



LoCo Food Distribution

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CHAIN GROCERY MAINTENANCE SERVICE CONTRACT

PLEASE INITIAL YOUR SELECTION AND SIGN COMPLETELY AT THE BOTTOM OF THE DOCUMENT.

LoCo Foods AGREES TO PROVIDE THE FOLLOWING SERVICES TO SUPPORT SALES:

- Maintain good working relationships with the corporate offices of each chain to keep local programs and the products we deliver, top of mind, and work on new programs that highlight local food at the store level.
- Submit paperwork and confirm for product changes and additions to product lines.
- Handle all promotion submissions, pricing and confirmation of sales tags in stores.
 - An annual promo calendar must be submitted by vendor to LoCo Foods upon chain approval.
 - Subsequent promos must be submitted to LoCo Foods 6 months in advance of promo start date.
 - Promotional calendars need to be received by July 15th for the following year for all brands currently in chains.
- Annual category review submission support.
- Specialized marketing and communication of additional promotional opportunities.
- Maintain demo calendar to track all upcoming demos per chain.
- LoCo Food's Chain Grocer Representatives call and/or emails each store on the vendor's behalf 7-10 days in advance of all demos to encourage orders.
 - Initial demo setup must be done by vendor a minimum of 2 weeks in advance.
 - Communicated demo schedule to LoCo Foods by entering it onto the demo calendar.
- LoCo Food's Chain Grocer representatives visit each store a minimum of once every quarter to check on product levels.
- Ensure accurate shelf/sale tags.
- Offer samples and product information as appropriate.
- Provide scan sheets and order forms.
- Maintain relationships with store buyers.
- Correspondence by phone or email with each store a minimum of once a month to ensure product is on shelves, buyers know how to place their orders, and to address transitions and concerns.
- Connect vendors with store specific or corporate specific opportunities for their brands including special events, as applicable.
- Order Form maintenance and digital file distribution to store level buyers. (Hard copies available upon request).
 - These are lists of approved products for each chain grocer.
- Electronic Data Interface 'EDI' availability and maintenance for select chains.

VENDOR AGREES TO CHAIN MAINTENANCE TERMS AS FOLLOWS:

➡ _____ (initial)

Chain Maintenance and Development Fees will be charged 8 cents per unit sold, per applicable chain on a quarterly basis.

- Quarterly fee to be no less than \$99.00 per quarter and not to exceed \$800.00 per quarter.
- Maintenance and Development fees are charged at the end of each quarter, after services are rendered by way of credit memos charged back to outstanding invoices.
 - The dates these charges will take place are the first weeks of; January, April, July, and October.

VENDOR DECLINES CHAIN MAINTENANCE AND DEVELOPMENT:

 _____ (initial)

By declining these services, you understand that:

- LoCo Food Distribution will provide distribution services only.
 - No additional brand development support will be provided.
- If you choose to decline these services, LoCo Foods will not commit to providing the services outlined below for your products. (i.e. calling stores regarding your product; including demos, promos or low inventory on shelves.)
- A \$40 per sku administration fee will be assessed for each submission made to chain grocers on your behalf. This includes, but is not limited to:
 - Promotion submissions and billbacks.
 - Demo coordination
- A \$200 per sku administration fee will be assessed for each Product Change (i.e. pricing, UPC changes, case size dimensions, branding etc.)
- To recognize that extra costs and overhead are incurred by LoCo Foods for “special projects” which take place from time to time, please be prepared to cover such extra costs when they occur on a “fee for extra service” basis. These services could include retail work, incentive programs, handling unsaleable merchandise, test marketing, demonstrations and postage.

Thank you for choosing LoCo Foods!

By signing below, you agree to the chain maintenance selections outlined above.

Company Name: _____

Date: _____

Printed Name/Title: _____

Signature: _____

****PLEASE RETAIN A COPY FOR YOUR FILES ****