



2025 AGREEMENT FORM – SNAP/EBT TOKEN PROGRAM

Vendor Name

Business Name/Person (Check Payable To)

Mailing Address Line 1

Mailing Address Line 2

Vendor Agreement for Portage Farmers Market SNAP/EBT Token Program

We appreciate your participation in the SNAP/EBT Token Program, and welcome your questions and concerns. Please contact farmmkt@portagemi.gov for more information or if you do not understand any part of this agreement.

Only tokens bearing a City of Portage logo saying Portage Farmers Market may be spent and redeemed at the following locations:

Market Name	Location
Portage Farmers Market	7900 S Westnedge Ave. Portage, MI 49002

As a vendor at the market participating in the EBT Token Program, I/We agree:

To accept the market's SNAP/EBT tokens only for SNAP eligible food items (see sidebar at right).

- To charge the same price for goods whether a customer tenders SNAP/EBT tokens, cash, or check.
- That I/we will not give cash change in any amount for goods paid for with SNAP/EBT tokens even if change would ordinarily be due.
- That I/we will not exchange SNAP/EBT tokens for any reason for cash.
- To display the signs provided on our market stall to indicate that I/we accept SNAP/EBT tokens.

In addition, we understand that

- It is important for us to maintain and keep accurate records of the tokens we turn in to the market for reimbursement.
- The market will not accept damaged or broken tokens for reimbursement.
- The market will not reimburse tokens using cash at the market but will reimburse by check.
- I/we should notify the market beforehand if I/we choose to end participation in the program.
- It is our responsibility to ensure that anyone who sells at the market for our business understands and agrees to the terms of the SNAP/EBT Token Program.
- It is our responsibility to direct questions or concerns about the SNAP/EBT Token Program to the market manager should they arise.

SNAP eligible food items include:

- Preserved and fresh fruits, vegetables, and herbs
- Meat, dairy, and eggs
- Baked and canned goods
- Vegetable- and fruit-bearing plants, and herb plants

Items that cannot be purchased using SNAP include:

- Food items intended for immediate consumption at the market (like coffee or prepared hot foods)
- Non-food items (like crafts, clothes, and flowers)
- Produce that is intended for ornamental purposes only (like gourds and carving pumpkins)

Ask market management if you have additional questions about what items are eligible. More information may be found online at <https://www.fns.usda.gov/snap/retailer/eligible>



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Agreement:

I understand and agree to adhere to the SNAP/EBT Token Program's requirements as outlined above.

I understand that if market staff observes or receives evidence of my failure to abide by this agreement, I may not be eligible for full reimbursement, my ability to participate in Portage Farmers Market may be suspended or revoked, and I may be reported to federal law enforcement officials.

Vendor Signature

Date

I verify that I have spoken to the vendor named above about the market token program, seeking translation if needed. I am confident that he/she understands all of the above rules and is willing and able to participate in the program and comply with program requirements.

Market Staff

Date