Contract for White Pine Market

Name, address, email, phone and brief description of what you sell

Welcome to open your business in White Pine Market! I am going to go over some things you can expect from WPM and we expect from our vendors.

WPM agrees to provide maintenance, sales support, and reasonable security for contents of booth in a clean and customer friendly environment. WPM agrees to take all reasonable steps to protect sales items from theft or damage during rental period. WPM reserves the right to reject any item offered for sale if deemed “unsuitable” at our discretion. WPM agrees to be responsible for collecting appropriate sales tax. WPM agrees to pay vendor monthly for all accumulated net sales dollars, (less commission and rent due). For opening date of July 13, I will collect prorated rent (1/2) for July, then I will subtract the following months rent from end-of-month sales. Vendor has option of paying rent separately if you choose not to have it deducted.

Vendor agrees, upon signature of this contract, to be responsible for attractively displaying agreed upon goods within the space allocated. Vendor is responsible for maintaining a clean, inviting environment within their booth; keeping their products within the approved areas only. Vender understands that WPM is not responsible for loss of item due to theft or damage and that WPM is not responsible for insuring vendor possessions whether for sale or display. Vendor understands that any items remaining in booth 2 calendar days after end of agreement become property of WPM. Vendor agrees to label products using system provided by WPM.

At this time I am not going to offer flexible discounts (offers by customers). It is up to vendor to relabel items to a lower price in order to sell.

Sales for this booth (not including sales tax) will be totaled at the end of each billing cycle. Vendor understands that WPM will retain 10% commission WITH 8 hours of volunteer time per space. If vendor chooses not to volunteer time, WPM will retain 20%. Total rent and sales commission will be deducted from total sales for the current billing cycle and resulting check/invoice will be available for pickup by vendor within 3 days of billing cycle. A sales report for the last 30 days will be provided, detailing all sales transactions by date for commission due, else an invoice will detail payment due.

Outstanding rent must be paid in full by the specified “pay by” date for their billing cycle or a $25 penalty will be added and any sales ongoing in booth will be garnished to pay past due and current outstanding rent.

Vendors will be given a code for access to door. This code is for vendors ONLY. Not family or friends. I am not going to specify hours for working on booths at this time. I just request you not to work on booth when WPM is busy. We can revisit this policy after trying the “open hours”.

Remember, we are all a team, businesses within a business, and let’s do our best to support each other! To keep our store unique in variety, let’s be considerate to fellow vendors and not sell the exact thing they are selling. This is not to say we can’t have candles, lamps etc in more than one space! Please plan to refresh your space every week or two. I will message you if we have super busy day and your space needs attention.

For those of you wanting to volunteer in store, I plan to use the Sign-up Genius. I have an attachment for working in store.

Yes, I want to volunteer 8 hours for 10% commission\_\_\_\_\_\_\_

No, I understand WPM will take 20% commission \_\_\_\_\_\_\_\_\_

Signature of Vendor

Signature of WPM