



# Northwest Nursery Buyers Association

**Northwest Nursery Buyers Association**

PO Box 288, Welches, OR 97067

Office – 503-622-1260 Fax – 503-622-1284



# NNBA FACT SHEET

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### ***The Organization***

Founded in 1980, NNBA is a retail buying cooperative whose members are owners of independent Northwest nurseries and garden centers who cooperate to achieve better buying power and to improve their businesses.

### ***Who Qualifies***

Any independent retail nursery of sound credit and industry standing can apply. Applications can be obtained through the NNBA office by calling 503-622-1260. After a thorough credit check, the membership votes on each applicant, and if no objections are raised, the applicant is invited to join.

### ***What is the Cost***

The initial capital investment is \$1000. In addition, a surcharge is assessed on all purchases for operating expenses and maintaining the capital fund at a level set by the Board of directors. The surcharge varies with volume, but averages less 2.25% before dividends. When dividends are also calculated the net cost to belong is less than 1.75%. There are no annual fees or hidden costs. All discounts and profits are passed through to the membership. Dividends are paid annually based on the cooperative's performance.

### ***Other Requirements***

1. Members are required to attend two meetings a year (currently in February and October).
2. Member's volume with the Association must be a minimum of \$50,000 per year.
3. Members are expected to pay all bills strictly according to terms.
4. Members secure their potential debt with the NNBA by one of 3 means:
  - a. Issuing the NNBA a Letter of Credit from their bank.
  - b. Issuing the NNBA a Security Agreement on inventory.
  - c. Paying cash in advance for all purchases or having a cash deposit on hand in an amount set by the Board of Directors.

### ***Termination***

Members may leave at any time and in the event of termination, the Board of Directors, at its discretion, returns the member's capital accumulation less any debt, assessments, etc. that may be outstanding.

### ***Our Suppliers***

Our suppliers are top firms in the industry many of whom you probably do business with already. We value their good will and endeavor to treat them discretely and fairly.

### ***The Bottom Line***

NNBA offers discounts second to none, and gives all its members, large and small alike, buying power that they could never have by purchasing on their own. Submit your application today for increased profit margins, and shared experiences with your industry friends.



# The NNBA Difference

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## *What makes the NNBA different?*

**THE BEST DISCOUNTS IN THE REGION** – *without question, since all discounts are passed through to the members, NNBA members purchase their goods at less cost than through any other buying group.* The Association's only interest is in increasing the buying power of its members.

**RELIABILITY** – The oldest independent retail garden center buying group in the Northwest, NNBA has established a solid reputation for fair dealing with its suppliers and responsible attention to the needs of its members.

**FOCUS** – The NNBA Board of Directors is committed to the Northwest Region and is dedicated to serving the Independent Retail Nurseries in the area in the best manner possible. Since it serves only Northwest garden centers, the NNBA avoids the potential of diluting its service and increasing the cost of operation to its members.

**MEMBER DRIVEN** – With two meetings per year, NNBA members have a great deal of input into the policies and governance of the organization. Board members, who serve a two-year term, make all policy decisions. The NNBA office staff is dedicated to serving our members in ways only a small, lean, regional organization can.

**EDUCATION** – Our meetings are packed with information. Whether through organized, informative agendas, or interaction with your fellow nurseryman, or listening to speakers from the outside, or through email messages and surveys, the Association tries to keep its members up to date in matters of interest and concern. Our summer garden center bus tour has been sold out 10 years in a row.

## *Can you afford not to join?*



# NNBA Confidential Membership Application

## Northwest Nursery Buyers Association

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### Business Information

Date: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_ State Tax ID#: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website: \_\_\_\_\_

Store Name: \_\_\_\_\_

Store Manager: \_\_\_\_\_

Store Address: \_\_\_\_\_

\_\_\_\_\_

Years in business under present ownership: \_\_\_\_\_

Total years in business under any ownership: \_\_\_\_\_

Name of person responsible for accounts payable: \_\_\_\_\_

Are there any judgments or liens against the business? \_\_\_\_\_ If yes, explain:

Have you or your business ever filed for bankruptcy? \_\_\_\_\_ If yes, explain:

Do you have any past due invoices or outstanding issues with any vendors? \_\_\_\_\_

If yes, explain:

#### BUSINESS FORM:

- ☐ Corporation
- ☐ Partnership
- ☐ Proprietorship
- ☐ LLC

# Ownership

## If Corporation or LLC:

Year and state in which incorporated: \_\_\_\_\_

List all shareholders and directors:

NAME	ADDRESS	PERCENT OF BUSINESS	OFFICE HELD
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## If Partnership:

Date formed: \_\_\_\_\_

List all partners:

NAME	ADDRESS	OFFICE HELD
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**REFERENCES:**

A separate prepared reference sheet is acceptable if preferred.

**BANK REFERENCE:**

NAME	ADDRESS	PHONE	ACCT NUMBER
<hr/>			
<hr/>			

**TRADE REFERENCES:**

NAME	PHONE	EMAIL
<hr/>		
1.	<hr/>	
2.	<hr/>	
3.	<hr/>	
4.	<hr/>	
5.	<hr/>	
6.	<hr/>	
7.	<hr/>	
8.	<hr/>	

# Key Vendors

Please list your top 10 vendors:

VENDOR	ANNUAL PURCHASES
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

## Nature of Business:

### VOLUME

Annual Volume: \_\_\_\_\_

Give % of total for each category:

Garden Store: \_\_\_\_\_ Green goods: \_\_\_\_\_ Landscape: \_\_\_\_\_ Florist: \_\_\_\_\_ Furniture: \_\_\_\_\_

Wholesale: \_\_\_\_\_ Gift: \_\_\_\_\_ Pet: \_\_\_\_\_ Christmas: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

### HISTORY

Company started: \_\_\_\_\_ Years open at this location: \_\_\_\_\_ Number of locations: \_\_\_\_\_

Other business units: \_\_\_\_\_ Production: \_\_Y / N Landscape: \_\_Y / N

### FACILITY

Total property: \_\_\_\_\_ Is property: Owned / Leased \_\_\_\_\_

If leased please describe length and renewal terms of lease \_\_\_\_\_

Total retail site space: \_\_\_\_\_ Total covered space: \_\_\_\_\_

Greenhouses: \_\_\_\_\_ Shade House: \_\_\_\_\_ Warehouse: \_\_\_\_\_

Garden store space: \_\_\_\_\_ Other major departments: \_\_\_\_\_

Number of parking spots: \_\_\_\_\_ Parking lot: \_\_Paved / Gravel\_\_

### CHECK OUTS

Number of register lanes: \_\_\_\_\_ Outside or seasonal registers: \_\_\_\_\_

Point of Sale: Y / N Brand: \_\_\_\_\_

### STAFF

Number of full time employees: \_\_\_\_\_

Number of part time employees: \_\_\_\_\_

Number of seasonal employees: \_\_\_\_\_



## Obligations of Membership:

### IN THE EVENT MY APPLICATION FOR MEMBERSHIP IS APPROVED, I AGREE TO THE FOLLOWING:

1. Members are required to attend two meetings a year (currently in February and October).
2. Member's volume with the Association must meet a minimum of \$50,000 per year.
3. Members are expected to pay all bills strictly according to terms as established by the Board of Directors.
4. Members secure their potential debt with NNBA by one of three means:
  - a. Issuing NNBA an Irrevocable Letter of Credit from their bank in an amount set by the Board of Directors.
  - b. Issuing NNBA a Security Agreement on inventory.
  - c. Paying cash in advance for all purchases or having a cash deposit on hand in an amount set by the Board of Directors. Bank interest is paid on these funds.
5. Payment of \$1,000.00 into the member's capital account.
6. Members agree to pay a maximum of 3% per month, (36% per year) late fee on past due balances.
7. Members must supply a personal guarantee for the debt of their business.
8. Members agree to be bound by and will comply with all Bylaws of the Cooperative.
9. Members agree to be bound by Bylaw 8.8 regarding declaration of Cooperative patronage income for Federal Income Tax purposes.

The undersigned hereby applies for membership in the Northwest Nursery Buyers Association (NNBA), and encloses herewith the applicable capital fund fee of **\$1,000** to be held by NNBA pending Applicants election (or to be returned to the Applicant if Applicant is not elected).

Applicant submits as part of this application and warrants the accuracy of the data set forth on the application, and agrees that if elected to membership Applicant will promptly inform the Cooperative in writing of any change of the type of legal organization, or the name, under or by which operated or controlled by the Applicant, and of any other data set forth on the application. Applicant agrees to supply to the Cooperative such additional information as the Board may reasonably request.

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorization to Release Information

Date: \_\_\_\_\_

To Whom It May Concern:

I/we have applied for membership in Northwest Nursery Buyers Association. As part of the application process Northwest Nursery Buyers Association may verify information contained in the application and in other documents associated with the application.

During the application process, the application and information released to Northwest Nursery Buyers Association will be shared with the NNBA Board of Directors, however will remain confidential.

You are hereby authorized to release any information required by **Northwest Nursery Buyers Association** to complete the application process.

A copy of this authorization may be accepted as an original.

Your prompt response to inquiries would be greatly appreciated.

Firm: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date