

Attention: Potential New Lee's Vendor:

Subject: Requirements for New Item Consideration

Thank you for your interest in getting your product(s) considered to be authorized in our stores. Due to the high volume of requests, we ask that you follow these requirements to start the process. Please start by sending samples, pricing and product information to our office at the address shown on the bottom of this form.

### **1. Distribution plans and costs**

- Our preference is to have all new items go through a distributor. There is a variety of great distributors, including a few locals already delivering to our stores. You may want to contact one of the following companies:
  - Associated Food Stores
  - Combined
  - Core-Mark
  - Crossroads Sales
  - Kessimakis Produce
  - US Central
  - US Foods

### **2. Product Requirements**

- Your product must have a scannable UPC and include nutritional information. **IMPORTANT:** Please complete the attached check-off list indicating everything about your product. We will need to see this to consider your product.
- We will NOT accept any "Home Produced" or "Cottage Food" products.

### **3. Information about company and product**

- Make sure to include delivered cost / pricing.

NOTE: Once the applicable sales director has received all of this information, please allow up to 4 weeks for a response. If your product and company information meet the item will be a good fit for the Lee's MarketPlace stores, you will be contacted to schedule a meeting. You will be required to provide us with the following:

- \$1 Million insurance policy
- A list of other retail stores
- Copy of your UDAF Registration Permit (Utah Department of Agriculture & Food)

Sincerely,

Lee's MarketPlace Management