meet that expectation to the best of our ability. Therefore we are no longer accepting new non-organic food products that include GMO high-risk items (listed below) in their ingredient list, unless they are enrolled in the Non-GMO Project or can provide us a detailed description of measures taken to avoid GMO contamination. We also prioritize body care items, pet supplies, and general merchandise that do not contain genetically modified ingredient.

High-risk crops include:

- Alfalfa
- Canola
- Corn
- Cotton
- Papaya
- Soy
- Sugar Beets
- Zucchini and Yellow Summer Squash

REQUIREMENTS AND REGULATORY INFORMATION

Farm products include, but are not limited to: produce, plants, eggs, honey, meat, cheese, milk, decorative gourds, herbs, animal fibers and cut flowers. Farm vendors cannot change food from its original state without approval from the Tennessee Department of Agriculture Regulatory Services. This includes jams and jellies, shelled beans or sliced watermelon. Baked goods & value added products are considered a "Prepared Food" and require permitting by the Tennessee Department of Agriculture.

Products requiring licenses include:

- **Eggs:** Eggs from vendors with under 3000 birds which are sold as unclassified or ungraded must be in containers that are labeled with the name and contact information of the producer and must be clean and sanitized.
- **Meat:** Must be processed in a USDA certified facility. All meat products offered for sale must have the USDA seal.
- **Honey:** Honey processors who produce less than 150 gallons of honey per year are not required to obtain a Regulatory Services Permit. The product must still be labeled with contact information, net weight in ounces and grams and ingredients.
- **Cheese and Milk Products:** All dairy products sold in Tennessee must be registered.
- **Plants:** Vendors selling rooted plant materials have to be certified by Tennessee Department of Agriculture before selling their nursery materials. Exceptions include tomato, squash & eggplant starts. All bedding plants, strawberries and herbs require a license. There are several types of nursery, greenhouse or plant dealer applications. A description of the various applications can be obtained from Tennessee Department of Agriculture Division of Regulatory Services.
- **Prepared Foods:** All prepared foods must be sold in compliance with Tennessee Department of Agriculture and Knox County Health Department regulations. All packaged foods must be labeled with vendor contact information, ingredients and net weight.

For information about the domestic kitchen certification & food manufacturing requirements, please contact the Tennessee Department of Agriculture at 615-837-5193. Domestic kitchen guidelines can be found at:

www.utextension.utk.edu/publications/pbfiles/pb1710.pdf

Most permits and certificates can be found through the Tennessee Department of Agriculture website, www.state.tn.us/agriculture/regulatory/permits.html or by calling 615-837-5137.