



600 Palm Ave., Suite 107
Imperial Beach, CA 91932
619-289-7066
gm@suncoastmarket.coop
suncoastmarket.coop

New Vendor and Product Submittal Criteria

SunCoast Market Co-op is a community owned grocery store serving the communities of the South Bay area. We offer a full selection of produce, grocery, dairy, frozen, meat, seafood, supplements, and personal care products as well as an in house kitchen making freshly prepared foods daily. We inspect every product to ensure the ingredients and overall quality meets our standards.

1. All information and samples should be sent to:
Andre Chavez, General Manager
SunCoast Market Co-op
Attn: New Products
600 Palm Ave., Suite 107
Imperial Beach, CA 91932
gm@suncoastmarket.coop
2. New Vendor
 - a. Must fill out New Vendor Profile form completely
 - b. Include a copy of Business License
 - c. Include a copy of liability insurance with SunCoast Market Co-op specifically named
 - d. Any missing information will delay our ability to review your product(s).
 - e. Include a vector image of the company/brand logo.
 - f. Include a short paragraph about your company that is web and/or social media ready.
3. New Products (new or existing vendor)
 - a. Must fill out a New Product Submittal form completely.
 - b. Items without UPCs are less likely to be approved.
 - c. Labels must be up to all government standards. A good resource for labels can be found at: sandiegocounty.gov/content/sdc/deh/fhd/food/cottagefood.html
 - d. Must include all suppliers who distribute product and their order codes on separate lines of form.
 - e. Free fills for opening orders are recommended.
 - f. Shipping fees, if any, must be disclosed before any product is ordered.
 - g. At least one sample is required (although more are accepted) of each product.
 - h. We also require that a full ingredient list of each product is included with the form.
 - j. All new items are on a 90 day probation period. If sales are not at expectations, sales rep/brokers must credit SunCoast Market Co-op for the remaining inventory of slow moving products. Slow moving products to be discontinued will be based upon SunCoast Market Co-op movement analysis.
 - k. Product will not be received unless accompanied by an invoice.
4. Questions
 - a. Any questions regarding the information required should be directed to the general manager.