



FitzPatrick's Four Season Farm Market  
[www.fitzpatrickfarmmarket.com](http://www.fitzpatrickfarmmarket.com)  
8637 New York Highway 36, Arkport, NY 14807  
(607) 295-7722  
[shopthefitz@gmail.com](mailto:shopthefitz@gmail.com)

## Vendor Information

*FitzPatrick's Four Season Farm Market is expanding its local vendor section and is seeking regional artisans for 2021.*

Email [shopthefitz@gmail.com](mailto:shopthefitz@gmail.com) by 5/15/21  
if you are interested in being a vendor

**Store Hours** – Monday – Saturday 10 AM – 6 PM; Sunday 12 PM – 6 PM

**Rent** – Spaces are approximately 6" long x 4" deep and cost \$175/month. Spaces rented by the quarter (e.g., April – June) will receive a 10% discount on space fees. If other space is needed, please inquire.

**Security Deposit** – \$50 is due upon signing. Once the term has ended and the rental space is vacated and broom clean, the security deposit will be returned within 10 business days.

**Returned Check Fee** – If a check for payment is returned by the bank for any reason, a returned check fee of \$40 will be charged to the Vendor.

**Displays**– Vendors should bring in their own shelves or displays for their merchandise. Displays should not exceed 60" H. Wood/natural colors are preferred.

**Commission, Fees and Sales Tax** – A 10% commission will be charged on all sales. Vendor agrees to clean, dust, rearrange, and replenish merchandise within rented space at least once per month. If FitzPatrick's staff is required to clean rented space, a monthly \$40.00 fee will be added to rent to cover labor and supplies. FitzPatrick's will collect and report any eligible sales tax. Vendors will be paid approximately 10 business days after the end of each month.

**Merchandise** – Items should be handcrafted and/or natural and fit into the "Farm Fresh Flavor for your Family" concept. No food items will be permitted for sale in the retail vendor spaces. To find out if your items would be appropriate, contact us with a description of the type of merchandise you have to sell with photos.

**Liability** – Owners, employees, and volunteers are not responsible for any resulting damage, loss, injury or legal action. FitzPatrick’s will maintain liability insurance. Vendor is responsible for any desired renters’ insurance. The Vendor will sell at their own risk. Staff will monitor all goods in the shop to the best of their ability and will make every effort to safeguard your inventory.

**Marketing and Branding** – FitzPatrick’s retains the right to display and market products through its website, social media pages, promotional events, advertising and in-store displays. Vendors are encouraged to advertise through their own channels such as their own website and social media platforms. Please promote the #shopthefitz hashtag on your social media posts.

### **Vendor Rules and Responsibilities -**

- The Vendor agrees to maintain their space and to keep it replenished.
- The Vendor and FitzPatrick’s will work hand in hand on the displaying of goods the Vendor wishes to sell. Staff will have final word as to display location/orientation.
- ALL merchandise must be clearly and accurately tagged at all times.
- Items being used for display purposes ONLY must be clearly marked with your Vendor tag and “Display Only” or “Not for Sale”.
- Decorating, cleaning and maintaining the space is the Vendor’s responsibility. A “cleaning fee” may be charged if neglect occurs. See above “Commissions, fees and sales tax.”
- The Vendor may stock their booth anytime during the regular store hours or by appointment. Staff may not be kept after hours to work on your space.
- At the end of the Vendor’s term, space(s) will need to be vacated and broom clean. Booths not vacated will incur monthly expenses at 1.5x the rental fee.

**Hours of Operation** – FitzPatrick’s will maintain posted regular hours and will be closed on major holidays as well as any severely inclement weather days and reserves the right to close at the owners’ discretion. Hours of operation will be posted, and special event hours may be held outside of regular hours during the holiday season.

**Agreement** - We look forward to possibly working with you. It is our goal to provide a safe, organized, clean and attractive environment that will only enhance the shopping experience for our guests. FitzPatrick’s will comply with all NYS Department of Health regulations for retail establishments to the extent possible.



## Vendor Agreement 2021

Contact Name: \_\_\_\_\_

Business Name (if applicable):  
\_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Instagram: \_\_\_\_\_

Website or Facebook page: \_\_\_\_\_

W9 Provided?      Yes      No

Space Number(s) \_\_\_\_\_

Monthly rent: \_\_\_\_\_

Begin term date: \_\_\_\_\_

End term date: \_\_\_\_\_

Security deposit received date: \_\_\_\_\_

Total Payment Received: \_\_\_\_\_

Payment date: \_\_\_\_\_

*I hereby agree to the Terms and Conditions set forth in this document.*

Signed: \_\_\_\_\_

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

*Payment and paperwork received by:*

Signed: \_\_\_\_\_

FitzPatrick's Four Season Farm Market Representative

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