**Between Friends Art Center**

39 Center Street – Brewer, ME 04412

(207) 989-7100

**Vendor Agreement**

Vendor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name (If different than vendor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Units are rented on a monthly basis at $50 per month, plus 5% proceed fee will be taken for each item sold. Payment by check only to be made out to: Between Friends Art Center. Payment is due the first of each month. Every 7 days past the due date, a late fee of $5 will be added to any monthly payment.

Items must be contained within the designated unit. All items must be preapproved by Between Friends Art Center employees before adding into the rented unit. It is the vendor’s responsibility to clean and maintain an attractive well-organized unit. All Items must be tagged with vendor name and unit number. With each unit rental, vendor may bring in one small furniture item to be placed in the gift shop with no additional unit fee. This “extra” item will have a 10% procced fee taken when sold. Small furniture consists of less than 1.5 square foot of floor space.

Number of units rented \_\_\_\_\_\_\_, Total Monthly Fee\_\_\_\_\_\_\_\_\_\_\_\_

Each unit is 1.5” deep, 3” wide, and 5” foot tall. Includes 3 removable glass shelves.

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| --- | --- | --- | --- | --- | --- | --- |
| Date of Unit Payment | Late Fee | Amount Paid | Month’s Total Sold  (before tax) | Proceed  Fee Total  (5 or 10%) | Total owed to vendor | Date Paid to  Vendor |
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Between Friends Art Center shall not be responsible for providing a year end-statement or income tax record to the vendor and does not provide a 1099 to the vendor. Between Friends Art Center does not provide insurance of any kind to vendor products due to theft, breakage, fire, flood, roof leaks, or damage of any kind.

I have read the above policies and understand the rules as they are stated. Between Friends Art Center reserves the right at any time to void the contract or cancel without a refund if the Vendor fails to act in accordance with these policies. Items will be forfeited to Between Friends Art Center after 3 months of failure to pay the monthly rental. Renewal of this contract is at discretion of Between friends Art Center.

Signature of Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ Employee Initial: \_\_\_\_\_\_\_\_\_\_